



## **BEFORE & AFTERCARE**

15084 AIRLINE HWY.

PRAIRIEVILLE , LA 70769

PHONE 225-673-4966 EXT. 207 or 218

EMAIL	MS. TAMMY	<a href="mailto:AIMKidz1@eatel.net">AIMKidz1@eatel.net</a>	/ FOR PROGRAM QUESTIONS
	MS. RHONDA	<a href="mailto:RKLaughs@aol.com">RKLaughs@aol.com</a>	/ FOR PROGRAM QUESTIONS
	MS. MICHELLE	<a href="mailto:AIMManager@eatel.net">AIMManager@eatel.net</a>	/ FOR PROGRAM QUESTIONS
	MS. KAREN	<a href="mailto:AIMBilling@eatel.net">AIMBilling@eatel.net</a>	/ FOR BILLING QUESTIONS

### **Mission Statement**

**Our mission is to provide a caring, loving, educational atmosphere that will challenge each child both physically and mentally. We will accomplish this by providing a well planned day of activities appropriate for each age group.**

1. You can meet with our Director.
2. You can get a tour of the facility.
  - a. Director will give you a copy of our Handbook. This will explain all facility information, important dates, rules & policies.
3. You will receive a Registration Packet.
  - a. Fill out all pages and forms with family and child information.
  - b. Attach a current shot record with a good expiration date.
  - c. Pick a payment option of weekly or monthly quickbooks installments.
  - d. Turn packet into Director.
4. Child is ready to begin at AIM Kidz 1 Facility.

## Welcome

to our Before & After School Program. Please read our policies so that you will be familiar with them. As much as we LOVE helping you with your children there are some basic guidelines we must ask everyone to follow so that our facility runs smooth and everyone is able to enjoy their time with us. With communication left open, we always try and FIX any problem that you might have with our program. Without communication, we cannot fix problems or work with you!

## Philosophy

We believe in the development of youth and in their potential. We provide an environment for development in social skills, physical challenges, and mental stimulation. By servicing each child's individual needs we believe we will make a difference in his/her life.

AIM KIDZ I is a NON SMOKING DRUG FREE FACILITY that encourages creativity, respect, and discipline from its participants and staff.

## Organizational Chart

Ms. Judy: AIM Kidz 1 Owner  
Ms. Tammy Director  
Ms. Rhonda Assistant Director  
Ms. Michelle Daily Manager

### SERVICE TO FOLLOWING SCHOOLS:

Name of School	Phone Number	Transported via
Sugar Mill	391-2100	School Bus
Duplesses Primary	621-8100	AIM Van
Prairieville Primary	391-7400	AIM Van

Please enter our facility off Daigle road. Drive between the two metal buildings. Please drive up to the glass doors of the Blue Trimmed building. We will have an employee get your child out of the car in the morning and a staff will put your child into the car in the afternoon.

If you do not want to use the curb service please park in the parking lot next to Airline Hwy. and walk to the glass doors.

We will communicate first through the use of the REMIND APP. You can download this free for smart phones. We will then send text messages. We also send out information through email. Please make sure and keep phone number and email address current. It is possible that we might call you if necessary.

# AIM KIDZ 1 FACILITY OPERATING HOURS

SCHOOL YEAR DOOR SERVICE Mon. – Fri. 6:30 am to 7:30 am & 3:45 pm to 6:00 pm

Registration: \$100.00 for August thru May  
Tuition 42 weeks: \$95.00 Weekly (\$5.00 off weekly for family discount)  
Monthly price: Monthly price \$95.00 x 42 = \$3,990.00 = \$399.00 each month

School Closed = Holiday Care Days. We will be open for most school closings. Please refer to the last page to see the days that the facility is closed compared to the days we will be open for Holiday Camp.

