

# WINTHROP AREA YMCA KIDS CLUB 2019-2020 PROGRAM INFORMATION



**We Build Strong Kids, Strong Families, Strong Communities**

Winthrop Area YMCA

KIDS CLUB

29 Town Hall Lane

Winthrop, ME 04364

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*Revised August 2018*

**KENNEBEC VALLEY UNITED WAY AGENCY**



We hope this is a pleasant experience for you and your family. This handbook is intended to help guide you with information about our program and our policies. However it does not cover every situation that will arise. In order for your child / children to be successful in the program, it is important to maintain good communication. Please feel free to call us anytime to discuss concerns that you may have at 377-9686.

## **WINTHROP AREA YMCA PHILOSOPHY**

The Winthrop Area YMCA Kids Club philosophy is to provide your child with a fun and safe environment, in which we promote self-esteem, develop social relations skills, and build on "CHARACTER" development skills (CARING, HONESTY, RESPECT, and RESPONSIBILITY) This Kids Club program promotes physical development as well as stressing strong academics and creativity.

## **CURRICULUM**

The Kids Club uses developmentally appropriate practices for all ages. The children can look forward to many interesting activities. Each day they will have the opportunity to use the gym, go outdoors, participate in planned activities and projects, have a nutritious snack, do homework and read and time for free play with individual choices as well as socialization time.

## **PARTICIPANTS**

Kids Club is for Boys and Girls in Grades K-1-2-3-4-5

## **HOURS & DAYS OF OPERATION**

**After School dismissal until 5:30pm**

**Early Release Days from dismissal to 5:30pm**

The Kids Club program ends **PROMPTLY at 5:30pm**, Please pick your child up at or before that time.

**THERE WILL BE A LATE PICK UP FEE OF \$10.00 FOR EACH 15 MINUTES AFTER 5:30PM.**

*NO EXCEPTIONS WILL BE GRANTED FOR LATE PICK UP FEE*

## **There will not be Kids Clubs on:**

Labor Day	Columbus Day	Thanksgiving (Thursday and Friday)
Memorial Day	Veteran's Day	Martin Luther King's Birthday
Christmas Vacation Days	February Vacation Week	April Vacation Week

If there are any changes we will notify parents

## **FINANCIAL ASSISTANCE**

The program has some funding available to help families who qualify, to have reduced child care fees. To qualify for these funds a family must be income eligible, forms are available at the YMCA Office. Those who have received scholarships in past years must complete a new application each year.

## **IRS STATEMENTS**

You will receive a Tax Summary in January. One will be emailed listing your payments to Kids Club

**PAYMENT FOR SERVICES:** Payment is due on Friday of each week. Staff will have envelopes to put payment in. If you want to pay every 2 weeks, that can be arranged. A \$10.00 late fee will be assessed each week after 3 weeks that no payment in received. A weekly email will be sent out to update account status.

## **ARRIVAL AT KIDS CLUB**

Kids Club members will come to COMPUTER LAB when Bus Students are dismissed. When they arrive they will check in with the Staff, put their belongings away in designated areas, and will have a snack.

## **CHILD NOT ATTENDING**

If your child is scheduled to attend KIDS CLUB and your plans change, because of sickness or other reasons, we ask you to call **the Grade School office and ask to leave a message for KIDS CLUB**, before noon and notify our staff.

## **DISMISSAL**

Children will only be allowed to leave KIDS CLUB, when they are signed out by a family authorized person. That authorized person must be on the registration card. If there is a change we must have written authorization to allow a child to be released to someone new. Children are only released to parents, or people who have been designated by parents to pick up their children.

## **MEDICATION & EMERGENCY CARE**

Every child must have a medical card and registration card on file. This will list allergies, medical conditions, and medications. All medications must be in an original container, and have written permission EVERY time your child needs medication. Medication must be in the possession of our staff. Children are not to have medication in their possession.

## **HEALTH & SAFETY**

If your child has a known medical condition, please be sure to inform the KIDS CLUB staff of special instructions pertaining to the condition. If your child should have one of the following conditions the parents will be notified to pick up the child immediately: a contagious disease, fever, vomiting or diarrhea.

In case of an accident, or illness the parents of the child will be notified immediately. In serious cases, the child will be taken to an area Emergency Room.

## **CHILD'S PERSONAL BELONGINGS**

Please send appropriate clothing for the outdoors. We will go out as often as possible.

Electronic games are allowed only on Fridays, and workshop days. Your child is responsible for them. Please help them understand that they could get lost, damaged or broken, and that Winthrop Area YMCA Kid's Club is not responsible.

# **SCHOOL CANCELLATION**

- If there is no school because of bad weather or other emergency there will be no Kids Club.
- If school is early dismissed because of weather, please listen to the message sent out by the school to see if KIDS CLUB is closed. We will try our best to stay open

# **BEHAVIOR & DISCIPLINE**

*Children are entitled to a pleasant and harmonious environment. The program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as: verbal, or physical activity which may include but not limited to such behaviors that require constant attention from the staff, inflicting physical or emotional harm on other children or staff, abuse of staff, ignoring or disobeying the rules which guide behavior during the day at school and program time.*

## WINTHROP AREA YMCA KIDS CLUB **Code of Conduct**

Every child enrolled in the KIDS CLUB is required to adhere to the following Code of Conduct.

LISTEN TO AND *RESPECT* ALL ADULTS

TAKE *CARE* OF EQUIPMENT AND TOYS OF THE PROGRAM AND OF OTHERS

BE *HONEST* IN WORKING WITH OTHER PARTICIPANTS AND STAFF

BE *RESPONSIBLE* FOR YOUR OWN ACTIONS, CLEANING UP AFTER ACTIVITIES AND SNACK TIME, AND PUTTING AWAY THINGS THEY GET OUT.

APPROPRIATE LANGUAGE WILL BE USED AT ALL TIMES, STAFF WILL DETERMINE WHEN LANGUAGE IS INAPPROPRIATE.

PARTICIPANTS WILL ADHERE TO THE SCHEDULE SET UP BY THE STAFF AND UNDERSTAND THEY MUST BE A PART OF THE PROGRAM. THIS WILL INCLUDE DOING HOMEWORK AND READING, AND GOING OUTSIDE TO PLAY EACH DAY UNLESS WEATHER IS INCLEMENT.

First Offense: Child will be given a warning and the parents will be given a verbal report at pick up time of the incident.

Second Offense: Parents will be called and asked to speak with their child about their behavior. Parents will be given a written report at pick up time.

Third Offense: Parents will be called and asked to come and pick up their child immediately.

If, when the child returns the behavior continues to be an issue, then the parents will be called to come and pick up child, and the child will be unable to return to Kids Club for a period of at least 1 week.

Violence or threatening behavior towards other participants or staff will be cause for immediate dismissal from the program. Parents would be called and until the child is picked up we will remove them from the program.