



Hill Country

CHRISTIAN SCHOOL *of Austin*



Knights' Care Policies & Procedures

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Registration

All paperwork must be turned in before any child may attend Knights' Care. Enrollment packets consist of: Registration Form, Emergency Authorization, General Information Sheet, and Medical Information Form.

Parents will receive a copy of operational policies including any changes to Knights' Care policies and procedures. The parents will acknowledge that they received a copy of these procedures including any and all changes.

Days and Hours of Operation

Knights' Care is a fee-based service from 3:00-6:00 p.m. for Hill Country students in grades PK-6.

Fees

Enrollment in the Knights' Care program should be viewed as a year-long commitment. Knights' Care is a fee-based service; parents have the following enrollment options:

Annual Plan—all school days including early release

Payable \$250 per month Sept. through May, or you can make a one-time payment in Sept. of \$2250 (registration fee waived).

If you discontinue the annual plan, you must pay the amount you owe for the current month plus a \$250 penalty. We require two weeks written notice for withdrawals.

Scheduled Use Plan

Payable monthly at \$15.50 per day for each day. Days must be selected at the time of enrollment and a \$25 registration fee is required.

\$15.50/day/child must be paid for the days selected whether or not used. If you discontinue the scheduled use plan, you must pay the amount you owe for the remainder of the month plus one additional month. We require two weeks written notice for withdrawals.

Late Pick-Up Fee

Students picked up after 6:00 pm will incur a late pick up fee of \$10 per incident if someone picks up the student within the first ten minutes. Hill Country adds an additional \$2 charge for each five-minute interval after the initial ten minutes. For example, a student whose parent/guardian picks him/her up 11 minutes late would incur a charge of \$12. Payment is due when you pick up the student.

Emergency Drills

Knights' Care will hold emergency drills at regular intervals. Evacuation instructions for each room are posted in the room, and the teacher will ensure that each student is familiar with these instructions. Knights' Care holds emergency drills without warning to ensure that our staff and students are prepared in the event of a fire, tornado, or other emergency.

Health and Immunization Records

All students attending Knights' Care must have a current immunization record on file with the School Office. Students may not enroll or re-enroll for Knights' Care without an up-to-date immunization record on file. Each student must also have an Emergency Form listing emergency contact names and phone numbers on file with the School Office. This form also includes a signed waiver in order to facilitate necessary medical action. Please update the Emergency Form whenever there is a change in emergency contact information.

Illness and Injury

If a student becomes ill during their time in the Knights' Care, parents will be notified immediately and need to pick up their child as soon as possible. Sick students will be separated from the rest of the group as much as possible until a parent arrives. If a parent cannot be reached, the next person listed as emergency contact will be called.

Students are to remain at home when they exhibit any of the following conditions:

- A temperature of 100 degrees or more. The temperature should be normal for 24 hours (without fever reducing medication) before the student returns to school.
- General conditions such as a cough, sore throat, nausea, vomiting, earache, diarrhea, undetermined rash or scaly patches over any part of the body, intense itching, or open draining lesions. The student must remain home when there is a possibility of infecting others.
- Presence of any communicable disease or condition such as chicken pox, pink eye, strep throat, head lice, or ringworm. The student must remain home until there is no possibility of infecting others.

This list is not exhaustive, but these are the more common conditions that require medical treatment. If your child has a condition that looks like it might be contagious but isn't, please send a doctor's note with an explanation.

Any student under medical care that requires the student to receive special care while in school, i.e., a change in activity, observation of signs and symptoms of worsening condition, special medications or treatments, etc., must send a written letter from his/her doctor informing the school of the student's condition and instructions for the care of that student while at school.

The students go outside every day, weather permitting. If your child is not able to play outside during Knights' Care for any reason, it is the responsibility of the parent or guardian to make other arrangements for after school care for the child.

Medication

Medications will not be administered in Knights' Care with the exception of Epi Pens that will be administered by staff if necessary.

In extreme cases only, students may be allowed to self-administer inhalers if Knights' Care has been provided with:

Written permission from the physician allowing the student to self-medicate.

Pick-Up

Children will be dismissed only to those adults whose names appear on the registration form filled out by the parents. If someone other than a parent comes to pick up a child, a photo ID will be required. Please be prepared to show your ID the first two weeks of school until your child's teacher gets to know you. If there is a last minute change with who will be picking up your child, the school office must be notified and given the driver's license number of the person picking up the child. If you know of a change of plans in advance, you may send a written note to the Knights' Care teacher earlier that week.

Parent Handouts

From time to time Knights' Care may distribute information to the parents by sending a letter home with the child. It is the parent's responsibility to review all handouts that are distributed. This will ensure that parents are aware of all upcoming events at Knights' Care.

Animals at the Facility

No animals or household pets are allowed at Knights' Care.

Snacks

Please send a snack and a water bottle daily for Knights' Care.

Activities

Students will be given time to work on homework and will have playground time as well as indoor activity/center time. Students in 1st through 6th grade are required to work diligently on their written homework during Knight's Care unless the parent or guardian requests in writing that their child wait until they go home.

In the event of inclement weather, age appropriate videos may be shown.

Discipline Philosophy

Discipline is based on understanding the individual needs and development of a child. It shall be directed toward teaching the child responsible, God-honoring behavior. Teachers shall seek to redirect inappropriate behavior by channeling the child's aggression and by teaching the child to respect authority and the rights of others. Teachers will show consistency in setting limits.

There will be no cruel, harsh, or unusual punishment administered. Children will not be humiliated or subjected to abusive or profane language. Parents will be notified of any

patterns of misbehavior and teachers may contact the Lower School Principal to intervene if necessary.

Grievance Procedures

From time to time, parents have concerns that they feel should be addressed. It is our desire to resolve problems in a healthy way so that the issues might be heard adequately and a resolution might be found from a biblical prospective and handled in a Christ-like manner. We ask that you follow the Practical Steps to Resolving Conflict as stated in Hill Country's Parent/Student Handbook.

Knights' Care Parent Handbook Agreement



I have received and read the Knights' Care Program Parent Handbook. I understand and agree to adhere to these policies. Should I have a problem at any time with the policies, I will discuss my concerns with the Director of the Knights' Care program.

(Signature and Date)

(Print name)

(Child's name)