

Grandview Kids' Club



# Parent Handbook

Revised July 2009

Approved by the Board of Education  
August 2009

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## **GENERAL INFORMATION**

### **Childcare Office**

Stevenson Elementary School  
1065 Oxley Road  
Columbus, Ohio 43212  
Phone: (614) 485-4040  
Emergency Cell Phone: (614) 778-8707  
Fax: (614) 429-6083

Childcare Director  
Courtney Price  
[cprice@grandviewschools.org](mailto:cprice@grandviewschools.org)

Office Assistant  
Laura Keves  
[childcare@grandviewschools.org](mailto:childcare@grandviewschools.org)

### **Program Locations**

The Grandview Heights City Schools childcare program is known as Grandview Kids' Club. During the school year, this program operates out of both Stevenson Elementary and Edison Intermediate schools. Students in kindergarten through third grade attend Kids' Club at Stevenson Elementary. Students in fourth through sixth grade attend Kids' Club at Edison Intermediate. During the summer all students attend Kids' Club at Stevenson Elementary.

Robert Louis Stevenson Elementary School  
1065 Oxley Road  
Columbus, Ohio 43212

Thomas A. Edison Intermediate School  
1240 Oakland Avenue  
Columbus, Ohio 43212  
Phone: (614) 778-8713

### **License to Operate**

Grandview Kids' Club is licensed to operate by the Ohio Department of Education. The current license is posted at both childcare sites.

### **Classroom Structure**

During the school year, groups are separated by grade level. At Stevenson each grade has its own classroom. At Edison all students are combined into one group. A team leader and a recreation leader are assigned to each group. The team leaders are responsible for the daily operation of the program for their group. The recreation leaders assist the team leaders with the planning and implementation of the weekly lesson plan and with classroom management. Substitutes are used throughout the year to cover staff absences. Volunteers may assist with classroom activities but will not be left unsupervised with students.

## **2009-2010 Staff & Room Assignments**

Before School Care: Sherri Derby, Trisha Gibson - Cafeteria

Kindergarten: Amy Kooyenga, Edilia Falasca - Room 121 (left side of cafeteria)

First Grade: Sherri Derby, Barbara Scott - Room 123 (right side of cafeteria)

Second Grade: Shana Kmetz, (2<sup>nd</sup> position vacant an time of printing) - Room 221 (upstairs, art room)

Third Grade: Maria McCallister, Peggy Swope - Gym

Edison: Kelly Miller, Kelly Burt - C95 (Edison basement)

## **Program Calendar**

Grandview Kids' Club operates according to the Grandview Heights City Schools' district calendar. Kids' Club is closed for holidays, winter break, spring break and for approximately two weeks before the start of the school year. The 2009-2010 childcare calendar has been included with this handbook as Appendix A. Optional care will be offered on days when school is closed for parent/teacher conferences or teacher professional days, as well as for late starts and early dismissals. Optional care days are fee based, and registration takes place throughout the year as needed.

## **Hours of Operation**

Grandview Kids' Club provides childcare Monday – Friday during the following hours:

### School Year Schedule

Stevenson Elementary

A.M. Kids' Club: 7:00 - 8:10 a.m.

P.M. Kids' Club: 2:50 - 6:00 p.m.

Late Start Optional Care (dates change annually): 7:00 - 10:10 a.m.

Full Day Optional Care (dates change annually): 7:00 a.m. - 6:00 p.m.

Edison Intermediate

P.M. Kids' Club: 2:35 – 6:00 p.m.

Full Day Optional Care (dates change annually): 7:00 a.m. - 6:00 p.m.

### Summer Schedule

Stevenson Elementary

First nine weeks of the summer: 7:00 a.m. - 6:00 p.m.

## **Funding**

Grandview Kids' Club is a tuition-based program. The Grandview Heights Board of Education acts as the fiscal agent for the program. Grandview Heights City Schools provide space, utilities and custodial services for the program. Kids' Club is self-supporting and does not receive tax dollars or subsidies from the school district to operate.

