

2026-2027

Family Handbook

Third Base Afterschool Childcare Programs

Summer Camp Programs

Serving Kindergarten through 5th Grade

KCSCEP



Kanawha County Schools

Community Education Program

959 Woodward Drive, Room 103

Charleston, WV 25387

304-766-0378, 304-766-0389 (FAX)

KCSCEP@mail.kana.k12.wv.us

Web site: kcscep.kana.k12.wv.us

Kanawha County Schools Community Education Program

959 Woodward Drive, Room 103
Charleston, WV 25387
304-766-0378 Fax: 304-766-0389
kcscep.kana.k12.wv.us
Dr. Bridget Phillips, Director

Welcome to Kanawha County Schools Community Education Program (KCSCEP)

Dear Parent or Guardian:

Thank you for choosing KCSCEP for your childcare needs. We appreciate the trust that parents/guardians have placed in us to provide a safe, positive, and caring environment for their children in both afterschool and summer childcare programs. We've worked hard to create enriching, reliable programs at an affordable cost for families. Our staff strive to model and promote good character and values that foster respect, responsibility, honesty, kindness, and self-worth, while providing enjoyable and developmentally appropriate activities for the children. We are proud of the remarkable and dedicated staff that work for our program. Many of them have been a part of our KCSCEP family for years.

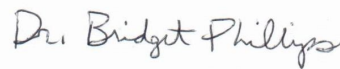
This handbook is a resource for you and your family regarding our policies and procedures. Please read it thoroughly, as you will be asked to sign a statement on the enrollment forms that you understand and agree to follow these policies and procedures. If you have any questions about any information in this handbook, please contact our office.

KCSCEP must follow the policies of both Kanawha County Schools (KCS) and West Virginia Department of Human Services (DoHS). Safety, overall well-being, and child development (social, emotional, physical) are our top priorities when making policies and procedures. Please note that changes may be made in fees, policies, and procedures at the discretion of the KCSCEP Director in order to meet these requirements and concerns, and to maintain a high quality of care.

Your Site Director will be your primary contact and can answer most questions you may have. If you need additional assistance, our staff in the KCSCEP office are more than happy to help. Please call us at 304-766-0378 or email us at KCSCEP@mail.kana.k12.wv.us.

Best wishes for a successful summer and school year!

Sincerely,



Dr. Bridget Phillips
KCSCEP Director

Our Mission

The mission of KCSCEP is to serve families by providing quality afterschool and summer camp childcare programs for children in Kindergarten through fifth grades in Kanawha County Schools, as well as investing in programs and improvements that benefit children in Kanawha County Schools.

Philosophy

We believe children require care in a safe, nurturing place that parents can trust when children and parents are apart. We believe that children are our most important resource and that their childhood experiences are crucial in the development of their future endeavors. We work to promote each child's physical, social, emotional and intellectual growth by providing a stimulating childcare environment. We strive to respect the individual differences of children and their parents (guardians), while also appreciating the similarity in all of us.

About Us

We have seventeen Third Base after school child care sites and four summer camp sites in Kanawha County Schools. For Third Base, some sites serve other schools, which send their students by bus to the center. In the summer, families must provide transportation to and from summer camp sites. The programs are all private pay, but we also accept families receiving assistance from WV DoHS through agencies such as CONNECT or LINK.

2026-2027 Third Base Sites

Alban Third Base

Bridgeview Third Base

(also serves Dunbar Primary and Intermediate, Richmond)

Central Third Base

(also serves Anne Bailey)

Cross Lanes Third Base

Elk Center Third Base (also serves Shoals)

Flinn Third Base (also serves Sissonville Elementary; 5th graders at Sissonville Middle)

Holz Third Base

Lakewood Third Base (also serves Andrews Heights)

*opening in Fall 2026, licensing pending

Midland Trail (also serves Belle, Chesapeake, Cedar Grove, Malden, and Mary Ingles)

Montrose Third Base

Nitro Third Base

Overbrook Third Base

Pinch Third Base (also serves Clendenin)

Pt. Harmony Third Base

Ruffner Third Base

Ruthlawn Third Base (also serves Alum Creek, Kenna)

Weberwood Third Base

2026 Summer Camp Sites

Central Summer Camp

Elk Summer Camp

Flinn Summer Camp

Overbrook Summer Camp

Hours of Operation

Third Base is open Monday through Friday from the end of the school day until 5:40 p.m. when school is in session and students are in school. (see KCS School Calendar on KCS website). Third Base is not open on KCS Professional Learning Days, school holidays, snow days, or school breaks.

Summer Camps operate from 7 a.m. to 5:40 p.m. See summer camp enrollment information for start and end dates. Summer Camp will be closed on June 19 (WV Day) and July 3 (Independence Day).

When Kanawha County Schools are closed for weather related or any other unexpected reasons, our programs are closed. If school is dismissed early due to inclement weather, the programs will be closed. These closings will be announced through media and mass call-out by the KCS communication system. Should an emergency situation such as a power outage, water leak or outage, gas leak, etc. occur at a site just before or after the program start time, our ability to contact parents/guardians and the effect on the location will be considered before closing a program. If closure is needed, parents/guardians will be contacted to pick up their children. Please make sure we have your current contact information. Please listen to the radio or TV for any KCS announcements. If it is announced the evening before or the morning of that school will be closed or will be remote learning only, then our programs will also be closed. You may visit the KCS website for school closings at kcs.kana.k12.wv.us.

During Summer Camp, sites may close unexpectedly due to power outages or weather-related issues. These will be reported to parents as soon as possible.

At some schools that don't have a Third Base program, KCS will transport students by bus to their assigned Third Base. (Ex: Alum Creek students who enroll are transported to Ruthlawn Third Base.) Students are subject to all KCS bus rules and are under the authority of the bus driver while in transit. Please note that students from these feeder schools participating in after school activities in their home school cannot take a later running middle school or high school bus to the Third Base site once the activity is over. Parents will have to make other arrangements to have their children picked up at their home school on those days following the after school activity.

Staff

Each Third Base program is staffed with a Site Director and one or more assistants, depending on the enrollment at the site. WV DoHS requires one adult for every 16 children. However, we may voluntarily reduce that ratio if needed for safety or other reasons. **We are not able to provide one-on-one care.**

Each Summer Camp location has a morning and afternoon site director, as well as one or more assistants, depending on the enrollment at the site. The same staff-to-student ratio mentioned above applies to summer camp, except on days when children go swimming. At the pool, the ratio is 1 adult for every 8 children.

All staff undergo a thorough screening and hiring process, including a WV CARES criminal background check, state-required CPS check, drug test, and ergonomics assessment. All staff are required to have CPR and First Aid training, as well as training in how to recognize and report child abuse and neglect.

Despite the fact that our staff are part-time contracted employees, we have many who have been with KCSCEP for many years—a few for as long as 20 or more years. They come from all walks of life, but share a common interest in their love for working with children. We believe our staff are the greatest strength of our program.

Licensing

All KCSCEP childcare programs are licensed through the West Virginia Department of Human Services (WV DoHS). The childcare license is good for two years, and each center receives a thorough review before renewal. Our programs routinely meet or exceed all requirements for licensing. Third Base follows the regulations for Out of School Time programs, while the Summer Camp program follows regulations for full-day child care centers.

Enrollment Procedures and Requirements

Open Enrollment begins in April for the following school year. Prior to the open enrollment date, currently enrolled families have the opportunity to re-enroll. During the school year, students can be enrolled at any time, as long as space is available. Once an enrollment form is submitted, it is kept on file for the duration of that school year, whether or not the child is enrolled, on a wait list, or withdrawn. A new enrollment form must be submitted each school year.

Each enrolled child will undergo a five-day trial period to ensure that the facility and staff can provide a safe and nurturing environment for every participant. Failure to disclose any up-to-date medical, behavioral, or emergency information prior to your child's first day may result in the child not being enrolled in the KCSCEP Third Base program.

KCSCEP Third Base serves children in kindergarten through fifth grades who are enrolled at a school with a Third Base program or a designated feeder school that transports to the site. Parents/guardians must submit a completed enrollment form to the KCSCEP office each school year. A \$10/family non-refundable registration fee is due the first day of attendance, along with the weekly fee. Parents will be notified by email if their enrollment has been approved and whether the child(ren) can begin attending or will be on a wait list. Enrollment forms are available in the KCSCEP office or on our website: kcscep.kana.k12.wv.us. Placement is subject to availability of space at the desired site and number of staff at the site. Submission of the enrollment form is not a guarantee of placement.

