

# KIDS' CORNER SCHEDULE PROCEDURES

## **PAPER SCHEDULE POLICY:**

In order to fully participate in Kids' Corner Child Care program families are asked to submit their child's schedules for the upcoming week and turn it in **WITH PAYMENT BY FRIDAY OF EACH WEEK.** Weekly payments of contracted fees are paid in advance. (If you know your child will not be in Kids' Corner on Fridays, you will be responsible for seeing that your schedule and payment is turned in to the Kids' Corner program **on or before** the Friday deadline of each week). You may also submit an electronic schedule through the school website, (at [dashley@csschools.net](mailto:dashley@csschools.net), [twilson@csschools.net](mailto:twilson@csschools.net), or [tpeters@csschools.net](mailto:tpeters@csschools.net)) **provided** payment is received on the next open school day. A Kids' Corner "drop box" will also be available for your convenience by the office for schedules and payments when the program is closed. Please put all schedules and/or payments in a sealed envelope with your name on the front of the envelope.

## **HOW TO SUBMIT YOUR WEEKLY PAPER SCHEDULE:**

Submitting your schedule **on time** is essential to the smooth transition from school to child care, ensures for the safety of your children, and plans for the required adult/child ratios. Please fill out schedules with the corresponding times or hours of care on corresponding "day" squares rather than just an "X". This helps eliminate any confusion or questions about hours of attendance and billing. Please ask staff if you need assistance in filling out your schedule and calculating payment.

We do not have reserve staff on hand to meet the demand of extra children scheduled after the Friday deadline. **KIDS' CORNER IS NOT A "DROP IN" CENTER.** Staff ratios have been planned to accommodate the number of children scheduled to attend before and after school. Therefore, reimbursements and **credits will not be given** once a child has been scheduled for the following week for missed days due to illnesses and other individual circumstances. This will be strictly enforced. PROGRAM AND STAFF SCHEDULES HAVE ALREADY BEEN PRE-DETERMINED based on the number of children and schedules turned in.

We understand that extra child care needs arise and will attempt to accommodate those needs, **provided:**

1. Families contact Kids' Corner staff prior to dropping off a schedule late for same week child care to check to see if the program can provide for extra children on that/those days. (Staff schedules have already been arranged Friday evening for adult to child ratios for the following week, per **state** regulations.)
2. If there is room for extra children within the ratio boundaries, we will be happy to work with your family and extend the courtesy of accepting your child for the child care you require, provided this does not become a routine practice.
3. If the addition of an extra child puts the program over ratio, an attempt will be made to arrange for additional staff to extend the group size and you will be informed. If additional staff cannot be arranged, we will unfortunately have to deny your request for **late scheduling**. We do not have reserve staff to meet on call demand for drop in children. We reserve the right to deny child care for this reason.
4. It is best to turn schedules directly in to Kids' Corner staff, who can answer your questions about scheduling immediately (or in a timely manner), and process your schedule, rather than the office. Also sending schedules with your child in their backpack may result in a delay. The schedule may go through several handling processes and the program may not receive it by the Friday deadline.
5. We understand that extenuating circumstances occur when school is closed and your schedule cannot be physically turned in. If you cannot physically get your schedule to Kids' Corner by Friday, PLEASE CALL the Kids' Corner room or use the e-mail system by Friday evening. We will be happy to take your schedule over the phone and allow you to turn your schedule and payment in as soon as possible, provided this does not become a routine practice.
6. Please notify the Kids' Corner room (497-2114) with questions about scheduling and if your child will not be attending on their scheduled day. Children not attending on their scheduled day also affect ratios.