## **Tuition and Fees**

All payments must be made by check or money order to Grandview Kids' Club or GKC. Cash cannot be accepted. All payments must be dropped off or mailed to the childcare office in Stevenson Elementary. A locked payment box is available outside the childcare office.

Tuition rates vary depending on the number of days per week each student is enrolled in Kids' Club. Rates for the 2009-2010 school year are as follows:

Morning Kids' Club only = \$68.00/month  
Full time afternoon Kids' Club = \$204.00/month  
Full time morning and afternoon Kids' Club = \$272.00/month  
Afternoon Kids' Club 3 days/week = \$165.00/month  
Afternoon Kids' Club 2 days/week = \$113.00/month

#### Payment Schedule

During the school year session, tuition is charged on a monthly basis. School year payments are due on the first of each month. During the summer session, tuition is charged on a weekly basis. Summer payments are due on Monday.

#### Tuition Agreement

Each family must complete a tuition agreement and return it to the childcare office prior to the first day of each session.

#### Payment Receipts

Once a tuition payment has been processed, a receipt of payment will be placed in your child's mailbox folder. Please contact the childcare office if you need a document for a tax sheltered or flexible spending account.

#### Federal Tuition Subsidy (Title XX)

Grandview Kids' Club participates in Title XX, a federal subsidy to assist eligible families with the cost of childcare tuition. Title XX is offered through the Franklin County Department of Jobs and Family Services. Application paperwork for Title XX is available in the childcare office and through the Franklin County DJFS. Families interested in applying for Title XX must contact the childcare office at least thirty days prior to the student's start date. If a thirty-day notice is not possible, the family will be responsible for all fees and tuition until the application has been approved.

Families who utilize Title XX benefits must renew their contract forty-five days prior to the expiration date found on their service authorization statement. Renewal forms are available in the childcare office or through each family's caseworker. Failure to renew a contract will result in a loss of Title XX benefits. Changes in a family's usage of Title XX must be reported to the childcare office and the family's caseworker thirty days in advance to avoid incorrect payments and charges.

Jobs and Family Services determine the amount of a family's co-payment. Co-payments are to be paid directly to Grandview Kids' Club according to the payment schedule outlined above. Field trip fees, late fees, late pick-up fees, trace fees and swimming fees are not subsidized by Title XX and are the family's responsibility.

Title XX subsidizes absences at a rate of ten days every six months. If a student is absent more than ten days, the family will be charged for those days.

#### Late Payment Fee

During the school year, any account with an outstanding balance as of the 10<sup>th</sup> of the month will be assessed a \$20.00 late payment fee. During the summer, any account with an outstanding balance as of Friday of each week will be assessed a \$10.00 late payment fee. Any time a late payment fee

is added to an account, a notification will be placed in the student's mailbox folder and a copy will be kept on file in the childcare office.

### Nonpayment of Tuition

If an account holds an outstanding balance for four weeks during the school year or two weeks during the summer, the student may be unable to attend Kids' Club until the balance is paid. Once the balance has been paid, the student may be reinstated into the program if space is available.

### Returned Check Policy

If a check is returned for insufficient funds, a \$15.00 fee will be assessed to the account. Payment for the outstanding balance must be made within one week of notice of the returned check. Future payments may be required to be made by money order at the discretion of the Director.

### Absences

No adjustments can be made to an account for student absences. No tuition credit will be given for up to five calamity days per school year. Discounts will not be given for family vacations.

### Late Pick-Up

Kids' Club closes at 6:00 p.m. Parents who pick-up their child after this time are subject to a late pick-up fee of \$1.00/minute after 6:00 p.m. When a late pick-up fee is assessed to an account, a notification will be placed in the student's mailbox folder and a copy will be kept on file in the childcare office.