KCSCEP Summer Camp serves children who have completed Kindergarten through fifth grade in any KCS school for the current school year. Parents/guardians must submit a completed enrollment form to the KCSCEP office. A \$30/family non-refundable registration fee is due the first day of attendance, along with the weekly fee. Parents will be notified by email if their enrollment has been approved and whether the child(ren) can begin attending or will be on a wait list. Enrollment forms are available in the KCSCEP office or on our website: kcscep.kana.k12.wv.us. All other enrollment policies and procedures apply to summer camp.

One enrollment form is completed per family. Please complete every line on the enrollment form. If not applicable, please write in "N/A". *Applications that are not complete will not be processed until all required information is provided.*

***Please provide complete names, addresses and phone numbers for parents/guardians, as well as the people listed on your enrollment form who are an emergency contact or may pick up your child.** If you do not provide this information, the person will not be listed as an emergency contact or authorized pick up.

Also, you must provide the name and policy number for your child's health insurance. This information is required by WV DoHS to be on the form.

Enrollment forms are to be submitted to the KCSCEP office, not the school or Third Base site (with the exception of currently enrolled students during the Spring enrollment period).

You may submit the enrollment form by

- * Mail or In person at 959 Woodward Drive, Room 103, Charleston, WV 25387
- * Email to kcscep@mail.kana.k12.wv.us (preferred method)
- FAX to 304-766-0389

If you fax your forms, please call our office to confirm receipt. We are not responsible for failed fax transmissions.

Enrollment is considered on a first come, first served basis. If space is not available at the time of enrollment, your child will be placed on a wait list. Site enrollment is reviewed regularly by the KCSCEP staff to determine if there are children no longer attending who can be removed from the roster, allowing wait listed students to be enrolled. If space becomes available, wait-listed families will be contacted to see if they still need the service. Families with children currently enrolled in Third Base who take emergency placement of foster children may enroll the child/children on their account. This will be at the discretion and approval of the KCSCEP Director, provided the site will be in ratio.

When parents are considering Third Base as an option for childcare, they should take into consideration the level of care their child needs. **We are not able to provide one-on-one care.** We are staffed at 1 adult for every 16 children. **We are not required to follow KCS IEPs or 504s.** KCSCEP will make reasonable accommodations to policies, practices, and procedures as appropriate in accordance with applicable federal and state laws. KCSCEP is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

Notification of Enrollment/Wait List Status

The parent/guardian should provide an email address to receive notification of enrollment status. The email address listed on the form is the one we will use for all KCSCEP correspondence. You will receive an email confirming that the enrollment application was received. This is not a confirmation of enrollment. We start sending enrollment status emails for the upcoming school year in early July to those parents/guardians who have submitted their forms for the new school year, either during the early enrollment period for current families or during the open enrollment period that starts April 1. The email notification will state if the child has been enrolled and will show the enrollment effective date, or if the child has been placed on a wait list until space becomes available. We will post updates on our website during the summer when those enrollment messages are being sent out. Please check your spam or junk folder if you don't see the enrollment notification in your inbox. If you do not receive an email notification within a reasonable time, please call our office to confirm your enrollment forms were received. Summer Camp notifications typically go out the second week of May.

My Procure/Procure App

The parents/guardians of enrolled children are invited via email from Procure to create an online account on [MyProcure.com](https://myprocure.com). Once the account is created, the parent can download the Procure app to their phone. Use of the online account or app is completely voluntary. The web site or app can be used to make payments, download statements, track child attendance, and review authorized pick ups. The app also stores the parent/guardian's PIN, and includes a QR scanner for use with the sign out kiosk for touchless sign in/out.

Attendance Requirement

Once your child is enrolled, you must use the service on a regular basis to keep your space in the program. You cannot enroll to save a space in case you may need it. We periodically review attendance, and if we find you are not using the service, your child(ren) will be withdrawn and the space will be made available to any families on the waiting list or new enrollments. We will keep your enrollment form on file through the end of the school year, and you can call the office to check on space availability in the event that you do want to use the service. Keep in mind that a new enrollment form must be submitted each year.

Withdrawal Procedure

Parents may withdraw their child from the program at any time. It is requested that parents/guardians let the site director or the KCSCEP office know of your intention to withdraw your child. If there is a problem, we will make every effort to resolve the issue. Withdrawal and subsequent re-enrollment is subject to space availability. If you have withdrawn your child(ren) or if we have withdrawn them due to non-attendance, and you wish

to return to the program, please call the KCSCEP office to see if space is still available. If space is not available, your child will be placed on a waiting list. Families with outstanding tuition balances will be withdrawn from the site after notice and attempts to secure fees have not been successful. Children will be withdrawn from the program when not in attendance for several consecutive weeks. KCSCEP has final determination on refusing a child's attendance, for any reason including but not limited to behavioral concerns that compromise the safety of the other children in the program and/or nonpayment of fees.

Sign In/Out

KCSCEP programs use an iPad kiosk for sign in and out of children. Parents/guardians or anyone listed on the enrollment form as an authorized pick up person may sign the child out using the iPad kiosk. All authorized persons will be assigned a PIN (personal identification number) for use on the kiosk. Never share your PIN with anyone. A parent/guardian must notify the Site Director of additional pick-up persons not listed, either verbally or by note. The site director will verify their ID to document and complete the sign out for that person. After you have completed the sign out process on the kiosk, please remain near the kiosk or wait outside until your child has collected his or her things and is ready to depart. This is for the safety of your child and other children.

Third Base - The Site Director will sign in your child upon arrival at Third Base. The parent/guardian or an authorized pick up person will sign out the child on the iPad kiosk.

Please note that if for any reason your child is not coming to Third Base on a specific day, you should notify your child's teacher that there is a change in plans for dismissal. Please discuss this with your child so that he or she knows about the change as well. This will make sure your child is sent to the right place at dismissal, whether it be Third Base, the bus line, or the walkers and car riders line.

Summer Camp - For summer camp, children will need to be signed **in and out** by the parent/guardian or other authorized person on the iPad kiosk. That means no drop-offs in the morning. You must bring your child(ren) to the door to be signed in for the day on the iPad kiosk. The same procedures described above that apply to Third Base for sign in and sign out apply to Summer Camp.

Photo ID is required for sign out. Once you have signed your child out, he/she is no longer the responsibility of KCSCEP staff. However, they will still need to follow school rules while on school property. For CONNECT/LINK/WV DoHS families, you will also sign time sheets so that we may bill those agencies for your childcare.

Right to Refuse Child Release

We will refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we will request that another adult listed as an authorized person come to pick up your child.

Late Pick Up Policy and Fee

ALL CHILDREN MUST BE PICKED UP BY 5:40 pm. If you arrive past the 5:40 p.m. closing time, a late pick up fee of \$1.00 per minute, not to exceed \$75, is due at the time of pick up. The Site Director may waive this fee if the reason for late pick up is due to issues such as traffic accidents or medical/family emergencies that are beyond your control. Please call the Site Director if you are running late so that the staff will know that someone is on the way. Otherwise, if your child has not been picked up by closing time, we will begin calling people on the pick-up list. If your child is not picked up and we cannot reach you or anyone on your list, we will call the authorities. **Please note that on the fifth occurrence of late pick up (that has not been waived), you will be given a two-week dismissal notice for services.** Fees for late pick-ups will be enforced.

Program Fees and Payments

Third Base and Summer Camp are Private Pay programs, meaning the parent/guardian is responsible for payment. We do accept certificates for WV DoHS assistance administered through agencies such as CONNECT and LINK.

All Private Pay tuition and state copays are due the first day of each week or the first day the child attends each week.

We accept check, cash, and money orders. Point of Sale credit/debit payments are also accepted. When paying with cash, please have exact change or expect any overpayment to be a credit balance on your account. You may pay in advance for weeks of care. All checks must be **payable to KCSCEP** (Kanawha County Schools Community Education Program) and the **MEMO** line must contain the **child's name** and **Program Site**. Counter checks are not accepted.

