
CROSSKIDS AFTERSCHOOL

Parent Handbook 2023-2024

Lauren Burrows

Program Coordinator

306 McArthur Rd.

Fayetteville, NC 28311

(910) 308-8578

crosskidsafterschool@gmail.com

www.crosskidsafterschool.com

Welcome to Crosskids!

Thank you for choosing Crosskids Afterschool Program! I am excited to be serving as the Program Coordinator for child care that is unlike any other in our area. Our team is passionate about providing exceptional childcare and building relationships with our students. Just stop by for a visit to see how we bring this vision to life everyday!

In this packet, you will find our Daily Schedule, Behavioral Guidelines, Health and Safety Plan and other important information. I know you will be impressed with the level of care our students receive each day from our excellent staff and volunteers. I hope that this is the first of many years together. If you have any questions or concerns, please don't hesitate to call me. I value your feedback!

Sincerely,

Lauren Burrows

Program Information

Crosskids Afterschool Program is open to children in kindergarten to the age of 12 during the traditional 10-month school calendar, August 28 - May 24, from school release time until 6:00 PM, Monday - Friday. Camp Crosskids is an all-day program that operates during the summer months from 7:00 AM to 6 PM.

Registration and Tuition

Crosskids Afterschool admits children of any race, religion, and national or ethnic origin from the ages of five to twelve. A paid registration fee will hold your child's spot for two weeks, pending approval of your child's enrollment. Each \$35 supply fee is used to purchase equipment for this school year. Fees are nonrefundable and cover the current school year or until your child is withdrawn from the program.

Seasonal Registration/Supply Fee: \$35/child

Weekly Afterschool Tuition: \$95 (with pick-up) *10% Sibling Discount*

Crosskids uses EZ Child Track software for registration and billing. Weekly invoices will be sent out for the entire month at the beginning of the month. The invoice must be paid two weeks before care begins. Any payment received after 12:00 AM on Monday will be charged a \$25 late fee. Your child cannot continue in the program if the invoice is not paid by midnight. The weekly tuition is a set amount, regardless of child absences, inclement weather, and holidays. There are no refunds, credits, or transfer of payments for absences, sickness, mishaps, or holidays. Late pick-ups will be charged \$5 for the first 10 minutes and \$1/minute for every following minute.

Over the course of the school year, each child will be allowed one week excused sick time during which the weekly invoice will be excused. Besides this exemption, parents are responsible for payment of all weekly invoices or the child will be withdrawn and subject to a new \$35 enrollment fee upon return. This one week cannot be used on a day-by-day basis, but is intended for 5 consecutive days of illness or vacation.

Payments can be made through the EX Child Track Parent Portal link at our website or app. **For your convenience, payments may be automated (credit/debit card or directly from a bank account).**

A two week notice in writing to the program coordinator is required when withdrawing your child from Crosskids Afterschool Program. A prorated amount can be charged for the affected month if agreed upon by the program coordinator.

Holidays, Early Release Days, Teacher Workdays

Crosskids Afterschool Program will be closed on federal holidays and school breaks. We offer all day care on Teacher Workdays for an additional \$25. December 19 and May 24 are two Hour Early Release and students will be picked up early at no extra cost.

2023-2024 Holidays - Closed	Teacher Workdays - \$25 Add-On
Monday, September 4: Labor Day	Monday, October 23 & Tuesday October 24
Friday, November 10: Veterans Day	Tuesday, November 7
Wednesday, Nov. 22 - Friday, Nov. 24: Thanksgiving Break	Tuesday, Jan. 2 & Wednesday, Jan. 3
Wednesday, Dec. 20 - Monday, Jan 1: Winter Break	Monday, Feb. 19 & Tuesday, Feb. 20
Monday, January 15: MLK Day	Monday, March 18
Friday, March 29- April 5: Spring Break	

Staff and Student Groups

All staff are required to undergo a criminal records background and driving record check. Crosskids Afterschool Program always maintains below the North Carolina teacher to school-age child ratio of 1:25, and makes every effort to group children by grade range. Current parents are welcome to stop by anytime!