If a child is not picked up by 6:30 p.m. and an authorized person cannot be contacted, the Grandview Heights Police Department and/or the Franklin County Children Services will be called.

### Trace Fee

Student absences should be reported to Kids' Club in accordance with the absence policy outlined later in this handbook. Failure to notify the program of a student absence will result in a \$5.00 Trace Fee. If a Trace Fee is assessed to an account, a notice will be placed in the student's mailbox folder and a copy will be kept on file in the childcare office.

### Field Trip Fees

Parents who enroll their children in the summer session will be assessed a fee to offset the cost of field trips. The fee must be paid prior to the first day of the summer session. During the school year, a field trip fee will be assessed to the accounts of students attending Kids' Club at Edison to cover the cost of trips this group takes throughout the school year.

### Swimming Fees

Students enrolled in the summer session are required to purchase a pool pass for the Grandview Heights city pool. A copy of the pool pass or receipt of purchase must be on file in the childcare office prior to any student's participation in swimming activities.

### Tuition Increases

The childcare budget is reviewed each year. Tuition increases may be made to cover changes in the program's operational costs. All program participants will be notified of tuition increases at least sixty days before said increases take affect.

### **Kids' Club Parent Information Roster**

Each fall Kids' Club distributes a directory of participating families. Each family has the ability to opt out of the directory as well as to indicate/limit the specific information they want listed when filling out the student's Permission Form.

### **Photographs**

Throughout the year Kids' Club takes many photographs of students involved in a variety of activities. The local media may also attend and photograph some activities. A photo release statement is included on the Permission Form.

### **Personal Belongings**

Each student will have access to a basket in which they may store their belongings while they are at Kids' Club. The staff makes every effort to keep track of each student's belongings. However, Kids' Club cannot take responsibility for lost or damaged items. The program recommends that special toys and keepsakes be left at home. Throughout the school year students are not permitted to bring electronics such as iPods and Game Boys to the program. The use of electronics during the summer program is evaluated on an annual basis and will be discussed at the summer orientation meeting.

### **Meals and Snacks**

During the school year, breakfast is served from 7:00 - 8:00 a.m. each day. A snack is served shortly after students arrive to the program following the final bell of the school day. Throughout the summer breakfast is served each morning, as is a snack in the afternoon. Summer students are required to bring a sack lunch each day of the program unless noted otherwise due to a special field trip or event. A monthly menu will be posted on the program bulletin board as well as in each classroom. Students with special dietary needs are permitted to bring snacks from home, but tuition adjustments will not be made in these cases.

Grandview Kids' Club is a participant in the Child and Adult Care Food Program (CACFP). In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write U.S. Department of Agriculture, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY).

# **PROGRAM PHILOSOPHY**

## **Grandview Heights City Schools Mission**

To maximize and personalize every student's learning.

## **Grandview Kids' Club Mission**

To meet the needs of Grandview families and the community by ensuring that all children are provided with an environment that is safe and nurturing.

## **Grandview Kids' Club Goals**

To provide a flexible and developmentally appropriate recreation program which complements the school day and time at home by encouraging physical, social, emotional and intellectual growth.

To provide a secure environment which encourages positive feelings of self-worth, decision-making, problem solving and individual expression.

To foster each student's ability to respect themselves and their classmates.

To provide a competent and caring staff who understands and meets the needs of children.

To encourage and participate in open communication with families about the childcare program.

# **PROGRAM PROCEDURES**

## **Registration**

During the school year, Grandview Kids' Club is open to students who attend Grandview Heights City Schools. For the summer session, enrollment may be opened up to families that do not reside in Grandview Heights if space allows. Families currently enrolled in Kids' Club get priority when registering for the summer and upcoming school year sessions. Enrollment for Grandview Heights residents not currently enrolled in the program, as well as families who do not reside in the district, opens two weeks after the priority date. If any registration dates fall during our scheduled Spring Break, registration will be postponed until we return.