You may enroll for automatic payments with **Tuition Express**. Once you set up Tuition Express, it will remain active year to year unless you notify us that you no longer wish to use that method of payment. Please let us know if your account information changes so that it can be updated.

You can also make payments on the MyProcure website or the app. If using this option, the parent/guardian must send the payment so that it is received on the first day of attendance each week to avoid any late payment fees.

Private Pay - Third Base

**The Third Base weekly rates for 2026-2027
are:
\$70 for one child
\$100 for two children
\$125 for three children
\$10 family registration fee**

You only pay for the weeks your child(ren) attends. (See Attendance Expectations.) **The fee is based on the number of days KCS is in session, not the number of days your child is present in the program. It is a weekly fee; there are no daily rates.** In the event that Kanawha County Schools are closed more than one day in a week due to holidays, inclement weather or other reasons, the weekly fee will be prorated as follows. For a week with four days open, the rate will not be adjusted. For a week with 2 or 3 days open, the rates will be \$55 for one child, \$65 for two children, \$75 for three children. For a week with 1 day open, the rates will be \$35 for one child, \$40 for two children, \$45 for three children.

Private Pay - Summer Camp

**Summer Camp weekly rates for 2026 are:
\$140 for one child
\$240 for two children
\$340 for three children
\$30 family registration fee**

Summer camp fees are based on the number of days the program is open during a week, not the number of days your child is present in the program. Summer Camp rates will be adjusted in the case of closure or any week where camp is in session three (3) days or less. Summer Camp week with four days open, the rate will not be adjusted. For a week with 3 days open, the rates will be \$85 for 1 child, \$145 for 2 children, \$205 for 3 children. For a week with 2 days open, the rates will be \$65 for 1 child, \$85 for 2 children, \$105 for 3 children. For a week with 1 day open the rates will be \$40 for 1 child, \$55 for two children, \$70 for 3 children.

WV DoHS/CONNECT/LINK

See Letter in Appendix, "For Our Families With CONNECT or LINK".

If you receive assistance through WV DoHS through CONNECT or LINK (or similar agency), we must have a copy of your certificate or a notice of coverage before your child starts, unless you opt to start as Private Pay until your coverage is confirmed. The certificate must list the specific KCSCEP site as the provider and cover the first day of attendance. If we receive a notice from CONNECT or LINK saying you have become ineligible, your child will not be able to attend past the date of eligibility, unless you pay the Private Pay rate or we receive a notice saying your coverage has been reinstated. If a child attends the program outside of the days/hours covered by the certificate, the parent/guardian will be billed for the time not covered at the private pay rate. You must sign out on the iPad kiosk, sign monthly attendance sheets, and pay weekly co-pays to keep your account in good standing. Payment is due the first day of the week you attend. If your co-pay fees are not paid by the end of the week, your child may not return to the program until they are paid. Any past due CONNECT or LINK co-pay fees will be reported to CONNECT or LINK.

If your child attends another program in the summer, such as one of our summer camps, you will need to change your certificate to that particular summer camp prior to attending. **When camp ends, you will need to contact CONNECT or LINK to have your certificate changed back to your Third Base.** Failure to make these changes in a timely manner could affect your coverage.

Any days of service denied payment by CONNECT/LINK will result in your account being billed the private pay rate.

Late Payment Policy/Fees

Payments for weekly fees are due on the first day of attendance each week. If payment is not made on that day, a late fee of \$5.00 will be assessed each day, even if your child is absent on subsequent days that week, until your account is paid in full. ALL tuition and fees must be paid in full by the last day of the week in order for your child to attend the following week. **If tuition, copays, or any fees are not paid by the last day of the week, your child may not return to the program until the account is paid in full.** The school office will be notified that your child may not attend the program and the child will not be permitted to attend. Once the account is paid in full, the school office will be notified that your child may return to the program. Fees for late payments will be enforced. Site Directors may not waive late payment fees.

Returned Check/Tuition Express Fee

There is a \$25.00 fee for all checks or Tuition Express payments returned for any reason. All fees will be due, payable by cash or a debit/credit card, to bring the account current. A second returned item will result in no longer being able to pay by check or Tuition Express. *Your child may not attend the program until all fees due are paid in full.*

Tuition Reimbursement

In order to make sure your account is in good standing, please let your Site Director know if you plan to withdraw your child from the program. If you have a credit balance of \$10 or more, it will be reimbursed to you at your request. If you have a balance due, including any late fees, please pay before withdrawing.

Past Due Accounts

Every effort, up to and including magistrate court, will be made to collect unpaid tuition and fees or returned checks or TE payments. Your child may not return to the program until any outstanding balance is paid. A letter will be given to your child's school secretary to make them aware the child is currently unable to attend. This letter does not indicate the reason(s) for non-attendance.

Prepayment for Last Program Week

KCSCEP may require that parents prepay for the last program week of Third Base and Summer Camp each year. The fees for the last program week will be due by the Friday before in order for the child to attend during the last week.

Statements

The KCSCEP office does not send out statements to all accounts at the end of the calendar year or school year. Statements are available upon request to payers on the account. They can be requested from the Site Director or by contacting the KCSCEP office. Payers who have created a MyProcure account can generate and print their own statements anytime.

Daily Routines

Example of Daily Third Base Routine

2:00 pm Children arrive at Third Base
2:05 pm Roll Call
2:10 pm Meal time
2:20-2:50 pm Homework (K-2nd – 15 min., 3rd-5th – 30 min.)
2:50-5:00 pm Activity Time
5:00-5:40 pm Wind Down Time
5:40 pm Last pick-up Time

We want Third Base to be a fun and enriching place for your child. Most sites follow a similar routine, but it can vary depending on that site's needs. The day typically starts with a healthy meal, followed by homework and structured play. Every site's schedule is slightly different based on the time children are dismissed.

Homework time is provided Monday through Thursday for schools who assign it. For grades K-2, homework time is up to 15 minutes. All other grade levels are given up to 30 minutes. Students who do not finish homework in this allotted time may continue to work on their homework during activity time if they choose to do so. During the allotted homework time, staff will supervise and assist students with such things as reading directions, spelling practices, and staying on task. Staff cannot provide one-on-one homework help. Staff cannot sign off on homework or planner entries. Staff are not responsible to make sure students complete their homework. Parents/guardians must make that their child's responsibility.

Homework is voluntary, as some parents/guardians prefer their children do their homework at home. We encourage parents/guardians to discuss their homework expectations with their children. If a separate room is not available for homework, students not doing homework will be expected to do a quiet activity, such as read or work on coloring sheets, word searches or other activities provided by the Site Director, until the homework time is over. **Please remind your children that it is important to have their homework in their backpacks when they come to Third Base, as most school principals have a rule that children may not return to their classroom after school to retrieve forgotten items.**

**Example of Daily
Summer Camp Schedule**

7-7:45 am	Doors open/Welcome/Games/iPads
7:45-8:00 am	Clean up/Wash hands
8:00-8:20 am	Breakfast
8:20-9:30 am	Outside Play
9:30-12:00 pm	Games/Craft/Group Activities/Speakers/Clean up for lunch/Wash hands
12:00-12:30 pm	Lunch
12:30-5:30 pm	Group Activities/Speakers/Swimming/Crafts/Games/Technology
3:00-3:30pm	Snack
5:40pm	Clean up/Farewell/Pick up

KCSCEP Summer Camp activities are typically planned around weekly themes. (i.e. Animals, Fun in the Sun, America the Beautiful, etc.) Children participate in games, crafts, group activities, etc. around the theme of the week. They also have guest speakers and hands on explorations. Field trips may include swimming, bowling, trips to the library, etc. Breakfast, lunch and a nutritious afternoon snack are served daily. Field trips and meals are included in the weekly fees.

Meals

Meals for KCSCEP programs are provided through the KCS Child Nutrition Program. We follow all federal guidelines associated with these food programs. Menus with meals served are posted on the parent information board. If your child has food allergies or other dietary needs, you will need to provide a Special Dietary Needs Medical Statement completed and signed by your child's physician in order for the Child Nutrition Department staff to make substitutions.

Third Base students receive a healthy meal, designated as supper by Child Nutrition, each day. They must take three of the five items being served, but they do not have to eat them. You may send a snack for your child to eat during this time, but they may not share it with others. Please do not send candy, sodas or similar treats.