Sample Daily Schedule

2:30 - 3:00	Pick-up from schools
3:00 - 3:30	Snack
3:30 - 4:00	Homework
4:00 - 5:00	Daily Enrichment Classes
	· Science (Mondays)

	<ul style="list-style-type: none"> · Life Skills (Tuesdays) · Math Matters (Wednesdays) · Creative Arts (Thursdays) · Fun Fridays (Screen Time @ 5:00)
5:00-5:30	Free Choice in Classroom/Clean-Up
5:30 - 6:00	Group Play in Large Room, divided by class

Absences, Drop-Off, Pick-Up Procedures

If your child is absent, **please call/text the center at (910) 308- 8578 as early as possible**. In the message, please indicate whether or not your child is absent due to illness/health issues as outlined in the health policy guidelines. For afternoon pick-up, please remain in your vehicle at the curbside. Our team will meet you, and provide a device for you to scan with your mobile device. Please check out your child(ren) using your 4 digit passcode and first, last initials.

Children will only be released to parents and adults who are listed on the student enrollment form. Changes to the release section of the enrollment form must be made through the Parent Portal. Parents who arrive late to pick up their children will be charged a late fee of \$5 for the first ten minutes and \$1 per minute thereafter. Late fees will be assessed on the next weekly invoice.

Inclement Weather Policy

Crosskids Afterschool will follow CCS guidelines regarding inclement weather school releases. **If schools announce an unscheduled early release due to weather, parents must arrange a pick-up directly from school.** Please be aware that some schools require an office-issued nametag or placard to be placed in the vehicle. If an early release is necessary while children are in our care, we will call parents first, then emergency contacts. No refunds are given due to inclement weather. Please check email for a reminder note.

Technology Policy

Crosskids Afterschool is committed to keeping children safe and helping them learn to do what's right. Cell phones are to be put away in a book bag. Students should let

their teacher know if they need to call a parent, and s/he can make a call from the office. In addition, Fridays at 5:00 pm are allowed for children to play age-appropriate, non-violent games on a device. No social media or YouTube. Students must be in the designated area for monitoring purposes.

Behavioral Guidelines

To ensure that our program is safe, pleasant, and fun-filled for all children and staff, the Crosskids Afterschool Program expectations are clearly communicated and consistently enforced. We expect every child to:

1. Be safe
2. Listen to others
3. Do your best
4. Do what's right

Stay Positive!

Our staff knows the importance of a positive environment that focuses on opportunities to praise good behaviors. Group leaders are guiding children to be responsible with words and actions everyday. We do this by modeling appropriate behavior, using a clip up/clip down behavior chart, anticipating and eliminating potential problems, redirecting children to another activity or a more acceptable behavior, and listening and acknowledging children's feelings and frustrations. Crosskids Afterschool prohibits corporal punishment, seclusion and illegal restraint.

Despite these efforts, if a child continues to be disruptive, the following steps will be conducted by the staff:

1. Documentation of incidents (ex: Think Sheet), providing a copy for the parent.
2. Conference with the parent.
3. Refer the discipline issue to the program coordinator.

If a child causes physical harm, threatens another person, runs away from staff or destroys school or personal property, he or she may be suspended from the Crosskids Afterschool Program. **It is the responsibility of the parent to disclose any medical or behavioral exceptionalities that could affect the success of students in our program.** A Medical and Behavioral Success Plan is available for parents to explain the best way to meet the special needs of their child.

Health and Safety Policy

In order to protect the health of our community, all persons (staff and children) must remain at home when showing symptoms of an illness. Non-communicable rashes require a written doctor's note. Crosskids reserves the right to update and change health and safety policies at any time, following local health department and current CDC guidelines. Examples of such measures may include:

- Smaller and separate groups, mask wearing, desks placed 3 feet apart, daily health screening with temperature checks

Crosskids maintains a 100% symptom-free policy. Any of the following symptoms (but not limited to) will require a call home and immediate pick-up:

- Fever or chills (100.4°F or higher)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

A person must be fever-free (without Tylenol or Ibuprofen), and without diarrhea or vomiting for 24 hours before returning to Crosskids.

Students diagnosed with live head lice will be sent home immediately. Parents should treat their child immediately and return the child to school the following day after hair has been treated. Nits may remain after treatment, but successful treatment should kill crawling lice. Prior to re-admittance to class, students must be seen by the lice screening team. Students who present 3 times within a nine week period will be placed on a no nit policy.

In case of emergency, we will call 911 and contact a parent immediately. We will provide first responders with the information from your child's records as to your child's physician and medical history. Parents are responsible for medical bills related to ambulatory services.