Local Roots, Global Reach
ISLE OF WIGHT
COUNTY, VIRGINIA



Kangaroo Kidz

Before and After-School Program

Parent Handbook 2026-2027

PROGRAM DESCRIPTION

The Kangaroo Kidz Before and After School Program is an exciting recreation program! We provide a safe, affordable, and fun before and after-school program for your family. Your child will have the opportunity to participate in supervised fitness, games, arts & crafts, drama, homework time and independent play activities all year long! We will make sure your child has a great time, and you have peace of mind.

Isle of Wight County Parks and Recreation Kangaroo Kidz Before and After School Program operate exempt from licensure under State Code Section § 22.1-289.030.

LOCATION AND HOURS OF OPERATION

September 8, 2026 -June 16, 2027 (or the last day of school)

Carrsville Elementary School Gym and Cafeteria

This program is open from 6:30 a.m. -6:00 p.m.

PAYMENT PROCEDURES & FEES

Payments are due the **Friday** before the week the child will be in attendance. Payments can be made by check, money order, or credit card at the site, or by calling the Nike Park office at 757-357-2291 with a credit card. Payments in cash may be made at Nike Park 8:30 a.m. – 5:00 p.m. and at the Windsor Town Center 12:00 p.m. – 8:00 p.m., no cash payments will be taken at the school. Payments are to be made every week. **Payments not made on Friday the week prior to attendance** will be subject to a $10 late fee. If weekly fees become two weeks or more in arrears, your child's participation in the program may be terminated until all payments have been made. *One **pre-scheduled** vacation week per family is allowed, this means if your child is not in attendance that week you will not be responsible for payment, the notice must be written and given to Janette Jeffrey at jjeffrey@isleofwightus.net at **least 5 days** in advance of the absence or to have your child taken out from the program. **Fees are non-refundable.**

Registration fee	$10 per child
Weekly Fees:	$30 Before School/ After School **Only** per child
	$50 Before **and** After School per child
Late Payment Fees:	$10 per child per week
Late Pick-Up Fees:	$1.00 per child for each minute late

PROGRAM INFORMATION

Daily Overview

Parents are required to sign children in and out of the program daily

Morning Session
6:30-8:30 a.m.- Sign In
6:30-7:00 a.m.- Quiet Activities
7:00-8:00 a.m.- Small Arts & Crafts project/Gym Games/Quiet Area
8:00-8:35 a.m.- Attendance/Group Game/ Bathroom Break before school

Afternoon Session
3:50-6:00 p.m.- Parent Pick-up
3:50-4:15 p.m.- Sign In/ Bathroom & Water Break/Attendance
4:15-4:45 p.m.- Group Game
4:45-5:00 p.m.- Snack/ Bathroom Break
5:00-5:45 p.m.- Homework/ Quiet Activities/ Arts & Crafts
5:45-6:00 p.m.- Quiet Activities

Program Closings and Early Release Days

Kangaroo Kidz is closed on all days that school is closed including holidays, winter break, spring break and teacher workdays. The Program is open on all early release day for no additional charge. Fees will not be prorated for shortened weeks. Please inform the site staff if your child will not be in attendance on early release days in advance to avoid unnecessary concern.

Behavior Management

Isle of Wight County Parks and Recreation wants parents/guardians, and children to enjoy the program. Positive reinforcement will be practiced daily. However, as life lessons are being learned there are rules that must be followed to ensure a safe environment. We need parents/guardians to participate as active partners when handling any discipline issues. Kangaroo Kidz will use the following progressive discipline guidelines.

VERBAL WARNING
A verbal warning will be implemented to manage minor behavior issues. Staff will speak to the participant away from the group about unacceptable behavior and state specifically what behavior is appropriate.

TIMEOUT
A brief timeout will be used if speaking to the participant has not been effective for more serious behavior issues that occur.

REMOVAL OF PRIVILEGES

After time-outs have been given the child will be removed from the activity in which they are having difficulties and asked to participate in something else.

WRITTEN WARNING

For issues requiring parent intervention, a written warning will be filled out and must be signed by the site supervisor and the parent/guardian of the child. A copy of the written warning will go to the Recreation Specialist. If requested the parent can receive a copy of the warning.

PARENT CONFERENCE

A parent conference may be scheduled to address behavior issues of a continuous nature. The Recreation Specialist must be present at the meeting. The Recreation Manager should be notified of a scheduled parent conference.

