



# ***KidSpace Transportation and Drop-In After-School Care***

## ***Parent Handbook***

### **OVERVIEW**

Intown Stars provides a healthy balance of structure and free play in a healthy, screen-free, candy-free environment. Children will enjoy free play on our equipment, roller skating, plus indoor and outdoor games, cozy spots for quiet time and reading or coloring, the highest quality arts and crafts with a professional artist, and quality time with our fantastic KidSpace staff.

The foundation of KidSpace is Growth Mindset, a positive and empowering approach to learning developed by Stanford Researcher and Professor of Psychology, Carol Dweck, PhD. Growth is one of Intown Stars' five core values – it is based on Dr. Dweck's book, Mindset. Growth Mindset is not an academic curriculum; rather, it is a philosophy of learning that guides the KidSpace staff in organizing games, arts, crafts and activities in our fun camp environment.

Because our KidSpace staff training is rooted in this curriculum, we can ensure that your child will be learning positive, inspirational lessons that promote self-esteem and confidence.

### **DAYS AND HOURS OF OPERATION**

Monday through Thursday 2:30-6:30

Friday 2:30-5:30

### **AGES OF CHILDREN**

KidSpace after-school care is available to children ages 3 and above, who are fully potty trained, able to follow directions, able to remain with KidSpace staff at all times, and play cooperatively with peers. Children under five may participate a maximum of 8 hours per week or 4 hours per day. Our exemption from Bright from the Start regulations precludes us from providing long-term childcare to children under five.

## CAREGIVER QUALIFICATIONS

Each KidSpace staff member is CPR/First Aid certified, Safe Sport and/or Darkness to Light certified, certified in Positive Discipline, and has undergone an extensive background check. The staff is also trained in the Growth Mindset curriculum.

## DROP-IN CARE

Members of Intown Stars have access to our drop-in childcare option if enrolled in any of our programs that day. To drop off your child in drop-in care, sign-in at the Hospitality desk. The charge will be added to the family account and charged on the 1<sup>st</sup> of the month. Drop-in care is **\$5/day**.

The service is free to parents who remain with their child in the KidSpace areas.

## TRANSPORTATION BASED ENROLLMENT OPTIONS COSTS

The monthly program tuition is calculated based on the number of actual program hours, factoring in holidays and school breaks, and is divided into 10 equal monthly payments (the total number of months in the school year). Tuition is therefore not prorated for any months in which there are holidays or school breaks.

5 days a week: \$419 (\$21/day)

3 days a week: \$325 (\$27/day)

2 days a week: \$240 (\$30/day)

1 day a week: \$140 (\$35/day)

Single Day Pass: \$45 for pickup

## WHAT TO BRING

- \*Healthy snacks – Students may also buy snacks at the Hospitality desk.
- Water bottle - Please label water bottles with a child's name.
- Personal Items for rest time - Homework, books, games or journals for quiet and reading time.
- A change of clothes or appropriate outfit if enrolled in a class.

\*NOTE: Intown Stars is NOT a nut-free facility. Please let us know about any severe allergies we should be aware of.

Please leave all the screens at home. If on site, electronics shall remain in the child's bag, or the device will be removed and handed to the parent at pick-up. If a child uses a device for parent communication, please let us know ahead of time so we can make special arrangements for the device to be used at appropriate times.

\*KidSpace does not provide snacks. Our exemption from Bright from the Start regulations precludes us from providing food. Kids may purchase snacks at the Hospitality desk. We will add the charge to the family's account. There is a \$2 per day snack account maximum. You may also add a monthly snack allowance to your account. NOTE: if a credit remains on the account when tuition is run the credit will automatically go towards your tuition payment.

## **PICK-UP**

Children must be checked out by their parents or authorized individuals by signing out on daily roster. Children can be picked up at any time before 6:30pm. A late fee of \$25 will be charged to the family's account if the child is picked up after 6:30pm.

Children enrolled in classes will be pulled from the KidSpace room for their classes and will re-join KidSpace afterward. Staff will be able to help the children remember the days and times of their classes, as well as use it to encourage the child to take responsibility for remembering their own class, and an opportunity to teach the child responsibility and time management. However, it is the responsibility of the parents to ensure the staff has been made aware of the exact time of the class.

Please pick up your child at the Hospitality desk, where our staff will locate your child via walkie talkie and bring them to you for check out.

## **HOMEWORK**

KidSpace staff does not provide formal homework assistance. Our exemption from Bright from the Start regulations precludes us from providing academic support. KidSpace staff provides a time and place for the child to work on homework independently, and we encourage each child to make sure it is done before they are picked up, but we do not check homework for completion.