The 3 major holidays, Thanksgiving, Christmas, and Easter, you will be required to sign up through AIM. You will create an account via a parent portal on their iClassPro system. You will pay them \$17.00 pre day that your child will attend. You can contact [AIMSummerCampFun@gmail.com](mailto:AIMSummerCampFun@gmail.com) for more information on setting up parent portal and registration.

All other holiday camp days you will be invoiced through quickbooks.

## General Policies

1. Cost
  1. Weekly or Monthly Quickbooks invoicing will be emailed to you. [AIMBilling@eatel.net](mailto:AIMBilling@eatel.net) will be your contact for this. You must commit to being a weekly installment client or monthly installment client for the 42 weeks / 10 month payment plan.
  2. Your cost is the same each week regardless of attendance.
  3. We charge for a regular full week when school is closed, regardless of your attendance at our center. Early dismissal days have no extra fees.
  4. Full day care on school closures is \$17.00 p/day.
  5. Written drop slips from the Director.
  6. Please turn in or email your drop slip to us.
  7. This drop slip is required before you are considered inactive.
  8. **We require a two week notice letting us know you will no longer need us.**
3. For the B/A School Care Program we open at 6:30 am and we begin getting ready to depart with your children at 7:45 am. Your child must be here by 7:30 am if they want to ride with us to school. In the afternoon we arrive from school around 3:45 and are open till 6:00 pm.
4. If you are late for pickup, the following fees will be expected when you pick child up or you will be invoiced the next day: 6:00 pm – 6:15 pm \$10.00 / 6:15 pm – 6:30 pm \$20.00 / 6:30 pm – 6:45 pm \$30.00 / 6:45 pm – 7:00 pm \$40.00 / after 7:00 pm \$50.00. This is a family late fee. Realize that we have to pay a minimum of 2 staff for the entire time you are late as one person cannot be in building alone with children. We are licensed to operate from 6:30 to 6:00 only so we can not make it a habit of staying late with children.

### Morning Activities:

Board games and active games are set up. Children can choose who they want to play with and what they play with out of the designated items that have been put out. No breakfast is served as we leave before 8:00 am so the kids get to school in time to eat there.

### **Afternoon Activities:**

Snack is served as soon as the children arrive at AIM KIDZ 1. IF your child is a picky eater or they have a food allergy, you can send them a snack in their book bag to eat each day. We usually offer a choice of 2 snacks for them to pick from. Children can choose who they want to play with and what they play with out of the designated items that have been put out.

## **Behavior Management Policy**

A meeting prior to acceptance into AIM Kidz 1 is mandatory by state law. At this meeting the policies of AIM Kidz are discussed and all questions that each parent may have are answered. It is up to the parent to discuss policies with the child/ren before attending the first day. We recommend that the parent and child come by AIM Kidz for a tour of the facility prior to attending.

The staff of AIM Kidz will go over the rules of the center with each child on their first day of attendance so that each child will know what is expected of them while in our care. This ensures their safety and well being, as well as, that of the others. It is our aim that each child is happy, safe, and has a wonderful time while they are with us. We continually review the policies of accepted behavior as well as non accepted behavior.

While we expect small issues with behavior and address those as they occur, we want to communicate clearly our policy concerning behavior issues that escalate.

### **The BEHAVIOR MANAGEMENT policy shall PROHIBIT children from being subject to any of the following:**

1. Physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
2. Verbal abuse, which includes but is not limited to using offensive or profane language, tell a child to "shut-up", or making derogatory remarks about children or family members of children in the presence of children.
3. The threat of prohibited action even if there is no intent to follow through with the threat.
4. Being disciplined by another child.
5. Being bullied by another child.
6. Being deprived of food or beverages.
7. Having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

### **TIME OUT**

1. Time out shall be 1 minute per year of their age.
2. Time out will take place within the sight of staff.
3. For children over 6, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

### **OPEN DOOR POLICY**

We would love to offer this to our clients, but we are not able to do this during the Covid Pandemic. You must schedule a meeting with the director in order to come to see your child.

