KIDS IN ACTION
AFTER SCHOOL CARE PROGRAM
POLICIES AND PROCEDURES

WELCOME
On behalf of the North Little Rock Athletic Club and Kid’s Galaxy we would like to welcome you to our Kids in Action (KIA) After School Care Program. The following information will address our policies and procedures and is designed to help your family become more familiar with our program. Our goal is to provide a first class After School Care Program for children in grades K - 6. The following policies and procedures will serve as guidelines for the successful accomplishment of our goal.

HOURS OF OPERATION
KIA operates Monday through Friday from 2:30 to 6:00 pm when school is in session. When school is out of session we offer full day “Out of School Fun Days” if we have at least eight children participating.

INCLEMENT POLICY
KIA follows the North Little Rock School District’s school closing policy for inclement weather. Therefore, if the NLRSD makes an early morning or mid-day closing, KIA will be closed as well. In addition, if the NLRAC deems the weather or road conditions too dangerous for travel, we will not provide transportation to the Club to ensure the safety of all children and staff. Staff will call parents immediately to inform them of the situation should the need arise.

ENROLLMENT/TUITION
A non-refundable registration fee of $25 is due each school year to reserve your child’s place in our program. Tuition will not be prorated or credited for missed days. Please refer to the KIA After School Care Billing Information for rates.

CHECK IN / OUT
All children will be checked in when they arrive at the North Little Rock Athletic Club by a KIA staff member and every child must be signed out by a designated parent or guardian at the end of each day. Please notify the program director if someone other than a parent or guardian will be picking up your child. We also ask that every adult authorized to pick up a child bring a picture ID.

ATTENDANCE
KIA follows a strict student/teacher ratio and prides itself on timely van arrival and departure. On days when your child will not be attending KIA, we MUST be notified. Please leave a voice mail message at 812-5559, ext. 234, before 1:00 pm. After 1:00 pm, please do the following:
Call the NLRAC (812-5555). Tell the Front Desk attendant your child’s name and what school he or she attends. The Front Desk will notify the van driver.

LATE PICK UP
If your child remains in the care of the NLRAC past 6:05 pm there will be a $5 charge for every additional 5 minutes he/she remains. If a child is still in the Kid’s Galaxy over one hour after the close of the KIA program, we are required to call Social Services. Therefore, please let us know if you are going to be late. Remember that your child as well as our staff worries about you when you are late.

SNACK AND LUNCH
Snacks will be provided at KIA. If your child has allergies to specific foods we will work with you to provide what your child needs. Lunches will only be provided on days when schools are out all day.

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MEDICATION
Medication will only be given to children with a signed parental consent form listing a date, type, name, time, and dosage. All medication must be in the original container, have a valid expiration date, and be labeled with the child’s name. Staff cannot dispense medications in dosages that exceed the recommendations stated on the medication container. The Health Department does not allow a child with a fever of 101 or greater, diarrhea, vomiting, rashes, or sore throat to attend the KIA Program. If your child displays any of these symptoms, a parent or guardian will be notified immediately.

PROCEDURE FOR INJURY
The NLRAC will contact the parents/guardians of any child that is injured while in our care. If the injury is serious in nature, unless the NLRAC is instructed differently by the parents, we will call for an ambulance.

STAFF
The NLRAC hires only qualified staff over the age of eighteen to work in the KIA Program. We check backgrounds of all employees and there is a child/adult CPR certified staff member in the Club at all times.

DHS REQUIREMENTS
KIA is licensed by the Arkansas Department of Human Services (DHS). It is a requirement of DHS that any suspected signs of child abuse be reported to the Child Protection Agency. If an employee suspects any child abuse he/she is required to file a report and call the child abuse hotline. The proper authorities will then intervene and conduct an investigation. Our licensing also stipulates that any staff member or child enrolled in the KIA Program may be subject to an interview by DHS officials.