CALL TO PARENT OR GUARDIAN

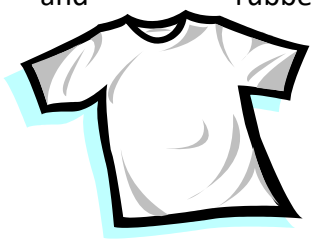
A parent may be called to pick up a participant from the program if speaking to them and timeouts have not been effective and negative behavior persists. If serious unacceptable behavior occurs, the Recreation Specialist reserves the right to call you to pick up your child immediately. Your child can be suspended or permanently expelled from the program for persistent and/or serious behavior issues. Behaviors constituting suspension or expulsion may be hitting, biting, fighting, cursing, threatening behavior, dangerous behavior, or progressive disciplinary issues. No credit or refund will be given in the event of suspension or expulsion.

Personal Belongings

Children should not bring expensive or breakable items to the program. Staff cannot be responsible for their safekeeping. IOW Parks and Recreation does not accept responsibility for lost, broken or misplaced items.

Clothing and Attire

Children should wear appropriate school clothing. Tennis shoes or sandals with straps and rubber soles are required daily. **No flip flops please!** Please keep in mind that this is a recreation program and occasionally the children will get messy.



Medication

We cannot store or administer medications. (Exceptions may be considered for children who are able to self-administer medications for emergency/ life threatening situations and are only permitted to carry it with them and use it when needed, with prior approval from Recreation Manager. Each of these will need to have a prescription accompanying it. These situations will be



handled on a case-by-case basis.) For the safety of all children, we do not allow any children to carry or self-administer over the counter drugs. You may plan to visit the site to administer drugs, when required. If children have medication with them and it has not been approved, it will be confiscated, and you will be notified. Please keep all medical information current.

Illness or Injury

Parents will be contacted when the child (ren) has a temperature of 100.4 degrees or more, experiences vomiting or diarrhea or exhibit symptoms such as:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

Parents are expected to pick up their sick child (ren) as soon as possible (no longer than one hour). The child (ren) will not be able to return to the program without providing doctor's written documentation giving permission to return.

If a child becomes ill or injured during the program hours, staff will notify you. In serious life-threatening situations, staff will call 911 for emergency assistance. If your child becomes ill, he/she must be picked up within 45 minutes of you being notified.

Communicable Diseases

In the event of chicken pox, strep throat, mumps, conjunctivitis, or other communicable disease, you must notify the IOW Parks and Recreation Department immediately. Children may not return to the program until all contagious conditions have been cleared, and a doctor's note is provided stating the child is no longer contagious. In the event of head lice and nits, the Parks and Recreation Department must be notified immediately, and child (ren) may not return to the program until all evidence of lice and nits is gone.

Snacks



Parents are asked to send a snack with their child to the afternoon program daily and on early release days. Meals can be in a cooler or in an insulated lunch box.

Release of Children

We will only release the child (ren) to his/her parent/guardian. If you want your child picked up by someone other than yourself, you will need to provide that information to us prior to the scheduled pick-up time. We will also require a picture ID for those people unfamiliar to staff, including parent/guardian. Legal documentation must be on file with IOW Parks and Recreation if a parent/guardian is unauthorized to pick up.

Late Pick Up

Our program ends promptly at 6:00 pm. Please make certain that your child (ren) are signed out and picked up each day by 6:00 pm. A late pick-up fee of $1.00 per child for each minute after 6:00 pm will be charged. The late fee charge must be paid before your child (ren) can continue the program. After three late pick-ups your child may not be allowed to return to the program. If you or your emergency contacts cannot be reached and IOW Parks and Recreation have not heard from you by 6:30 pm, the Department of Social Services-Child Protective Services will be contacted.

Teacher/School Communication

Please send written notification to the school and or teacher that your child will be attending the program directly after school. Also, please make the program aware if your child will be staying after school with a teacher for any reason. We will be looking for your child to attend our program unless you have told us otherwise.

Inclement Weather/Emergencies

In case of inclement weather, the Isle of Wight County Kangaroo Kidz Before and Afterschool program will follow the closing and delay schedule of Isle of Wight County Public Schools. If the school is closed, Kangaroo Kidz will be closed as well. Please check your local news reports for more information on closings and emergencies. If Isle of Wight County Schools closes or suspends afternoon activities Kangaroo Kidz will close as well and parents will need to pick up their children as soon as possible. With concern for children, parents, and staff, we ask if you are unable to pick up your child within 30 minutes of the programs closing that one of your emergency contacts pick up the child (ren).

CONTACT INFORMATION

Recreation Specialist	Janette Jeffrey – 757-356-0851 Email: jjeffrey@isleofwightus.net
Recreation Leader	Andrea Williams
Recreation Aide	Debrorah Smith
Kangaroo Kidz Phone Number	757-504-7068

Isle of Wight Parks and Recreation Offices:

Nike Park
13036 Nike Park Road, Carrollton, Virginia
757-357-2291
Monday-Friday
8:30am-5pm

Please feel free to contact the recreation staff if you have any questions, comments, or concerns.