## WRITE UP POLICY

**1st Write up:** acts as a warning about behavior. A parent must come in for a brief meeting when returning the write up form.

**2nd write up:** receives 3 days out of the program.

**3rd write up:** Director/ Asst. Director has the option to terminate service. One week may be given to find a new program at the Directors discretion.

## CLIENT DISMISSAL

We have the ability to terminate your child care due to the following reasons:

1. Violation of the parent handbook
2. Invoice not being paid.
3. Parent/ Provider Differences
4. Child Behavior
5. Or any other reason that the center feels it can not give your child adequate care.

## ATHLETES IN MOTION / Building with Red Trim Recreational Fitness Programs

These programs allow your child to go into a structured specialized physical sport after they finish with free play and snack. We offer specialized classes in preschool gymnastics, tumbling, school age gymnastics, and ninja program. You must PRE ENROLL in these activities via the website [www.aimgym.com](http://www.aimgym.com). AIM Kidz will get them dressed for you and you can pick them up at the Athletic Facility when their class is over. Please check with AIM (673-4966) for availability or [AIMFrontdesk@eatel.net](mailto:AIMFrontdesk@eatel.net)

## ABUSE AND NEGLECT

As mandated reporters, all center staff shall report any suspected abuse and/or neglect of a child in accordance with R.S. 14:403 to the local child protection agency.

Child Protection Number 225-925-4571

1-855-452-5437 24 Hours a day (HOTLINE)

## COMPLAINT PROCEDURE

Parents - Please be advised that the agency to contact either by phone or in writing to report significant, unresolved licensing complaints is:

Louisiana Dept. of Education  
Division of Licensing  
PO Box 4249  
Baton Rouge, LA 70821

Daycare Licensing Number is 342-9905 if you feel you need to report an unresolved complaint with the center.

## NO FIREARMS

Allowed On Premises or in Vans

No Medication is given to any child.

Notice of NONDISCRIMINATORY policy to students and families:

AIM KIDZ does not discriminate on the basis of race, color, or national and ethnic origin.

# EVACUATION PLAN

Parents will be first notified with the REMIND APP and then they will be sent a Text message. The back up plan will include all students being emailed and called.

In case of an emergency and AIM KIDZ I must be evacuated, the following sites are available for us:

Evacuation Site #1: Layne Industries (744-4899)  
15112 Daigle Road (across the side street from us)  
Prairieville, LA 70769

This location is directly across the street from us. Teachers will evacuate the children in case of an emergency. Office staff will assist in evacuation and will bring emergency card file box so that each contact person can be promptly notified of the evacuation. Mode of transportation will be walking as it is directly behind the building. If we feel it necessary, we can and will transport the children in the school vans.

Evacuation Site #2: Prairieville Middle School (621-2340)  
16200 Hwy 930  
Prairieville, LA 70769

This location is approximately 1 mile from the facility. Teachers will evacuate the children. Office staff will assist in evacuation and will bring emergency card file box. We will contact each child's contact person\* to notify them of the situation. Mode of transportation will be school vans and staff vehicles if necessary.



PLEASE let us know immediately of any change of email address or phone numbers for you so we can update your files! Also please download the REMIND app.



## TORNADO PLAN

When weather conditions are conducive to tornadoes, a radio is located at the center and will be monitored by the director. When a tornado warning is issued for our areas, the tornado plan will be activated. The tornado plan will be activated by verbal commands from the office staff on their walkie talkies with verbal confirmation from each staff member from their area confirming the fact that a tornado warning is in effect. Teachers will move their children into AIM into their hallways or other safe areas in the gym such as the in-ground pit. Students will be asked to sit on their knees with their head toward the wall and with their hands covering their heads.