Summer Camp students are served a healthy breakfast, lunch, and afternoon snack each day. If you choose to send a snack or a lunch from home, please make sure your child's lunch box or bag is clearly marked with their name. They should understand they cannot share food with other children. Please do not send candy, sodas or similar treats. Lunches or snacks sent from home will not be refrigerated, nor can we heat items for children.

GENERAL PROGRAM INFORMATION

Bulletin Boards/Communication

Located at each site is a bulletin board or display board that provides center news, upcoming events, fees, and other information required by WV DoHS. Site Directors will also post important notices on or near the door where students are picked up. Information and notices that apply to all programs may also be posted on the KCSCEP website, as well as on KCS social media. We may also ask schools to post notices on their Schoology pages about such topics as enrollment dates.

Brief discussions with the Site Director can be held at pick up (or in the summer at drop off as well). Since our main priority while working at the site is the supervision of your child and the other children, we ask that you request a time for a conference, other than when you pick up your child, for more involved issues. Conferences can also be scheduled with the KCSCEP Program Director and/or Coordinator as well as site staff during the

morning hours at the program's main office. We encourage you to communicate any concerns, questions or suggestions.

So that all parents/guardians feel equally welcome at the site, KCSCEP strives to remain neutral in all custody disputes. Legally, unless there is an active protective order, court order, or court ordered visitation schedule on file at the site that designates otherwise, the program cannot deny a parent or guardian access to his or her child. We require that all families resolve their differences or unsettled court orders through legal channels. KCSCEP's primary concern is the safety of all children and staff at the site. For that reason, the site cannot be used as a place for scheduled visitation, nor can we be responsible for supervising parent or guardian visits.

Dress Code

Students are expected to follow the KCS dress code. Proper footwear and coats, if needed, are required for active outdoor play. **No flip flops, slip-ons or shoes without backs will be allowed during outside play.** Because we frequently play outside and do crafts that may involve paint and other messy materials, you may consider sending a change of clothes for your child.

Parents/guardians should be aware of the potential strangulation hazards of drawstrings on clothing. To prevent injuries from strangulation, children will not be permitted to wear any shirts, jackets, sweatshirts, jewelry, or articles that are tied around the neck or waist, including scarves and mittens or gloves secured with a string through the sleeves of a jacket while on the playground. Please check your child's clothing carefully and remove drawstrings.

During summer camp, we strongly encourage you to send a change of clothes daily. Durable clothing that can withstand the activity of young children — digging in dirt, special projects, experimenting with water, painting, among other activities — is best. We consider our playgrounds to be an extension of our program and we go outside whenever weather permits. Jackets or sweaters are good to have just in case temperatures are cooler than typical for the summer months. Again, **no flip flops, slip-ons or shoes without backs will be allowed during outside play.** We will take all precautionary methods to be certain that your child's belongings are well cared for; but please keep in mind, clothes that look a little less clean at the end of the day are a sign that your child was actively engaged during the day. Please do not send your child(ren) in clothes in which you mind that they get dirty.

What Not to Bring

The Site Director has the discretion to decide if personal items, such as toys and games, may be brought to the program. **If these items are permitted, they are brought at your own risk and with the understanding that KCSCEP and Kanawha County Schools are not responsible for any lost, stolen or broken items.** Students **may not use cell phones** to make calls, text, or access the Internet during the program. Cell phones must be kept in the child's backpack or bag. **Personal electronic devices, such as tablets and iPads, are not permitted. School issued iPads may only be used during homework time.**

Technology

The site may provide children access to devices that connect to the Internet (ex: computer lab, KCSCEP iPads, etc.) under the direct supervision of program staff. Every child who uses any sort of technology at the site must have on file a signed Acceptable Use Policy (see Appendix for copy) that states Kanawha County School's policy about the use of technology, supervision of technology and consequences for improper use of technology. This form is part of the enrollment packet. The parent/guardian can indicate the extent of their child's utilization of site iPads and technology labs. Students must utilize the apps already loaded on the devices and are not permitted to surf the internet. Children should not be using this technology for more than 75 minutes weekly. Movies may be shown on an occasional special day. All videos should be rated "G" and follow KCS policy with regard to media.

Photos/Video

Occasionally, KCSCEP takes photographs and videos of children enrolled at its sites for business purposes. Individual photos may be taken to upload to our Procure attendance software for security reasons. We take care that any use, display, or dissemination of photographs or videos of children, whether at a particular site where the child attends or for its general business purposes, is accomplished in a thoughtful, safe, and secure manner appropriate under the particular circumstances. If you prefer your child not participate, please note this on the enrollment form.

Activity Waiver

During the regular school year, there are times when your child may want to participate in a club or extracurricular activity at the school that starts after they have arrived at Third Base. An activity waiver is required for this purpose. This waiver will allow Third Base children to leave the Third Base area to participate in activities not sponsored by KCSCEP. Children must be signed in at Third Base and then signed out by the supervising adult allowing the children to go to the activity at the appropriate time; and then, will need to be signed in when the activity is completed and they return to Third Base. This policy must be followed to make sure a child can be tracked at all times. Once the child leaves Third Base, they are the responsibility of the adult supervising the activity. Children must return to Third Base to be signed out by the parent/guardian, even if the activity has not concluded. The waiver must be signed by both the supervising adult and the parent for permission to be granted. Children should be under the direct supervision of the adult supervising the activity at all times. The waiver is not needed if your child goes to the activity directly after school, before coming to Third Base.

Field Trips (Summer Camp Only)

During the summer, we take children on field trips to swim, bowl, go to the movies, etc. Students must attend the field trips or not attend the program that day as all staff will be on the field trips. Students will be transported on a Kanawha County Schools school bus. A permission slip for participation in these field trips must be signed by the parent/guardian. Students may not go on a field trip without a signed permission slip. If your child does not want to swim, we will provide games, books, etc. as activities for them at the pool. If you do not want your child to participate in these trips, you are welcome to pick them up early or not have them come to camp those days. We have found these are the most enjoyable activities for most of our children at camp, so we hope you will allow them to participate.

For field trips, please dress your child appropriately for the weather. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child. Safety and comfort is very important in all activities of our child care programs.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released, with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential. Only those persons directly related to the care of your child, program management, or regulatory agencies will have access to the record unless your written permission is given. As a parent/guardian, you may have access to your child's records within a reasonable time upon your request. Upon withdrawal of your child from the center, files will be retained for three years. As a parent/guardian, you have the right to add information, comments, data, or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. Keep in mind this does not necessarily mean that request will be honored. Regulatory agencies may review your child's record in order to ensure the center has followed its requirements.

Babysitting Policy

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by KCSCEP.

Behavior and Discipline

KCSCEP follows the KCS discipline code of conduct. Site Directors have the authority to put in place additional rules for their sites that contribute to developmentally appropriate activities and conduct, safety, and well being for all students.

We are not required to follow KCS IEPs or 504s, however we do make as many modifications or accommodations as possible to make sure all children succeed in our program. Please see a copy of our Discipline Referral Form and Discipline Rubrics, which are based on the WV Board of Education Policy 4373 and the KCS Student Code of Conduct, in the appendix of this handbook.

“Discipline is something you do for a child, not to a child.” The objective is to help the child make better choices and practice self-control. All staff may address behavior issues and use appropriate discipline methods.

Site directors are responsible for communicating with parents at the site, and site assistants should never be approached by parents/guardians to discuss discipline matters. The Site Director will make the parent/guardian aware of any discipline issues. The Site Director will document the behavior, and if necessary will complete a Discipline Referral Form, with a copy to the parent. Staff have been trained on many strategies to both prevent and/or respond to behavior issues. Acceptable forms of consequences for behavior problems include time out, redirection, loss of a privilege, etc.

All students are expected to listen to and respect staff. Extreme or reoccurring behavior issues will be reported to the Site Director by the Site Assistants. Failure to follow the rules or staff instruction, or other behavior issues, may result in the development of a behavior plan, a request for technical assistance from WV DoHS behavioral specialist and/or other technical assistance, or your child being suspended from the program, with no refund of fees. Only the Site Director, Program Coordinator or KCSCEP Director has the authority to suspend a child.