To enroll a child in either the school year or summer sessions of Kids' Club, parents/guardians should submit a registration form along with a \$20.00 (nonrefundable) registration fee per child to the childcare office. Registrations are taken on a first come, first served basis. Once a student is enrolled in the program, a deposit equaling the first tuition installment must be paid to the childcare office. This deposit will be applied to the first tuition charge. Each family will receive a handbook and a policy agreement that outlines the program policies and procedures as well as the responsibilities of all participants.

## **Waiting List**

Enrollment will remain open until it reaches capacity, at which time a waiting list will be started for each age group. The \$20.00 registration fee is required for a child to be placed on the waiting list. This fee will be held in the office pending placement in the program. If Kids' Club is unable to place a student from the waiting list, the registration fee will be returned. If a position becomes available, the next family on the waiting list will be contacted. At this time a deposit must be paid to the childcare office.

## **Withdrawal**

Written notice of withdrawal from the program must be turned into the childcare office at least two weeks in advance of the child's last day. If notice is not given the family will be responsible for two weeks of tuition.

## **Change/Reduction of Days**

A two weeks notice should be given to the childcare office if a family needs to reduce the number of days per week their child attends Kids' Club. Due to the demand for full time spaces, part time spaces may be limited to specific days.

Families may change the specific days of the week their child attends Kids' Club if space allows. Please notify the childcare office as soon as possible to request a change.

## **Student Files**

Each student must have an emergency form, permission form, tuition agreement, emergency card and policy agreement on file. These documents must be updated annually. Parents/guardians must notify the office immediately when there are changes to a student's emergency information. These forms are kept on file in the childcare office, and a copy is given to the student's childcare teachers. All information supplied on these forms is kept confidential within the program.

## **Sign In/Out Sheets**

A daily attendance record must be maintained, dated and filed by each childcare group. Per state licensing requirements, parents are required to record the drop off and/or pick up times and sign in the required space each day. Sign in/out sheets are kept in each childcare room.

## **Student Arrivals**

### Mornings

Parents must accompany their child into the building and sign them in for before school care.

### Afternoons

Students in kindergarten through third grade will be picked up at their classrooms at the final bell by Kids' Club staff. Students in fourth through sixth grade are expected to report to Kids' Club shortly after the final bell.

## **Student Departures**

Parents are asked to identify up to three adults that have permission to pick up their child from Kids' Club on the Student Permission Form that is completed at the time of registration. However, parents must give written or verbal permission for their child to leave with another adult every time the child is to be picked up by someone other than the parent, even if the adult is listed on the Permission Form. Without prior notification, Kids' Club will not release the student until a parent can be contacted. If the person picking up the student is unfamiliar to the staff, they will be asked to show a photo id before they are allowed to leave with the student.

## **Student Absences**

### Mornings

When a student is absent from before school care, staff will assume it is by the parent's choice. Kids' Club will not call to confirm absences from the morning program.

### Afternoons

Parents must notify the program by the close of the school day if a student attended school but will not attend Kids' Club. Parents may notify the program via phone, e-mail or through a written note in the communication notebook located outside the childcare office. If notice of an absence for Kids' Club is not given and a student does not show up for the program, the staff will check with the school office to have the student paged. If the student does not respond, Kids' Club staff will call the student's parents to confirm their location. At this time a Trace Fee will be applied to the account.

## **Walking Home**

Students may walk home from Kids' Club with written permission from their parents. Permission slips must include departure time, days and effective dates and be signed by a parent.

## **Communication**

Grandview Kids' Club staff strives to keep an open line of communication with all participating families. Parents are encouraged to communicate directly with the childcare office about Kids' Club and not the school office. In addition to verbal communication, there are a variety of ways that information about the program may be communicated to families.