## FIRE PLAN

The fire plan is activated by an alarm system (manual or automatic). Once activated, students and teachers will exit the building using the pre-planned evacuation routes which are posted in each of the areas by a large EXIT sign. Teachers will evacuate the building with their roll books. The director will make sure each area is empty and all doors are closed. She will also bring the emergency card file box, which includes emergency names and phone numbers for all students. Preschool age children, kindergarten and 1<sup>st</sup> graders will be aided in the evacuation by the staff. The Director will also evacuate with the emergency file card box. Teachers, students and staff will meet at the designated location. Roll call will be taken. If needed, parents will be contacted by phone, by staff's cellular phones or we can use the phone across the street on Daigle (744-4899). Regular and substitute staff will be instructed to study the evacuation routes of each area they work.

## BUILDING EVACUATION PLAN

The building evaluation plan is activated by the fire alarm or by verbal command from the office staff from area to area OR by the use of walkie talkies with verbal confirmation from each staff member that they have received the command. Teachers, students, and

staff will proceed as quickly as possible to the parking lot area located to the side of the building. If evacuation is required for an extended period of time, children will be transported by staff in AIM vans, and if necessary, staff vehicles, to Prairieville Middle School (621-2340) 16200 Hwy 930 in Prairieville.

### **CHEMICAL EMERGENCY PLAN**

Should our area be affected by a chemical emergency, the teachers, students and staff will 'shelter in place' unless otherwise notified by a public safety agency.

### **PREPARATION**

In order to facilitate the activation of this emergency plan, a copy of all emergency phone numbers will be kept in a secure location at AIM Athletics. Such a file could be retrieved in the event the school's file box is forgotten or destroyed during the process of evacuating the building. A radio will be used in the office so that the office staff can listen for severe weather warnings issued by the National Weather Service. Bottled water will be purchased and kept on site because a loss of power will result in the loss of water at our facility.

# AIM KIDZ closure and holiday camp 2023-2024

## CLOSED

Monday Sept. 4	Labor Day
Thursday Nov. 23	Thanksgiving
Friday Nov. 24	Thanksgiving
Monday Dec. 25	Christmas
Tuesday Dec. 26	Christmas
Monday Jan. 1	New Years
Monday Feb. 12	Mardi Gras
Tuesday Feb. 13	Mardi Gras
Friday March 29	Good Friday
Friday May 24	Memorial Day
Monday May 27	Memorial Day

**\*Full tuition is due for these weeks even though we are closed. PLEASE mark on your calendars to remind yourself to make other arrangements that day IF you have to work and we are closed.**

## HOLIDAY CARE

DAYS WE ARE OPEN	HOLIDAY	PLACE
Friday Sept. 15	Staff Dev. Day	Kidz
Monday Oct. 9	Fall Break	Kidz
Tuesday Oct. 10	Fall Break	Kidz
Monday Oct. 23	P/T conference	Kidz
Tuesday Nov. 7	Election Day	Kidz
Monday Nov. 20	Thx Break	AIM
Tuesday Nov. 21	Thx Break	AIM
Wednesday Nov. 22	Thx Break	AIM
Friday Dec. 22	Christmas Break	AIM
Wednesday Dec. 27	Christmas Break	AIM
Thursday Dec. 28	Christmas Break	AIM
Friday Dec. 29	Christmas Break	AIM
Tuesday Jan. 2	Christmas Break	AIM
Wednesday Jan. 3	Christmas Break	AIM
Thursday Jan. 4	Christmas Break	AIM
Friday Jan. 5	Christmas Break	AIM
Friday Jan. 12	Staff Dev. Day	Kidz
Monday Jan. 15	MLK	Kidz
Monday Mar. 22	P/T conference	Kidz
Monday April 1	Easter Break	AIM
Tuesday April 2	Easter Break	AIM
Wednesday April 3	Easter Break	AIM
Thursday April 4	Easter Break	AIM
Friday April 5	Easter Break	AIM

1. PLEASE LET AIM KIDZ 1 KNOW IF YOUR CHILD/REN WILL ATTEND THE FACILITY FOR ANY HOLIDAY'S OR SCHOOL CLOSINGS!
2. AIM KIDZ will be open all other days when public schools are closed or when school dismisses early (you are not charged for early dismissal).
3. Holiday care is offered each day that we are open when public schools are closed. The additional fee per day that you use us is \$17.00. You will be invoiced by noon via Quickbooks, you can pay via credit card, debit card, or bank account. You will have until 6:00 pm to pay. \$3.00 late fee added.
4. If you attend Holiday care please bring lunch box containing 3 drinks, lunch and 2 snacks.