## **INCLEMENT WEATHER DAYS**

Unless specified otherwise, the KidSpace After-School Program will be closed on holidays or other days that school closes (such as extreme weather days), with some exceptions. If weather or other emergencies happen during after-school hours, the program may need to close early, and parents will be contacted.

## **ATTENDANCE**

It is the responsibility of the parent to notify KidSpace staff if their child is absent from school and will not be attending KidSpace. If your child is going to be absent, please email [kidspace@intownstarsatl.com](mailto:kidspace@intownstarsatl.com) before 1 p.m.

It is not the responsibility of the KidSpace driver to ensure the child boards the bus. The drivers will do their best to make sure all of the KidSpace kids board the bus from school. However, the KidSpace bus driver won't be able to track down a student, as they will have other students to supervise, drop off at the gym, and pick up at another school. If the child misses the KidSpace bus, the school faculty will contact the parent to pick them up. It is not possible for the Intown Stars van to return to the school for a student who misses the van.

## **COMMUNICATIONS**

From Parents: For KidSpace enrollment, questions, concerns, updates or suggestions, please email us at [kidspace@intownstarsatl.com](mailto:kidspace@intownstarsatl.com) or call (404) 330-8988. We ask parents to please let us know of any changes to your child's schedule by emailing us at the address noted above, by 1:00 pm.

## **BILLING AND PAYMENTS**

Tuition for the first month of KidSpace is due upon enrollment to secure your child's place, including a \$55 annual registration fee if it has not yet been paid for the year. Tuition payments will continue each month on the 1<sup>st</sup> of the month, through the following May.

Every family must have a valid credit card on file. Please be sure your credit card on file is up to date. You will be charged a \$25 late fee for all declined monthly payments, per occurrence. We have instituted a strict policy that makes these charges non-refundable, as our Hospitality Team spends an inordinate amount of time following up with declined payments. We appreciate your understanding with this policy.

Unless previous alternative arrangements have been made, should payment in full, including the late fee, not be received prior to the 10th of the current month, the child will be unable to participate in KidSpace until tuition is paid in full. We do not make payment arrangements for KidSpace tuition.

Prorating/Refunds/Partial Months: We do not offer refunds or an adjusted rate for any missed days or weeks, whether for appointments, classes, illnesses, or family trips. We will only prorate a monthly fee for students who enroll in the middle of the month.

Changes in schedules: We understand that schedules may change throughout the year and the days families sign up for at enrollment may shift. We will do our best to accommodate those changes but do not guarantee availability.

Withdrawals: For families leaving the program or reducing days, we require 30 days written notice. We will adjust tuition for future months or process cancellation. Please notify us in writing with a 30-day notice to [kidspace@intownstarsatl.com](mailto:kidspace@intownstarsatl.com). We will do our best to accommodate requests for changing the number of days for participation. Please note these requests are based on availability.

## **ENROLLMENT REQUIREMENTS**

Enrollment in KidSpace After Care is based on the availability of open spots. Please note that priority is given to families signing up for full-time enrollment (4 days or more per week). A waitlist will be generated (if needed) and families notified as soon as spaces become available.

Upon enrollment or any changes in enrollment, parents must notify the school according to their policies, about their child's after-school plans so that teachers can discharge them for van loading. Parents should remind their children to watch the KidSpace van and board as soon as possible. It is not possible for the Intown Stars van to return to the school for a student who misses the van.

## **ACTIVITIES AND EVENTS IN KIDSPACE AFTER CARE**

After Care at Intown Stars does not follow a specific schedule as each day is unique. From 2:30-3:15, children in KidSpace after care may have free play on gymnastics, parkour or ninja equipment before classes begin. After 3:15, children are generally headquartered in **Inner Space**, where they will have games and puzzles, arts and crafts, coloring, quiet spaces for reading and homework, and time with our amazing KidSpace staff.

When weather allows, children will sometimes play in **Outer Space**, our amazing outdoor playground area adjacent to the KidSpace room, with swings, bars, and beams, an outdoor play kitchen and dining room, outdoor art palettes, geodome climber, sandbox, and tree climbing.

The **North Star Gym** is a magical space with disco lights and lasers for roller skating and dance parties, big wheel races, relay games, basketball, floor hockey, and so much more.

The **North Field** is the outdoor grass field where after school kids can play bubble soccer, group games, and just enjoy the outdoors.