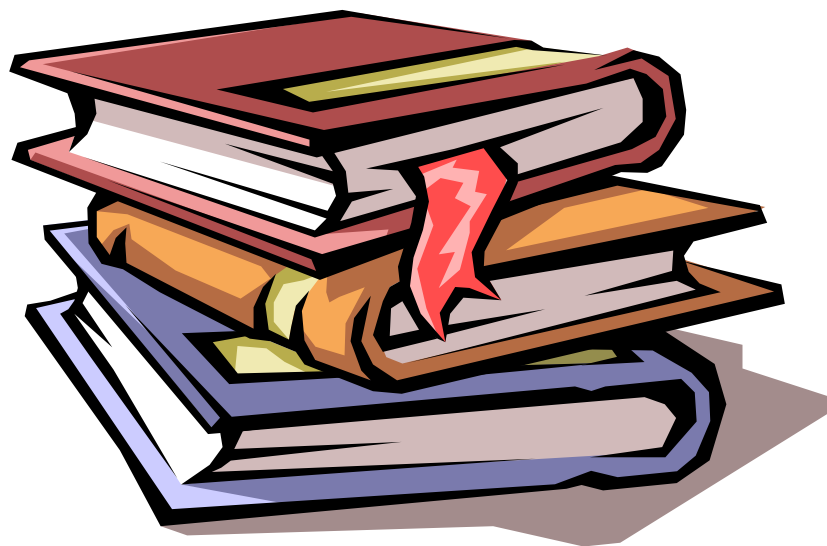


Kadoka Learning Center Program



Parent Handbook

The Kadoka Academy and Rural Connections provides a safe and supervised setting that will offer many fun and creative learning opportunities for children in grades PreSchool-8th. Individual and group activities will be designed to improve school performance, utilize technology, promote good character, encourage healthy behavior, and increase exposure to arts and culture.

Registration Information

1. Any student who has completed PreSchool-7th grade is eligible to participate in the Kadoka Learning Center Program.
2. Registration forms must be completed and returned to the Site Coordinator BEFORE your child can attend the Kadoka Academy and Rural Connections (KARC) Program.
3. Read this handbook carefully. You are responsible for the information contained in it. Please contact the Site Coordinator, Nikki Bonenberger if you have any questions.
4. It is the responsibility of the parents to keep the Site Coordinator up to date on all information pertaining to their child. (Phone numbers, health information, emergency contacts, as well as schedule changes.)
5. The KARC will only be responsible for those children who sign in on any given day. The KARC will not be responsible for children who are scheduled to attend the program but choose not to participate. However, we will make every effort to contact your child if they are signed up for a particular event that is provided.
6. It is the responsibility of KARC to notify a parent when there is a significant change in the center's services or policies.
7. KARC welcomes parent involvement in program development. Parents are encouraged to share any concerns regarding their child's health, development, or behavior.
8. KARC will be offering summer counseling on Tuesdays and a signed consent form is required for this opportunity.
9. KARC offers fieldtrips throughout the summer (typically on Thursdays) a signed consent form needs to be signed prior to the opportunity.

General Information

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Start Date.....June 1st-July 21st, 2022
Hours of Operation.....8-3:30pm (doors open at 7:45am)
Days of Operation*..... Monday –Thursday
No Program July 4th,5th, 2021 and Program on July 15th, 2022

Nikki Bonenberger, Site Director..... 605-685-8583
Pam Lange, Kadoka Learning Center..... 605-859-2244
Kadoka School..... 605-837-2171

* KARC will be closed on holidays, school vacation days, closings due to bad weather, and in-service training days to be announced. Please follow the Kadoka Area School Website: www.kadoka.k12.sd.us

Fees

Students that participate are welcome to attend free of charge. We will do everything we can to accommodate families in need.

Meals and Snacks

A nutritious noon meal will be served on site at the little gym from 11:30am-12:15pm and a snack from 3:00-3:30pm will be Monday-Thursday. These will be prepared according to the School Meal Program.

Virtual Programming

If a situation arises and there is a lapse in school greater than 2 weeks, the KARC will then initiate daily activities that will be located on the Kadoka Area School Website <https://www.kadoka.k12.sd.us/>. There will be a calendar located under the After School Link. Activities will be accessible from this site. Virtual program may include, though not limited to the following camps: Math, Reading, Science, Cooking, Wellness, Art, Virtual Field Trips, Slime, Kit activities, and much more. Programming will also be available through USB access if no internet is available. This is to ensure that all students who are signed up for the program are able to participate with programming. A kit per family will be sent out on the bus on a weekly basis. If not picked up after 3 provided days, it will be the understanding that the family chooses not to participate. At that point, it will be the duty of the family to reach out to the KARC 685-8583 to reinstate packet pick up.

Student Guidelines

The KARC Program follows the Kadoka Area School District's discipline and technology protocols. Students are always expected to treat staff and each other with respect. These policies can be found in your Elementary Education Handbook.

Illness and Emergencies

1. If a child becomes ill during an activity provided through the KARC, parents will be notified and asked to plan to pick the child immediately.
2. In case of an emergency, as determined by the program staff, every effort will be made to contact the parents.
3. In case of a minor accident, an incident report will be completed by the staff.
4. Parents are responsible for any and all medical costs incurred by their child in the case of an accident. KARC is not responsible for any medical payments.
5. A special consent form for administration of medication must be filled out by the parent and kept on file at the KARC. Only physician-prescribed medication, in the original prescription container will be administered at the KARC. The container must be labeled by a pharmacist and include the child's name, date, dosage, doctor, name of the medications and method administration. (MUST BE BROUGHT IN BY AN ADULT)
6. KARC will align efforts with the Kadoka School District, to combating the Coronavirus Virus with cleaning techniques, advice from the CDC as necessary to aid to a safe learning environment. Please refer to the "Return to Learn Policy", located on the Kadoka Website home page. <https://www.kadoka.k12.sd.us/>

Miscellaneous

1. Please talk with your child(ren) about safety and the use of technology.
2. Please clearly label everything your child brings to the KARC including hats, coats, backpacks, ect. The KARC WILL NOT be responsible for lost or stolen items
3. In an incident of inclement weather or natural disaster and the school has an early release, there will be no program for the rest of the day.

Information for Parents

There will be opportunities extended to parents and other adult community members. The KARC will offer parenting education; connections to community services and resources; adult education; access to the school library resources; and access to and training in technology and telecommunications resources virtually. There also will be prior notification of these opportunities if you choose to participate.

Student Management

We are very excited to have your child participate in the Kadoka Academy and Rural Connections Program! The children will be actively engaged in many learning activities and we do *not* anticipate significant behavior problems. However, it is helpful to communicate our expectations and procedures with you, the parent, upon registration.

Students that attend are ***expected to participate*** in daily activities.

Behavior modifications include:

- 1st Warning – A verbal reinforcement to get back on task.
- 2nd Warning – A constructive thinking opportunity (timeout) to refocus and get on task.
- 3rd Warning – A meeting with the Site Coordinator and parent to discuss alternative behaviors and potential suspension from the program for determined time.

The Site Coordinator will make phone calls home depending on the severity/ recurrence of behaviors.

The KARC follows the same rules as the schools and the same consequences. (EX. Fighting/hitting/injuring/bullying/technology others will result in immediate parent contact with a high likelihood of suspension.)

After three incident reports the child may be suspended. A meeting will be arranged with the parent/guardian, staff member, and the Project Director to determine the conditions of reinstatement. Ultimately, a child may be discontinued from the program if inappropriate behavior persists.