Policy for KICs

"KICs" STANDS FOR "KIDS INTEREST CLUBS"

PURPOSE OF KICs

The goal of this program is to provide students in grades 1-4 with additional opportunities to explore and participate in activities that are of interest to them.

ATTENDANCE

Teachers should take attendance of BOTH the High School helpers and students at the beginning of class. If a high school helper is not present, the teacher should contact the student at their discretion to make sure the student is following through with his or her commitment to help.

- If a student is repeatedly absent from a KICs Club, the teacher should email the child's parents to remind them that their child is signed up for their club. Please copy the KICs coordinator.

CANCELLATIONS

- Teachers are responsible to inform the KICs coordinator and the students in their KICs club of any upcoming change of scheduled/or cancellation. Email parents of the cancellation and place a notice in the daily bulletin.
- If teachers are absent on the day of their KICs club, they may find another teacher to fill in for them. If they cannot find a replacement, they can email the parents of the children in their club to let them know it is cancelled or they can email: attendance@dalat.org notifying them that you will be absent that day and you need a message sent to the parents of your KICs club members letting them know the club is cancelled. You must provide a list of students in your club and the name of your club.
- Last minute cancellations – due to inclement weather or something else. Teachers are responsible to monitor children either at the elementary pick up area or provide an alternate activity for that KICs time.

BEHAVIOR ISSUES DURING KICs

- If a teacher is having repeated behavior issues with a child in his club, the teacher should email the parent's child alerting them to the behavior problem. They should let the parent know that if the behavior continues, the child will not be able to continue in the club. Please notify the elementary principle and the KICs coordinator of any child that is no longer participating in a club due to behavior issues.

SUPPLIES AND REIMBURSEMENT

- If the KICs club you are leading has expenses (paper, fabric, travel cost etc.), the Elementary Principle will handle all inquiries and reimbursement issues.

PAID CLUBS

- Parents must pay all paid KICs instructors directly in cash. At the beginning of the quarter, parents are notified by the KICs Coordinator of the appropriate charge and procedure for paying. The KICs instructor follows up to make sure everyone has paid.

TRAVEL/PICK UP

- If a student is travelling off campus due to a KICs club (sport or activity), prior written permission (or email response) will need to be obtained from the student's parents. Information regarding pick up and drop off needs to be included in the permission (email) form.
- If a student plans to leave a KICs off campus activity with another parent (other than their own) the parent needs to give the teacher written (email or text) or verbal permission for their child to ride with someone else.
- At the conclusion of any on campus KICs event, students will wait at the Elementary Pick up area for their parents to pick them up.

KICs Coordinator – *Robin Frohlich (rfrohlich@dalat.org)*

Elementary Principal – *Shantel Seeveratnam (sseeveratnam@dalat.org)*

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