

# Kreative Kidz

## Challenging Kids To Make Something...



### Policies & Procedures – Youth Enrichment Programs

- **Program Fees** - The program fee for **After School - \$60 per child week per child; Base Summer Camp - \$80 per child per week or S.T.E.M Camp - \$100 per week per child** is due every Friday to reserve the participant's seat for the following week. Failure to pay the program fee as stated above will result in a **late fee of \$15 per child**. This fee must be paid in addition to the program fee by close of business the following Monday or the **participant's service will be suspended** until all fees are paid (including late fees). **Part-time and All-day daily program fee is \$25 per child** when Fulton County Schools are closed and the Kreative Kidz center is open from 7am-6pm. If program fees are not submitted when required, the participant's seat may be forfeited. Kreative Kidz reserves the right to *dismiss* any participant for lack of attendance, lack of payment, and/or behavior or performance issues. **Credit** for days of service not used **will not** be given. **Late Fees** – the center closes at 6pm Monday through Friday. Failure to pick up your child by 6:00pm will result in a **late pick up fee of \$5 per ½ hour per child**. This fee must be paid in addition to the program fee by the next scheduled date.
- **Hours of Operation** – After School Program operates from 2pm to 6pm Monday through Friday; Summer Camp program operates from 7am to 6pm Monday through Friday with complementary drop off hours between 7am and 9am and complementary pickup hours between 4pm and 6pm. All activities take place between the core hours of 9am and 4pm.
- **Breakfast & Lunch** – Complimentary daily breakfast/ lunch (summer camp only) and snack are available to participants. If bringing a bagged breakfast/lunch, please note that microwaves are not available for participant usage and refrigeration is available. Breakfast is from 7am-8:15am; Lunch is from 11:30am-1pm daily.
- **100% Participation** – Kreative Kidz programs are designed to be “participative” in nature. All participants are required to participate in any and all activities during the core hours between 9am and 4pm during our summer camp program. Participants are assigned teams and as team members each participant has a responsibility to their team to be present and actively involved in team activities.
- Kreative Kidz programs are **disciplined and structured**. Therefore, any participant who exhibits unsatisfactory behavior and/or performance will be prohibited from extra-curricular activities and/or field trips. **Kreative Kidz** exercises discipline techniques such as time-out and exclusion from said activities.
- **Dress Code** - Appropriate dress and hygiene is required at all times. No holes in shirts, pants, shorts, or shoes. **Summer Camp program only - Kreative Kidz** will provide Kreative Kidz t-shirts and camp bags. Participants must wear t-shirts during any and all activities of the summer camp program. **Failure to wear camp T-shirts will result in loss of participant privileges**. **Green t-shirts** are to be worn on Mondays, Wednesday, and Fridays. **Gold t-shirts** are to be worn on Tuesdays and Thursdays. Camp bags are a part of the uniform and are to be worn daily. **\*\*Additional t-shirts can be purchased for \$5 each.**
- **Escort** - No participant will be allowed to enter or leave the facility without being escorted by the parents/guardians, person authorized by parents/guardians, or facility personnel. No one under the age of 18 is permitted to sign participants in or out.
- **School Pickup** – Kreative Kidz must be *notified by 2pm* if your child will not be attending Kreative Kidz on any particular day. Notification is also required when Fulton County Schools dismiss students early due to inclement weather and your child **is not** being picked up by Kreative Kidz. **Also, parents are now required to notify Kreative Kidz Management in writing regarding days your child will be staying after school for other curricular activities and will not need to be picked up by Kreative Kidz.** This will ensure that all participants are picked up at the schools in a timely manner and that all participants are safe and accounted for. **Failure to adhere to this policy may result in a \$15 "no show" fee (per occurrence) being charged to your account.** If your child *misses the bus*, Kreative Kidz *will not return* to the school for pickup. In this case, it is the school's responsibility to contact the parent/guardian for pickup arrangements.
- **Updated Records** - Parents/Guardians are responsible for keeping the participant's records current to reflect any significant changes as they occur, e.g. telephone numbers, work locations, emergency contacts, participant's physician, participant's health status, immunization records, etc.
- **Parent Information Box** - Kreative Kidz distributes a variety of information related to participant activities, newsletters, program registration, policies, and much more on a frequent basis. The Parent Information Box is the best way to get any message out to our parents.
- **Field Trip Notification and Permission** – Parents/Guardians are required to give “signed” permission for all field trips. Field trip notification forms will be located in the Parent Box on a weekly basis for review. Parent signature along with a check mark in "Attend Field Trip" box located on the “Attendance Sign In/Out Sheet” indicates that your child has permission to attend the field trip scheduled for Tuesday and/or Thursday! **NOTE:** Field trips are a reward and incentive and must be earned. Therefore, participants who fail to meet behavior, attitude, and/or performance standards will not participate in field trips. Kreative Kidz reserves the right to exclude participants from field trips if a pattern of absenteeism is detected on “non field trip” days. **Note: In order for participants to attend any field trip, participants must arrive 15 minutes prior to departure times indicated on weekly field trip notice. Failure to do so will result in the participant remaining at the center with a staff member. Participants cannot be dropped off at field trip location(s)...NO EXCEPTIONS! Note: S.T.E.M. field trip participation will be based upon individual student's “benchmark” achievements throughout the program.**
- **Electronic Items** – **Only participants of rooms 1 & 3** may bring electronic games, mobile devices, iPads, and other electronics. Said devices are only allowed during authorized time periods such as...during bus rides on field trips and during intake (7am-9am) and outtake (4pm-6pm) hours. Cell phones must be set to silent or vibrate mode during program hours and are prohibited except for emergency purposes. Kreative Kidz is not responsible for lost or stolen items.