If Schools are closed due to weather or other hazard, it is possible that we will be closed as well. Please continue to stay updated with the help of the REMIND APP.





## HOW TO PURCHASE A HOLIDAY CAMP OR SUMMER CAMP WEEK DAY

### Using computer:

Start by going to our website:  
[www.aimgym.com](http://www.aimgym.com)

Click on the **Parent Portal** tab on the home page or camp page.  
Click **to begin** at bottom of page.

Click **Log in**

**NEW Clients** please create an account.

**RETURNING Clients** log into your account using your email address. It is possible that you will have to click that you forgot your password and set it up again.

**You already have an account with us if you have ever done camp, KNO or any Recreational class.**

*If you do not know your EMAIL log in then contact our front desk so that we can help you! 225-673-4966 ext 201  
[AIMGym4966@gmail.com](mailto:AIMGym4966@gmail.com)*

Click **TO BEGIN**

Click **REGISTER**

All the camps will show up.

Click the **camp you want to register for.**

(Summer Camp will be available March 1)

Click the **child you want to register.** (This is school age camp only K-4th)

Click the blue button that lists the **camp name** you selected.

Click on the **picture associated with the camp.**

A brief description and what to know will come up. You will then hit **ENROLL NOW.**

At this point you can either **select at the top** .. ALL or whatever days you want OR you can **select on the side of the day you want.**

At this point you can **pay now** OR if you have another child to enroll or another camp click **add enrollments.**

**You have a choice of keeping cards on file OR adding each time you select to do a camp or other program through this parent portal.**

***If you have made a mistake just click on remove under the enrollment in the cart.***

\*\*There are no refunds for days that you have signed up for but do not attend. Spots are limited.



# HOW TO PURCHASE A HOLIDAY CAMP OR SUMMER CAMP WEEK DAY

## Using ICP app:

1. Download the iClassPro app
2. Organization name is aimgym (all lower case NO spaces)

**NEW Clients** create an account.

You will have to 3 things to read and accept.

Click on ACCOUNT at the bottom.

Click Add Student. (Accept waiver)

You can add a form of payment OR you can add each time you purchase something.

**RETURNING Clients** log on. *(This will take you to your Parent Portal)*

**If you do not know your EMAIL log in then contact our front desk so that we can help you! 225-673-4966 ext 201**

**[AIMGym4966@gmail.com](mailto:AIMGym4966@gmail.com)**

Once you are at **home screen**

Look at bottom of screen for **REGISTER** tap on it.

All the camps will come up.

Select the **camp** you want.

Tap the **student** you wish to enroll.

\*If they are going to come the same days then you can select both at same time.

\*\* If you have more than 1 child (that is school age K-4) and they need to do different days during the camp then you will have to do 1 child at a time.

Tap **SEE CAMPS.**

Tap the **whole section** of camp that shows up.

Tap **ENROLL NOW.**

***(If your child does not fit the age requirement then the camp will not show up.)***

At this point you can either **tap the top**; where it lists ALL and then days OR you can **tap the square** beside the day(s) of week you want.

Tap **ADD TO CART**

\*\*\*At this point you can:

1. Pay for what you put in cart.

**2. Hit REGISTER at bottom and do the same for your other child if he/she has a different schedule.**

Tap **PAY NOW**

You have a choice of keeping cards on file OR adding each time you select to do a camp or other program through this parent portal.

**If you make a mistake just hit remove under child's name and start again.**

\*\*There are no refunds for days that you have signed up for but do not attend. Spots are limited.