### Student Mailbox Folders

Mailbox folders are kept for each student in the program. This folder is used as a method for sending paperwork and other notifications home. The childcare office and Kids' Club staff put items in these folders on a regular basis. Parents are encouraged to check their child's folder daily. Mailbox folders can be found in hanging files on the table outside the childcare office.

### Parent Communication Notebook

A spiral bound notebook is kept on the table outside the childcare office. The communication notebook provides a location for parents to leave information about their student for their Kids' Club teachers. Staff checks the communication notebook on a daily basis.

### Program Bulletin Board

The program bulletin board is located above the table outside the childcare office. This board is updated regularly with newsletters, menus, health alerts, photographs and other information about the program.

### Childcare Office

The childcare office is always open to parents seeking information. Parents may stop by for an in-person chat, e-mail or call. In the event that you miss us, e-mails and phone calls will be returned as quickly as possible.

## **Special Needs Students**

Grandview Kids' Club strives to provide services to all children, including those who may have special behavioral or academic challenges. Students who have an aide that assists them throughout the school day are welcome to bring their aide to Kids' Club.

A student may be enrolled in the program as long as they meet the following requirements:

- Students cannot constitute a danger to themselves, other students or Kids' Club staff.
- Students do not require supervision or services beyond what can be reasonably expected of current Kids' Club staff.
- Students do not require specialized equipment that is not present in or available to the program.
- Students' needs do not create costs that are not within the operating budget.

# CURRICULUM

Grandview Kids' Club works hard to provide an active and engaging curriculum that includes a variety of activities. We believe that no matter what age a student is, they have the right to play an active role in the educational and recreational activities in which they participate. To facilitate this, our staff strives to get to know the likes, dislikes and interests of the students in their groups and to tailor activities to suit their skill level.

Our curriculum is made up of a variety of topics and components including:

- Personal discipline
- Social and emotional development and well being
- Recreational skills
- Health and safety skills
- Creative construction
- Group and individual reading
- Building and imaginative play
- Fine arts
- Quiet time
- Puzzles and table games
- Science, math and exploration
- Dramatic play
- Active indoor and outdoor activities
- Field trips
- Extracurricular activities such as clubs, lessons or special events

Each Kids' Club team creates a weekly lesson plan that is posted within the classroom. A sample lesson plan has been included with this handbook as Appendix B. Though the specific theme and activities of each lesson plan will be different, each week will include time for:

## Daily Activities

- Outdoor Activities - Each group will spend at least thirty minutes outdoors every day of the program unless weather conditions do not permit such activity. Outdoor time will consist of a mix of planned activities and unplanned time.
- Gym Activities - When weather conditions hinder outdoor activities, each group will have thirty minutes of gym time.
- Homework Time - Students in second through sixth grade will be given thirty minutes of homework time every day. Students in kindergarten and first grade will be given fifteen minutes of homework time every day. During this time students will be encouraged, but not forced, to work on homework assignments. Students who choose not to work on homework, who do not have homework or whose family prefers that they complete their assignments at home will be required to read quietly for the duration of homework time.
- Relaxation Time - A portion of each day will be dedicated to free-choice time when students can choose to socialize, read or participate in a variety of activities made available in the classroom.
- Thinking Activities - Each day students will be presented with games and activities that stimulate thought and discussion.
- Construction Activities - Each day students will participate in a craft, building, construction or cooking project.

## Weekly Activities

- Science/Sensory Activities - Each group will participate in at least one science/sensory activity every week.
- Math Activities - Each group will participate in an activity that reinforces math skills on a weekly basis.
- Creative Activities - Groups will participate in one creative activity each week, which may include drama, dance, music or storytelling.

In addition to the activities listed above, groups may allow for other activities in their weekly lesson plans, including but not limited to computer lab time, field trips, guest speakers and community projects. Daily schedules will include a balance of independent activities that require little guidance from staff as well as group projects with more staff facilitation.