If your child is suspended from the program due to a behavior issue, a letter will be given to your child's school secretary to make them aware that the child is not permitted to attend and the dates affected. This letter does not indicate the reason. Continued behavioral problems may result in expulsion from the program. All possible interventions will be utilized before this measure, unless the safety of the child and/or other students/staff is involved. Through positive guidance of behavior and modeling, staff members can help children feel good about themselves and to behave in responsible ways. We will make you aware of any poor behavior or problems early on so as to avoid these drastic measures.

Our policies are designed to promote respect for every child and family we serve. Each child's record is confidential. Consequently, we will not reveal the identity of a child who has engaged in an aggressive act against another, even at the request of the parent/guardian whose child has been the target of that aggressive action. If, in our judgment, any child's behavior places the well-being of others at risk of injury, we will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and/or provision of alternative outlets for the expression of feelings). If the aggressive behavior continues after exhausting our resources, we may conclude it is in the best interest of the program to suspend a child's enrollment from our program until appropriate outside resources are identified and implemented to both support the child in our program and to reduce the opportunity for injury to others. Our commitment is to provide a quality group-learning environment for every child.

Bullying

KCSCEP strictly prohibits any bullying, harassment, and/or intimidation. This includes any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that: 1) a reasonable person under the circumstances should know will have the effect of harming a child, damaging a child's property, placing a child in reasonable fear of harm to his or her person, and/or placing a child in reasonable fear of damage to his or her property; 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive environment for a child; or 3) disrupts or interferes with the orderly operation of the school or program. The purpose of this policy is to ensure a safe school and childcare environment for all children and staff members by implementing a successful anti-bullying, harassment and intimidation program. This can reduce antisocial behaviors among persons and produce positive changes in the school and childcare environment; and assure that KCSCEP responds to incidents of bullying, harassment, and intimidation in a manner that effectively addresses the incident, deters similar future incidents, and affirms respect for individuals.

Health & Illness

Physicals - For Summer Camp only, a current physical report (good within a year) is required under our WV DoHS licensing. A copy of your child's physical should be received before, but must be received no later than **1 week** after, your child begins the summer camp program in order to continue attending. Your physician can complete the physical form in the summer enrollment packet, or provide a print out of the physical report from their records.

If your child is absent from school for any reason or leaves early due to illness, he or she cannot attend Third Base that day. If your child is checked out early from school for a dental appointment or child well visit or similar appointment, you are welcome to bring them to Third Base following that appointment.

If your child becomes ill during Third Base or Summer Camp, the Site Director will call to advise the parent/guardian or other emergency pickups on the enrollment form. We will make the child comfortable until someone can come for pick up. Please make every effort to pick your child up promptly when ill. We understand that it is difficult for a family member to leave or miss work, but to protect other children we must follow this policy. Your child will be excluded from all activities until you arrive.

Please do not send your child if he/she is sick.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.

- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- Recommended quarantine time has been accomplished.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions unless:

The child's physician signs a note stating that the child's condition is not contagious, and;

The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Injuries

Should your child be injured during Third Base or summer camp, staff will provide first aid, such as bandages or ice, as needed and contact the parent/guardian. The Site Director will submit an injury report to the KCS Safety Department, the school nurse and the KCSCEP Director. If you take your child to see a doctor or other health professional due to an injury incurred at Third Base or summer camp, please let your Site Director know as soon as possible as these incidents must be reported to WV DoHS within 24 hours of occurrence.

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A KCSCEP employee will accompany and remain with the child until a family member or emergency contact arrives.

Allergies/Medical Conditions

It is important that the parent/guardian list any allergies, medical conditions, or other health issues about the child on the enrollment form. If your child has an allergy that requires an epi pen, you will need to provide one for the Third Base and/or summer program as our staff will not have access to medications in the school office. Only trained staff would be able to administer the epi pen if the child is unable to self-administer. KCSCEP takes a proactive approach to create a safe environment for all children with allergies. KCSCEP staff and KCS child nutrition staff will carefully monitor all food ingredients to avoid reactions. Despite our diligent efforts, it is impossible to eliminate all risk for children with food allergies. Some allergies are so severe that the presence of the allergen in proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food, even after instructing them not to do so, or for an allergen to be brought into the center by a family member or child, despite our best efforts to educate families and raise awareness. **Ultimately, parents/guardians will need to decide whether group care is appropriate for their child with allergies in light of the risks that cannot be eliminated.**

We are not able to provide one-on-one care. We are staffed at 1 adult staff for every 16 children. Parents should be mindful of this when deciding if a large group center is the right placement for their child. If your child has any special needs, please detail that on the enrollment form. Depending on the need, the KCSCEP Director may request a conference prior to enrollment to ensure that we understand your child's needs and that we are able to provide adequate care with the proper materials and resources. We are not required to follow KCS IEPs or 504s; however, we do make as many modifications or accommodations as possible to make sure all children succeed in our program. In keeping with the requirements of Title III of the Americans with Disabilities Act of 1990, we will not discriminate against any individual on the basis of disability. We will make reasonable

modifications in policies, practices or procedures when such modifications are necessary to afford the services and facilities to individuals with disabilities, unless the modification would fundamentally alter the nature of the service or change the environment of the program for all participants.

Toileting

KCSCEP requires that all children in our programs be fully potty trained. This is to ensure safety and good hygiene for all children, as well as to maintain the staff-to-child ratio of one adult for every 16 children.

A child is considered fully potty-trained when he or she consistently demonstrates the following abilities:

- The child remains dry and clean throughout the program hours, with minimal to no accidents.
- The child can independently recognize the urge to use the restroom, manage their clothing (including pulling down and up pants/underwear), and complete the toileting process, including wiping, with minimal assistance (ex: buttoning pants). The use of pull-ups is discouraged and will be evaluated on a case by case basis.
- The child can clearly and reliably communicate the need to use the restroom to a staff member.

We recognize that especially younger children may still have accidents from time to time, and we encourage parents to keep a change of clothes in the child's backpack for such occasions. Some schools do keep a supply of clothes in the school clinic which may be available in case of an accident. Staff will discretely excuse the child to the restroom with the clean change of clothes and a bag for the wet clothes to take home. We ask that parents wash and return the clothes provided by the school so they will have them for other children in that situation. In the event of repeated accidents or a determination that a child is not fully potty trained, the child may be temporarily excluded from the program until they demonstrate consistent potty training.

Medication Administration

Third Base — KCSCEP staff do not administer over the counter or prescription medication during Third Base. Staff may be trained in the administration of emergency medications, such as epi pens, upon approval of the KCSCEP Director and the school nurse.

Summer Camp — Prescription medications may be administered during summer camp by trained staff upon review and medicine administration training by a school nurse. We follow KCS policies for dispensing prescription medications, which includes having a doctor's order and having medication in the original bottle or container it was dispensed in with clear and precise dosing directions.

Reporting Abuse and Neglect

Individuals working with children are mandated reporters and are required by law to make a report to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. All staff members receive training in identifying and reporting suspected abuse or neglect. The particular state child protective service agency involved will determine appropriate action and may conduct an investigation. It is the agency's role to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. KCSCEP will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our foremost concern is always the protection of the child.

Safety/Emergency Planning

All staff members are required to be certified in CPR and First Aid. Comprehensive health and safety checklists are completed as required and routine fire and emergency drills are conducted on a regular basis. KCSCEP follows the KCS Active Shooter policy, and staff receive annual retraining on this policy. Each site is equipped with a Shelter-In-Place box with materials that would be needed for a shelter in place in the case of chemical or weather related emergencies. Also, each site has an evacuation plan for where to go should the children need to be moved from their site to a safer place due to an emergency such as a fire or gas leak.

In addition to measures promoting indoor and outdoor safety on the center grounds, KCS provides its own security keypad system and camera systems, ensuring that access is available only to authorized personnel. Video cameras are located in the common program areas, such as the multipurpose room, gymnasium, playground and blacktop areas, hallways, and entry/exit doors. Administrators at the KCSCEP office may monitor video surveillance of any KCSCEP program area at any time and can review video footage of incidents as needed. Due to privacy laws and KCS policies, only KCSCEP administrators, authorized KCS staff, and regulatory or law enforcement members may have access to live video or recordings.