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ISLE OF WIGHT COUNTY PARKS AND RECREATION REGISTRATION FORM K-Kidz Before and After
*Please leave no area blank note N/A

Child's Name	Nickname:
Age:	Date of Birth:
Home Address: Home Phone	
Mother's Name:	Place of Employment:
Work Phone:	Cell Phone:
Father's Name:	Place of Employment:
Work Phone:	Cell Phone:
Mother's email address:	Father's email address:

Person(s) authorized to pick up child:
Person(s) **NOT** authorized to pick up child:

EMERGENCY CONTACTS:
List two people who **DO NOT** live at the same address or have the same phone number as the parent/guardian.

Name:	Relationship:
Address:	
Home Phone:	Work/Cell Phone:
Name:	Relationship:
Address:	
Home Phone:	Work/Cell Phone:

MEDICAL INFORMATION

Does the participant have any disabilities the staff should be aware of?

Yes ☐

No ☐

Does the participant need any assistance or reasonable accommodation to participate in the program?

Yes ☐

No ☐

If yes to any of the above questions, please contact the Therapeutic Recreation Specialist at 757-365-1663 or jklak@isleofwightus.net.

EMERGENCY INFORMATION

List any medical condition or allergies your child may have and any prescription drugs your child may be taking:(Reminder - STAFF CANNOT STORE OR ADMINISTER MEDICATION)

If none, please note N/A

Family Physician: Phone:

I give my consent that in an emergency medical situation or if a child becomes ill or injured during the program hours, staff will notify you. In serious life-threatening situations, staff will call 911 for emergency assistance.

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My Child will be attending the following (X)	**Before School Only**	**After School Only**	**Before & After**

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ISLE OF WIGHT
COUNTY, VIRGINIA
DEPARTMENT OF PARKS AND RECREATION

Kangaroo Kidz Acknowledgements

Initial

_____ I understand the Payment Procedures & Fees:

- Registration fee $10
- Weekly fee $30 Before School or After School Only per child; $50 Before and After School per child; Late fee $10 per week if not paid on Friday by 6:00pm; Late pick-up fee $1 per child for each minute after 6:00 p.m. and must be paid before the child (ren) can return to the program.
- If weekly fees become 2 or more weeks in arrears, your child's participation in the program may be terminated until your account is brought current.
- There is only one prescheduled vacation week per family. As a registered participant you are responsible for all other weekly payments. **(Must be in written notice to Janette Jeffrey at jjeffrey@isleofwightus.net)**

_____ I understand that Kangaroo Kidz is closed on all days that school is closed including holidays, winter break, spring break and teacher workdays.

1 Verbal Warning	4. Written Documentation
2. Timeout	5. Call to Parent or Guardian
3. Removal of Privileges	6. Parent Conference

_____ I understand the Kangaroo Kidz will use progressive discipline guidelines:

_____ I understand that my child cannot bring expensive or breakable items to the program, and that Isle of Wight County Parks and Recreation does not accept any responsibilities for lost, broken or misplaced items.

_____ I understand that Kangaroo Kidz cannot store or administer medications.

_____ I understand and except the Participation Waiver:

I hereby certify that I am either eighteen (18) years of age or the legal parent/guardian of the child or children who are being registered for those programs or activities designated in this registration. I am aware that this program may entail the risk of injury, death, or acts of nature and there are inherent hazards and dangers present seen and unseen, for such children.

To participate in said program, I, as an adult, or as a parent or guardian for said participant(s), assume the risk of any and all injuries to myself or the participant. I hereby agree to indemnify and hold harmless the Isle of Wight County Board and the Isle of Wight County Parks & Recreation Department, along with their successors and assigns, from any and all claims for any injuries suffered caused by myself or said participant(s) due to participation in said activity. It is likewise assumed that I or said participant(s) will wear the proper clothing and protective equipment during said program and that it is my responsibility to make sure this criteria is met I grant my permission to transport the participant(s) to and from said events when required and to hold harmless those assigned to transport. I also agree to allow transportation of said participant, as well as myself as a participant, to the nearest physician or hospital for medical treatment, and agree to allow for immediate first aid for any injuries suffered or sustained as deemed necessary by professional medical personnel.

_____ I understand and except the Photo Waiver

Consent to use photographs: Stating further, I authorize the County of Isle of Wight and its departments to take photographs, audio and video recordings of me and/or my child at any County facility, park, or program for publications used in promoting County programs.

_____ I have received and understand the current Kangaroo Kidz Before and After School Program Parent Handbook.

Parent / Guardian Signature: _____

Date: _____