# HEALTH AND SAFETY PROCEDURES

## Communicable Diseases

All team leaders are required to be certified in communicable disease management. Kids' Club staff will observe each child daily, as they enter the program, for signs and symptoms of communicable disease. Parents will be notified immediately when a child shows signs or symptoms of illness. If a student begins to exhibit any of the following signs or symptoms of illness, they will be given a cot to rest on in the childcare office until a parent or designated person can pick them up:

- Diarrhea (more than one loose stool in a 24 hour period)
- Severe coughing that causes the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- A temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination of other symptoms
- Untreated infected skin patch(es)
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infection
- Vomiting

## Health Alerts

If a student is sent home ill from Kids' Club and is later diagnosed with a communicable disease, the parents of the other students in the group will be notified of the group's exposure through a health alert form. Health alerts will be posted on the program bulletin board and placed in the affected students' mailbox folders. Health alert forms will be completed if a student is reported to have any of the following conditions: chickenpox, strep, German measles (Rubella), measles (Rubeola), mumps, pinworms, head lice, conjunctivitis, impetigo or ringworm of the scalp or body.

## Building Security

The Kids' Club entrance (First Avenue) shall remain locked when Kids' Club is in session. Parents and visitors must use the intercom system to communicate with the childcare office and gain access to the building.

## Supervision

Grandview Kids' Club strives to provide the highest quality supervision for participating students. All Kids' Club staff are required to provide three references as well as to complete an Ohio and FBI background check. Staff are evaluated regularly and participate in at least 15 hours of in-service training annually. Licensing regulations dictate that a staff to student ratio of 1:18 always be maintained.

## Suspicion of Child Abuse

Each team leader is required to hold a current certification in child abuse and neglect recognition. These staff members are considered mandated reporters and are thereby required by law to report suspected cases of child abuse and neglect to Children Services.

### **Medication Administration**

Students who require medication during Kids' Club must first have a completed Request for Administration of Medication Form on file in the office. Parents may request this form in the childcare office. Medication must be provided by the parent or guardian and be clearly labeled for that child. Prescriptions medication must be in the original prescription bottle.

### **Medical Emergencies**

All employees are certified in basic first aid and CPR. Parents are asked to grant or deny permission for Kids' Club staff to administer first aid and/or CPR when necessary on the Permission Form. When permitted, staff will administer first aid to minor injuries so that the student can remain with the program. If a student sustains an injury to the head or face the parents will be called regardless of the severity of the injury. A report will be completed detailing the injury that occurred. A copy of this report will be placed in the student's mailbox folder, and the original will be placed in the student's file.

In the event of a medical emergency, the squad will be notified first and then the parents. A Kids' Club staff person will accompany the student to the hospital and remain with them until a parent or authorized adult arrives.

### **Safety Drills**

Each Kids' Club group will complete a monthly fire drill and two tornado drills per year. An emergency plan that includes evacuation routes and weather safety locations is posted in each room.

## **STUDENT DISCIPLINE**

The school age years can be a challenging and ever-changing time for students. During this time students learn to think in new ways and to work independently. A student's ability to handle new situations, to interact with peers and adults, and to understand the consequence of their actions is always developing and changing. The purpose of discipline is to teach appropriate behavior and to help students develop self-control and self-direction.

Students at Kids' Club are expected to follow school rules, which include but are not limited to:

- Follow directions the first time they are given
- Keep hands, feet and objects in their place
- Do not use put downs or inappropriate language
- Use other's property only with permission
- Respect others, ourselves and property
- Respect learning and the educational process
- Accept responsibility for our actions

Each classroom will have a well-defined discipline policy in place. Each group's unique policy will be shared with the parents during the first week of the program. Parents will be kept abreast of any challenges and successes their child may have in relationship to discipline. Serious or repeat behavior concerns will be documented through the use of an incident report, which the teacher will complete. A copy will be placed in the student's mailbox folder and the original placed in the student's file.