Site staff are responsible for daily safety inspections of their assigned areas and equipment. Defective equipment will be removed or repaired as soon as possible to prevent injury. Until items have been corrected, children will be directed not to use them. To prevent the spread of infections and viruses, equipment and toys used by children are disinfected regularly.

Integrated Pest Management Program

Kanawha County Schools maintains a contract for monthly inspections to be conducted by a licensed pest control company. Buildings are examined each month and nonchemical traps are placed as needed. In the event that a chemical/pesticide becomes necessary, it will be applied according to the manufacturer's instructions and scheduled for a time when the building is not occupied by adults and/or children. Parents will be notified 24-48 hours prior to the date of the scheduled application. Notice will contain information about the pesticide, including the target pest and/or purpose, approximate location, date of the application, and contact information at the center for questions. In the event that a pesticide application is scheduled, KCSCEP will notify parents by posting a notice on the front door and providing detailed information to go home 24-48 hours prior to the application date, if requested. Questions about our pest management program should be directed to the KCSCEP Program Director.

Tobacco or Vape Free/Alcohol Free/Drug Free Environment

All KCSCEP sites are non-smoking facilities. Use of tobacco or vape products on all KCS properties, including buildings, grounds, parking lots and vehicles parked on school property, is prohibited. Smoking and vaping are not allowed during field trips or anytime in the presence of children while they are in the care of KCSCEP. For the health and safety of our children, we appreciate your cooperation.

Parent/Guardian/Authorized Persons Code of Conduct

KCSCEP appreciates the trust that parents/guardians have placed in us to provide a safe, nurturing environment for their children. Our staff strive to model and promote good character and values that foster respect, responsibility, honesty, kindness, and self-worth. KCSCEP programs provide a positive, caring and safe environment for all children and families. We ask that parents/guardians and any authorized pick up person also conduct themselves in a dignified and respectful manner when they are in person on site, as well as with their telephone or electronic communication with site and program office staff.

- The relationship between parents/guardians and KCSCEP starts with the enrollment process. We ask that parents/guardians complete each section of the enrollment forms in detail. We ask that parents/guardians be forthcoming and include all information about their children's medical conditions or other needs.
Enrollment may be suspended or revoked if false information is given on the enrollment form or if you do not disclose information that affects our ability to care for your child. KCSCEP staff are not responsible for any incidents that are the direct result of false or misleading information given at the time of enrollment.

- When parents/guardians or authorized pick ups arrive at the program, we ask that the individual be prepared to show photo identification. While Site Directors and staff soon learn and recognize regular pick ups, sometimes a substitute site director may be working who would not recognize them. The person picking up the child should sign out the child on the iPad kiosk and remain in the designated area near the kiosk or wait outside while staff let the child know it is time to leave and help gather their backpacks, lunch boxes, coats, or other belongings. The parent/guardian or pick up person should not enter the area where all the children are engaged in program activities. This is for the safety of all children in the program.
- Parents/guardians or pick up people should not ask or attempt to enter the school areas beyond the program area (usually the multipurpose room). KCS policy is that no child or adult may return to a child's classroom during after school hours to retrieve forgotten homework or personal belongings.
- Parents/guardians should be familiar with all KCSCEP policies and procedures. They should be prepared to present payment on the first day of attendance each week, unless they have enrolled in Tuition Express auto pay or have already paid through the online/app methods, or late payment fees will be added to their account. Children should be picked up by 5:40 p.m. to avoid late pick up fees.
- We respectfully request that parents not be on their cell phones during pick up. Also, parents/guardians are asked to refrain from disciplining their children in front of the staff and their peers, regardless whether it is related to a program discipline incident, an incident from the school day, or other issue.
- Parents/guardians and pick ups should follow all KCS policies regarding safety. No weapons, drugs, alcohol, or smoking are permitted on KCS campuses.
- Any parent/guardian or pick up person who violates KCS or KCSCEP policies or threatens staff, other parents/guardians/pick up people, or children may be prohibited from returning to the program site and risk the possibility of the child being dismissed from the program.

Grievance Policy

In any community, and in the routine and regular process of daily living, there are inevitable situations or conflicts that are potentially negative for individuals or for the community. It is critical that long before conflict arises, an environment already exists that fosters mutual respect, tolerance, and clear, honest communication. The emotional health of the program is determined not by the absence of conflict, but by its quick and intelligent resolution. KCSCEP is committed to responding to all family grievances in a timely fashion. Concerns and grievances are most effectively addressed by program staff. If a specific concern arises, please discuss the issue with the site director first. If issues cannot be resolved at the site, please contact KCSCEP program staff (coordinator or program director), who will work with you and the site director to resolve any issues. KCSCEP program staff can be reached at 304-766-0378.

Contact Us

Please make sure you have the school phone number for your child's Third Base site. Site Directors are not required to give out their personal cell phone numbers, though some may voluntarily share that with parents/guardians.

To contact the KCSCEP office:

KCSCEP

959 Woodward Drive, Room 103

Charleston, WV 25387

304-766-0378

304-766-0389 fax

KCSCEP@mail.kana.k12.wv.us

Web site: kcscep.kana.k12.wv.us

Notice Of Nondiscrimination

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

-

APPENDIX

KCSCEP Parent Acknowledgements

KCSCEP Discipline Referral Form

KCSCEP Discipline Referral Rubric

Shelter in Place Procedures

For Our Families With CONNECT or LINK

2026-2027 KCS Calendar

Kanawha County Community Education Program (KCSCEP) Parent Acknowledgements

By my initials on each item and signing below, I acknowledge the following regarding my child's participation in KCSCEP:

_____ **Childcare Facility Classification**

I understand that KCSCEP is licensed and operates as a *childcare program*, not a school-based instructional program. The primary purpose is to provide supervision, enrichment, and a safe environment outside of regular school hours.

_____ **Educational Plans (IEP/504 Plans)**

I understand that while KCSCEP staff strive to support all children, the program is *not legally required* to implement accommodations or services outlined in a student's Individualized Education Program (IEP) or Section 504 Plan. Any support provided will be reasonable and within the scope of a childcare setting, depending on staff training and available resources.

_____ **One-on-One Support**

I understand that KCSCEP does not have the staffing capacity to provide dedicated one-on-one aides or supervision for individual students. All children must be able to participate safely in group settings with general support from program staff.

_____ **Health and Safety Responsibilities**

I understand that parents/guardians must share accurate, up-to-date medical, behavioral, and emergency information to ensure my child can safely take part in program activities.

_____ **Medication Administration**

Third Base - KCSCEP staff are not authorized to administer over-the-counter or prescription medications at Third Base. Staff members do not possess medical training and are not mandated to do so under Department of Human Services licensing requirements. However, staff will receive training on the administration of emergency medications, such as epinephrine auto-injectors, upon approval from the KCSCEP Director and the school nurse.

_____ **Behavioral Expectations**

I understand that students must be able to maintain safe and appropriate behavior. If a child's needs exceed the program's ability to ensure the safety and wellbeing of all participants, parents may have to find alternative care. Non-compliance with established rules and procedures may result in removal from the program.

_____ **Collaboration with Families**

I understand that KCSCEP will communicate proactively about any concerns related to my child's success in the program and will work with families to explore reasonable strategies that support positive participation.

_____ **Potty Training Acknowledgement for 3rd Base Program**

I understand that the 3rd Base Program is a group childcare environment and may not have the staffing, facilities, or licensing allowances required to provide diapering or toileting assistance beyond typical age-appropriate supervision.

I confirm that my child is fully potty trained and able to independently use the restroom, including:

- Recognizing the need to use the bathroom
- Toileting without assistance
- Managing clothing independently
- Washing hands without direct physical help

KCSCEP will make its best efforts to accommodate the child's needs, contingent upon staffing levels and ratio requirements. I acknowledge that if my child is unable to consistently meet these expectations, I may be contacted to pick up my child and/or may be required to pause participation until toileting independence is consistently demonstrated.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Child(ren) Name(s): _____

Completion and return of this acknowledgement form is required for processing. Enrollment materials cannot be finalized until this document is signed and submitted. Each enrolled child will undergo a five-day trial period to ensure that the facility and staff can provide a safe and nurturing environment for every participant. Failure to disclose any up-to-date medical, behavioral, or emergency information prior to your child's first day may result in the child not being enrolled in the KCSCEP Third Base program.

