



KIDS UNIVERSITY

(Formerly Dallas Community Lighthouse)

Parent Handbook

Dear Parent:

As part of Dallas Community Lighthouse Kids-U Tutorial Program, your participation is the most important. Our goal is to assist you in making sure that your child receives the best education possible, to improve your child's report card grades, STAAR scores, and to promote a positive attitude about education.

Kids-U will track your children's grades, and discuss any particular problems and/or successes your child may be experiencing. Along with our tutorial and homework services, Kids-U provides activity zones including computers, art, library, and a game zone for your child's enjoyment.

All Kids-U parents must attend a "Kids-U Orientation" in order for their child to continue in Kids-U. We ask that you assist us in making sure your student attends our tutoring program each day. We tutor in math on Monday, Language Arts on Tuesday, and Reading on Wednesday. On Thursday we focus on character development and social/emotional learning. To get the full exposure of Kids-U your student needs to attend each day.

Our goal is to assist your child in the education process. With the combined efforts of Kids-U and you the parent, it will be possible for your child to obtain higher goals in the education process. As part of our tutorial program we ask three things of you:

- 1) To attend PTA meetings at your child's school,
- 2) Attend parent/teacher conferences at your child's school and
- 3) Provide Kids-U with your child's STAAR scores annually and report card grades every six weeks.

We appreciate the opportunity to serve your children. Welcome to Kids-U!

Diana Baker
CEO/Co-Founder
Kids-U
214-503-3672

PARENT HANDBOOK



Program Objective

To provide a safe and friendly environment where your child will acquire assistance with his/her homework as well as tutoring in the core subjects of math, language arts, and reading. Other programs are offered at Kids-U and include: Character Cures, R.E.A.D –literacy program, Get Up & Go Health & Fitness program, as well as a Performing and Visual Arts Program.

Eligibility

Children must meet the Federal Free/Reduced Lunch Program criteria. Students are enrolled on a first come – first served basis.

Program Goals

- To assist your child in obtaining academic success.
- To build your child's self-esteem and self-concept.

Hours of Operation

Kids-U follows the DISD calendar. Our program hours are Mon. – Thurs. 3:00 – 6:00 pm. We do not offer services on Friday or the weekends.

Parent Notifications

A note will be sent home to notify parents of any special events. Please always check your child's backpack. Field trip notification will be posted both inside and outside of Kids-U as well as a note sent home.

Snacks & Meals

Your child will be provided a supper each day he attends Kids-U. During the summer students are provided both breakfast & lunch. All snacks and meals follow the Texas Dept. of Agriculture nutrition guides.

Transportation

Transportation is not provided to or from Kids-U.

Enrollment Procedures

Before a child can attend Kids-U an enrollment form must be completed by the parent. Depending on enrollment numbers the child may be put on a waiting list. If this occurs, the parent/ guardian will be notified when there is an opening.

If there is a change in address or phone number, the parent must provide the new information within (3) days of the change.

Parent Visitation and Participation

Parents/guardians are welcome and encouraged to attend and participate at all time during the hours of operation, as well as any special events. Permission is not needed for parents/guardians to visit. The Site Coordinator must approve any other visitors beforehand.

Release of Children

Students of Kids-U will be released to walk home at 6:00 pm each day. If you do not want your child to walk home, parents may pick their children up before closing each day at Kids-U before 6:00 pm.

Kids-U is NOT a childcare center and is not regulated by any state agency. Kids-U program is NOT responsible for any child after s/he has left the afterschool or summer program. Should a child return to Kids-U after having left for the day, to advise the site coordinators that s/he is either locked out and cannot get into

his/her home, staff will first attempt to call the parent, legal guardian, or emergency contact person. **If this first attempt is unsuccessful and there has been a fifteen (15) minute waiting period past the stated closing time, we will call the police. If it the responsibility of the parent or guardian to make arrangements for the child after s/he leaves the Kids-U program.**

Parent Orientation & Parent Involvement Credits

Parents must attend an annual Parent Orientation within the first month your child is enrolled. All parents/guardians of children who participate in our afterschool tutoring program are **REQUIRED** to earn **50 parental involvement credits, each semester**, in order for your child to continue in our program.

The first 50 credits must be earned by the end of December, in order for your child to return to our program in January.

The second 50 credits must be earned by the end of May, in order for your child to be enrolled in our 8 week summer enrichment camp.

Below you will find a list of opportunities that will allow you to earn credit throughout each semester. These opportunities include, but are not limited to:

- Attending a parent orientation at Kids-U (Required by all parents) = **3 points**
- Attending a community dinner at Kids-U = **2 points** for each dinner you attend
- Ensuring that Kids-U receives your child's report cards = **2 points** for each report card
- Ensuring that Kids-U receives your child's STAAR Test scores (3rd-8th grade) = **5 points**
- Donating a food/drink item to Kids-U's Christmas Party = **2 points**
- Attending and participating in Kids-U's Christmas Party = **2 points**
- Attending any offered Parent/ESL Classes at Kids-U = **5 points**
- Volunteering at Kids-U to assist staff = **2 points**
- Your child's **perfect attendance** each week = **5 points/week**
- Attend parent/teacher conference at your child's school = **10 points**
- Attend a PTA Meeting at Public School = **5 points**
- Respond to a Kids-U Parent Survey = **5 points**
- Respond to Kids-U Child Self-Esteem Survey = **5 points**

Note: Parental Involvement Credits are per parent, not per child.

Parents/Guardians may request their total number of points at any

Illness

Every effort to prevent the spread of disease is made by the staff of Kids-U. This includes frequent hand washing (children and staff), which minimizes the spread of germs.

The following guidelines are set to protect your child as well as others from contagious illness. We realize that this can sometimes be an inconvenience for working parents/guardians; however we know you will understand the necessity for such a policy.

You will be notified (and then your child must be picked up from the center) if any of the following conditions occur:

- Oral temperature of 100.4 or greater
- Vomiting
- Diarrhea

- Head Lice
- Infectious skin disorders, ringworm, pinkeye or other contagious infections.
- Communicable diseases such as chicken pox or measles
- Any other conditions deemed necessary by the site coordinator for the well-being of your child and the other children enrolled.

Children who have been ill are required to have been fever free for 24 hours before returning to the campus.

MEDICATION: Kid-U does not dispense any type of medication to children at any time.

Accidents and Emergencies

In the event of an accident or emergency, the parent/guardian will be contacted. If the parent/guardian cannot be reached, Kids-U staff will try to reach the emergency contact person listed for the child. If no one can be reached, the child will be taken to a hospital for treatment.

Comment/Concern Procedures

If you have a comment, question or concern, please talk to the On-site Coordinator or the Area Supervisor. All numbers are listed on the front of Kids-U door or window. If a solution is not provided you may contact the Executive Director of Kids-U.

State Child Care Licensing

All Kids-U programs hold an exemption from State Child Care Licensing. Kids-U is not a licensed childcare program. Parents/guardians must sign an acknowledgement stating that they understand that the program is not a licensed childcare.

Parents/guardians may contact the local state-licensing department at (214)951-7902 with any questions. To report suspected child abuse or neglect, call (800)252-5400. More information about childcare licensing can be found online at <http://www.tdprs.state.tx.us>.

Positive Discipline Guidelines

Kids-U's Discipline Policy consists of Positive Discipline and Positive Reinforcement. At no time shall staff, volunteers, or any representative of Kids-U use any type of physical or negative discipline practices, including but not limited to: hitting, shaking, biting, or humiliation. Discipline involves a positive process of teaching a child how to relate effectively with other people. It requires that the child feels genuinely loved, respected and valued.



Where Kids Succeed!