In situations where a student displays minor misconduct, the staff will talk to the student to make sure they understand what behavior was inappropriate and why. If consequences are to be assigned, they will be discussed. Students will also be made aware of what the consequences will be if the behavior continues.

If a student does not respond to discipline, commits a serious offense such as fighting, or repeatedly breaks the rules they may be sent to the office for a conference with the Director. At this time, the Director may choose to call a parent conference or to put in place an action plan for the individual student. Students who exhibit habitual discipline issues or commit a violent offense may be expelled from Kids' Club at the Director's discretion.

**APPENDIX A**

2009-2010 Child Care Calendar

<b>Date</b>	<b>Day</b>	<b>Event</b>	<b>Time</b>
August 5th	Wednesday	2009-2010 Parent Orientation	7:00-8:30 p.m.
August 25th	Tuesday	First day of school year child care	N/A
September 7th	Monday	NO CHILD CARE - Holiday	N/A
September 22nd	Tuesday	Late Start - Optional A.M. Child Care	7:00-10:10 a.m.
October 16th	Friday	No School - Optional Child Care Offered	7:00-6:00 p.m.
November 10th	Tuesday	Late Start - Optional A.M. Child Care	7:00-10:10 a.m.
November 25th	Wednesday	No School - Optional Child Care Offered	7:00-6:00 p.m.
November 26th	Thursday	NO CHILD CARE - Holiday	N/A
November 27th	Friday	NO CHILD CARE	N/A
December 1st	Tuesday	Late Start - Optional A.M. Child Care	7:00-10:10 a.m.
December 10th	Thursday	Art Show	4:00-6:00 p.m.
Dec. 21 - Jan. 1	N/A	NO CHILD CARE - Winter Break	N/A
January 18th	Monday	NO CHILD CARE - Holiday	N/A
January 19th	Tuesday	No School - Optional Child Care Offered	7:00-6:00 p.m.
January ?	Unknown	Possible Optional Day	To be determined
February 15th	Monday	No School - Optional Child Care Offered	7:00-6:00 p.m.
Mar. 26 - Apr. 2	N/A	NO CHILD CARE - Spring Break	N/A
April 23rd	Friday	Family Science Night	6:30-8:00 P.M.
May 26th	Wednesday	Summer Parent Orientation	7:00-8:30 p.m.
May 31st	Monday	NO CHILD CARE - Holiday	N/A
June 4th	Friday	Last day of school	a.m. & p.m. care

\* Note: This schedule is subject to change if the district calendar is revised. Parents will be notified if any changes are made.

Sample Lesson Plan

Grandview Kids' Club  
Lesson Plan

Group: First Grade

Week of: May 18-22, 2009

Theme: Ocean animals

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:50	Attendance	Attendance	Attendance	Attendance	Attendance
3:00	Snack & Free Choice	Snack & Free Choice	Snack & Free Choice	Snack & Free Choice	Snack & Free Choice
3:10	Free Choice	Free Choice	Free Choice	Free Choice	Free Choice
3:20	Outside or Gym	Outside or Gym	Outside or Gym	Outside or Gym	Outside or Gym
3:30					
3:40					
3:50	Homework/ Reading time	Homework/ Reading time	Homework/ Reading time	Homework/ Reading time	Homework/ Reading time
4:00					
4:10					
4:20	Craft: Turtles	Craft: Fiddler crab	Food craft: catch a fish	Craft: Sea urchin	Craft: Rainbow fish
4:30					
4:40					
4:50	Ocean memory match	Puzzles	Go Fish	Guess the shells in a jar	Checkers, Connect Four, Make 7
5:00					
5:10					
5:20	Sort and count fish types	Dance to "Under the Sea" from The Little Mermaid	How and why do waves happen?	Storytelling: Rainbow fish	Sand & water table
5:30					
5:40					
5:50	Free choice	Free choice	Free choice	Free choice	Free choice