In accordance with Title III of the Americans with Disabilities Act of 1990, the KCSCEP is committed to ensuring equal access and does not discriminate against individuals on the basis of disability. We will make reasonable modifications to policies, practices, or procedures when necessary to provide appropriate services and facilities to individuals with disabilities, provided that such modifications do not fundamentally alter the nature of our services or significantly impact the program environment for all participants.

Expected Behaviors in Safe and Supportive Schools

Discipline Referral Form

KCS Community Education Program

Name: _____

Date: _____ Time: _____

Staff Member: _____

WV Board of Education Policy 4373

Location: _____

Kanawha County Board of Education

Incident # 1 2 3 4

Student Code of Conduct

Level 1	Level 2	Level 3	Level 4 (Automatic Expulsion)
☐ Not following directions	☐ Hitting/Kicking/Aggressive behavior without injury	☐ Battery Against another Student w/injury	☐ Battery Against a Program Employee
☐ Deceit/Fibbing	☐ Habitual Violation of Program Rules/ Policies	☐ Defacing School Property/Vandalism	☐ Possession and/or Use of Dangerous Weapon
☐ Disruptive/disrespectful conduct	☐ Insubordination/Failure to obey authority	☐ False Fire Alarm	☐ Illegal Substance Related Behaviors
☐ Possession of inappropriate personal property	☐ Leaving Designated Area Without Permission	☐ Threat of Injury/Assault Against a Program Employee or Student	
☐ Inappropriate language	☐ Stealing	☐ Possession of Tobacco products	
☐ Exclusion/promoting groups that exclude	☐ Possession of knife not meeting Dangerous Weapon Definition (61-7-2)/imitation weapon	☐ Possession/ Use/Distribution/Sale of prescription/over the counter medications	
☐ Inappropriate display of affection	☐ Profane Language/Obscene Gesture/Indecent Act Toward Employee or Student	☐ Sexual Harassment/Bullying/Intimidation	
	☐ Technology Misuse		

Comments: (Every effort has been made by our staff to help your child correct this behavior, but we need your assistance and involvement, as well. Thank you.)

Actions

☐ Student conference and/or reprimand
☐ Time Out
☐ Site Director notification to Parent/Guardian
☐ Site Director/Parent-Guardian Conference
☐ Confiscation of inappropriate items
☐ Denial of participation in program activities
☐ Program suspension # of days _____ May return on the following date: _____
☐ Referral to KCSCEP office for discussion with Program Coordinator or Director
☐ Program Expulsion

Comments:

Parent/Guardian Signature: _____

Site Director Signature: _____

TBM-165 7/2016

KCSCEP Discipline Referral Rubric

(Suggested Consequences)

Student Name: _____

KCSCEP Site: _____

Level I and II Offenses (Site Directors will handle these offenses generally. If the same offense occurs more often, the program coordinator or KCSCEP Director may be involved.)	DISC. SLIP 1 Student Reprimand and/or Loss of privilege or activity/ Time Out or Depending on severity of behavior, 1 day suspension from program	DISC. SLIP 2 Student/Parent-Guardian/ Site Director conference and/or 1-3 days suspension and/or loss of a privilege or activity	DISC. SLIP 3 3-5 days suspension from program and Site Director/Parent/Guardian conference and/or Referral to KCSCEP office with Program Coordinator or KCSCEP Director	DISC. SLIP 4 3-10 days suspension from program or Expulsion from Program (Conference with all parties involved.)
Hitting/Kicking/Aggressive behavior without injury				
Inappropriate display of affection				
Disruptive behavior/ Disrespectful conduct				
Leaving designated area without permission				
Habitual violation of school rules/ Insubordination				
Deceit/Fibbing				
Inappropriate/Profane Language or gesture				
Possession of an imitation weapon/inappropriate personal property				
Insubordination/Failure to obey authority				
Exclusion/Promoting groups that exclude				
Misc.				

***Students may lose special activities due to safety concerns at any time.

***All discipline slips should be scanned and documented to Procure and a copy sent to the Program Coordinator and KCSCEP Director.

***The WV Code of Conduct (Policy 4373) and the KCS Board of Education Policy (Student Behavior Series: J25) supersede all other policies, particularly where severe offenses occur. (Weapons, drugs/alcohol/tobacco possession etc.) 6/2022

KCSCEP Discipline Rubric - Levels 3-4

(Suggested Consequences)

Student Name: _____ KCSCEP Site: _____

BEHAVIOR - Levels 3/4	DISC. SLIP 1	DISC. SLIP 2	DISC. SLIP 3	DISC. SLIP 4
Severe Hitting (punching, kicking, fighting and behaviors that may cause injury to another student) (Level 3)	- Family Conference 1-3 days suspension	- Family Conference 3 days suspension - Refer to KCSCEP office	- Family Conference 5 days suspension - Possible expulsion - Refer to KCSCEP office	- Family Conference 5-10 days suspension - Possible expulsion - Refer to KCSCEP office
Imminently dangerous, illegal and/or aggressive behaviors (Level 3)	- Family Conference 1-3 days suspension	- Family Conference 3 days out-of-school suspension - Refer to KCSCEP office - Possible Expulsion	- Family Conference 5 days out-of-school suspension - Possible expulsion - Refer to KCSCEP office	- Family Conference 5-10 days suspension - Possible expulsion - Refer to KCSCEP office
Habitual violation of school rules (disobeying school personnel, profane language, theft, inappropriate sexual activity, threatening another student, false fire alarm, defacing school property, possession/use/distribution of unprescribed/prescribed medication without doctor's order, etc.) (Level 3)	- Family Conference - Number of days of suspension will depend upon previous number of days of suspension for Level 1 & II violations of similar nature	- Family Conference - Suspension - Refer to KCSCEP office	- Suspension - Possible Expulsion - Refer to KCSCEP office	- Suspension - Possible Expulsion - Refer to KCSCEP office
Battery on a school employee Possession of a weapon Possession and/or attempting to sell any illegal substance (Level 4)	Expulsion from the program			
Harassment (Severe) Bullying or Sexual Harassment forms filed to board office (Level 3)	- Substantiated repeated incident - Family conference 3 day suspension pending victims satisfaction - Refer to counselor at school	- Family Conference - Refer to KCSCEP office 5 days suspension - Possible Expulsion	- Family Conference 7 days suspension - Refer to KCSCEP office - Possible Expulsion	- Family Conference 10 days suspension - Refer to KCSCEP office and/or expulsion

***Students may lose special activities due to safety issues.

***Students may be referred to the school counselor at the site director or parent's request any time for guidance and positive behavior support.

***The WV Code of Conduct (Policy 4373) and the KCS Board of Education Policy (Student Behavior Series 125) supersede all other policies, particularly where severe offenses occur. (weapons, drug/alcohol/tobacco possession, battery/assault, etc.) 6/2022

Shelter in Place/Lockdown Procedures

Shelter-in-Place

Safety is the number one priority when conducting emergency drills or live events. Staff and students should be advised in advance of a drill and safety stressed during sheltering, evacuations and barricading activities. Any staff member seeing an unsafe act needs to stop that activity and report it to the site director immediately. **Please ask your site director for procedures specific to your site.**

What Shelter-in-Place (SIP) Means: One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. You may also have to Shelter-in-Place for weather related reasons. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

Procedures:

- Get everyone to the location indicated in the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors. Bring everyone into the room. Put the SIP sign(s) on the outside door(s). Shut and lock the door(s). **No one may leave or enter once you are sheltered in place. (During a drill or real SIP, parent/guardians can't pick up their children. They must wait till the all clear has been called.)**
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled. (Be sure to ask school officials where the shut-off is for your site in case you need to do this yourself.)
- Gather essential disaster supplies, such as bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, etc. (These are located in a Shelter in Place tub at each site.)
- It is ideal to have a hard-wired telephone in the room(s), but cell phones are acceptable. Have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room. If you are sheltering for a weather event, it is not necessary to do this.
- Make sure you have a roll call list with all students listed who are in attendance that day and call the KCSCEP Director or Coordinator to report who is in the room with you.
- Listen for an official announcement from school officials or law enforcement, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

Lockdown

What Lockdown Means: A **lockdown** is an emergency protocol used to protect people inside a facility from a dangerous external event. The following are the KCS procedures recommended for a Lockdown event.

