



Kids Connection

## ABC Kids Connection After-school Program Guidelines

### Parent & Family Responsibilities:

- Register your child ( [kidsconnection@ardenabaptistchurch.com](mailto:kidsconnection@ardenabaptistchurch.com) ) *prior* to their attending.
- Have a reliable phone contact available for program staff, where you can be reached during program hours, for any questions or concerns staff may have regarding your child that day.
- Consult the Howell Township school calendar for closures (program is not available when Howell schools are closed)
- Please provide your child with an additional personalized snack, if you have food allergy or other dietary concerns about program provided snacks (indicate your allergy/dietary concerns on the Kids' Registration Form).
- Remind your child to enjoy being respectful to other children and the staff, which is expected.
- Please have your child leave any electronic devices at home...there will be plenty to do during program hours!
- Please pick your child up promptly at 6:00 pm (or earlier if you need to).

### Program Responsibilities:

- We will treat each child with respect, kindness and encouragement each day.
- We will provide parents with an information packet about the program upon registration.
- We will provide a simple snack and water for all participants each day, with parental consent.
- We will document each child's arrival and dismissal each day.
- We will supervise all children, at all times, during the program.
- We will secure our campus buildings with locked doors, during event hours.
- We will obtain background screening checks for all adult volunteers and staff.
- We will contact a parent (or other parent-approved contact) with any concerns for their child, as soon as possible.