- Make sure you have your keys and access badge at all times.
- You may be notified by intercom, telephone, text message, or audible signs of gunfire to lockdown your site. If there is an imminent deadly threat to the school inside or outside, the message will state "LOCKDOWN! LOCKDOWN! There is an armed intruder in the ... (state

location, physical description, type of weapon, and direction of travel). If you hear gunfire or see someone with a weapon you do not have to wait for an intercom message to react! Start your emergency procedures right away.

- Site directors or staff will push the Lockdown Button to lock exterior doors.
- All personnel in the school will react immediately. Those rooms in close proximity to the threat will lockdown and barricade. Windows and doors will be covered to obstruct the view from outside the room. Those personnel in rooms on the other end of the building that have a safe route out will assess the situation and may make their own decision whether to evacuate or stay. If they do not leave they must barricade their door. Be prepared to exit through ground floor windows if necessary.
- If you have students outside, lead them directly to the evacuation rally point or a safe area and wait until the emergency is over.
- If the threat is outside the school, complete these actions as well:
 - Close curtains and blinds
 - Turn off lights
 - Stay away from windows and doors
 - Stay quiet
- If available, use heavy belts or extension cords to tie off the door handle and hold the cord away from the door.
- Use heavy desks, bookshelves, filing cabinets, tables, or chairs to pile in front of the door to slow down the intruder.
- All staff and students should prepare for the intruder in case he or she breaches the barricade. Use noise, distraction, diversion, movement, and distance to overwhelm the intruder.
- **As a last resort and only** if the situation warrants, throw anything you can at the intruder to distract them. Be prepared to immediately swarm him/her to disarm them. Each staff or student swarming the intruder should grab one limb and then use bodyweight to drag the intruder down to the floor. Continue to restrain the intruder until the police arrive.
- Separate the weapon from the intruder. Do not pick the weapon up! The police could mistake you for the intruder. Place a trashcan over the weapon and guard it until the police arrive.
- Obey all commands from the police. Keep hands in plain sight with palms facing away and fingers spread. Do not resist, make sudden moves, or attempt to grab them.
- If you evacuate the school, walk or run with your hands up, palms facing away, and fingers spread to avoid being mistaken for a threat to the police.
- Wait until you have reached a rally point or safe location to use your cell phone to call 911.
- If you are barricaded in a room and you have an injury, it is ok to call 911 to report your condition and location. Be prepared to render first-aid to any injured persons.
- Site directors will call 911 to report the situation when safe to do so.
- Site directors will notify the KCSCEP Director or Coordinator and they will inform the Superintendent's Office at 304-348-7732.
- **At no time will staff or students go looking for the intruder!** The police will respond and search the building.
- The lockdown is maintained until staff or local law enforcement declares an "ALL CLEAR" (intercom, text, Parent Link) or the police arrive to escort you out of the building.
- Children who were the target of the intruder or were frightened by the lock down are referred to the counselor, or appropriate community resource, for support.

Precautionary Lockdown

- If there is no immediate threat but the school has to be locked down, school staff or safety personnel will notify you of the situation. He or she will state that the school will conduct a "Precautionary Lockdown" as a preventative measure to safeguard the school.
- Situations where a "Precautionary Lockdown" would be needed are:
 - Police are chasing someone nearby and requested lockdown
 - Police are investigating a violent crime nearby and requested lockdown
 - Telephone or social media threats directed at the school (principal's discretion)
 - Medical emergencies
 - Disorder among the students/fighting
 - Any other situation requiring a restoration of order in the school (principal's discretion)
- Site staff or safety personnel will push the Lockdown Button to lock exterior doors.
- Staff will make sure that all of their students are in the appropriate area and the doors will be locked. No one will be allowed in the hallways but administrators, custodians, and first responders.
- No one will be permitted in or out of the building until the situation returns to normal.
- Close curtains and blinds.
- Cover exposed windows and doors.
- Staff will standby for further orders. Be prepared to barricade or evacuate if the situation changes
- Call the KCSCEP Director or Coordinator on their cells.
- They will call the Superintendent's office at 304-348-7732.
- They will call the Security Director at 304-415-8716.
- Classes will continue as scheduled.

Special Instructions:

- Follow your Crisis Prevention and Response Plan for Family Reunification Procedures.
- All staff and students must know the primary and alternate evacuation rally points.
- Always be flexible, the situation can change at any moment.
- Call School Security at 304-415-8716 (24 hours) for questions regarding this procedure.

For our Families with CONNECT or LINK

KCSCEP is happy to serve you by accepting your valid CONNECT or LINK (or similar agency) certificate for child care services through our programs. In order to ensure that your child care costs are properly covered by CONNECT or LINK, please review the policies below, as they will be strictly enforced. If you have any questions, please speak with the site director.

Certificate or Private Pay. You must have a CONNECT or LINK certificate listing the Third Base or Summer Camp site as the provider on the first day your child attends. Make sure that the start date on the certificate covers your first day of attendance, and be sure to sign your certificate. If you do not have a certificate on the first day, you will be billed the private pay rate plus any applicable late fees if it is not paid that day. All fees must be paid by the end of the week in order for your child to return to the program. If you bring in a valid certificate after your start date, any days covered by the certificate may then be credited to your account. ***Make sure you have your certificate on the first day!***

Pay on Monday. Each Monday (or the first day of the week your child attends), you will be presented with a bill for the prior week for any co-pay amount due, as designated on your certificate. This amount is due in full that day. Any co-pay or fees not paid by the end of the week will mean: 1) that child cannot return to the program until the co-pay or fees are paid and 2) that we report to CONNECT or LINK that co-pay fees are unpaid. Also, **please note** that the site director will most likely not be able to make change for you. Any amount you pay above the amount due will be credited to your account for the next billing. You are welcome to pay as much as you like in advance and carry it as a credit balance toward upcoming billings. ***Make sure you bring payment on Monday!***

Time Sheet Signatures. Each day you will sign out your child on an iPad kiosk. At the end of the month you will sign a timesheet for that month's attendance with a clear, legible signature. The timesheet must be signed by the person whose name appears on the certificate in order for us to bill CONNECT or LINK. Your child may be dismissed from the program if timesheets are not signed in a timely manner. You also would be responsible for paying for the weeks not covered. ***Make sure you sign your time sheets!***

Certificate Days/Hours. Your CONNECT or LINK certificate specifies how many hours per day and how many days per week (including sometimes specific days only) that you may use our services. If you send your child during a time outside of these specified days and times, you will be required to pay the private pay fee. ***Also, we will receive notices if CONNECT or LINK determine you have become ineligible, so make sure you know the status of your certificate.*** You will be responsible for the weekly fee if CONNECT/LINK declines payment. ***Make sure you know what days and times your certificate covers.***

2026-2027 Traditional Calendar: Version 2

Jul						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11 - First day of employment for 200-day employees
12-14 - Professional Meeting Days
17-18 - Professional Learning Days (no school for students)
19 - First Day for Students

12 - Professional Learning Day/FS (half day for students)
19 - mid-terms

Feb						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Sep						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 - Labor Day: Schools/Offices Closed
18 - mid-terms

19 - 3 rd 9 weeks ends
22 - 4 th 9 weeks begins

Mar						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Oct						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 - Parent Teacher Conference Day
6 - Professional Learning Day (no school for students)
16 - 1 st 9 weeks ends
19 - 2 nd 9 weeks begins

2 - Professional Learning Day/FS (no school for students)
5-9 - Out of Calendar Days (schools closed)
23 - mid-terms

Apr						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 - Election Day (schools/offices closed)
11 - Veterans Day (schools/offices closed)
23-25 - Out of Calendar Days (schools closed)
26 Thanksgiving Holiday (schools/offices closed)
27 OS Day (schools/offices closed)

28 - Last Day for Students
31 - Memorial Day Holiday (schools/offices closed)

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 - mid-terms
18 - Professional Learning Day/FS (half day for students)
21-24 - Out of Calendar Days (schools closed)
25 - Christmas Day Holiday (schools/offices closed)
28-31 - Out of Calendar Days (schools closed)

1-4 - OS Days (schools/offices closed)
7 - OS Day (schools/offices closed)
8 - Prep Day for closing/FS

Jun						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			