

# WELCOME TO THE WINTHROP AREA YMCA Winthrop Kids Club 2022-2023



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

Winthrop Area YMCA

KIDS CLUB

29 Town Hall Lane

Winthrop, ME 04364

YMCA OFFICE **207-377-9686**

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*Revised July 2022*

**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. For your child / children to be successful in the program, it is important to maintain effective 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.

## **TYPICAL DAY:**

Arrive at Kids Club, put away personal belongings.  
Free time active play  
Snack Time  
Homework or Reading Time  
Outdoor Active play (weather determinate)  
Hang out time waiting for pick up.

## **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.**

## **SCHEDULE OF PROGRAM:**

August 31st	1 <sup>st</sup> Day of 2022-23 Kids Club	OPEN
<b><u>October 7<sup>th</sup></u></b>	<b><u>Teacher Workshop</u></b>	<b><u>NO KIDS CLUB</u></b>
<b><u>October 10<sup>th</sup></u></b>	<b><u>Indigenous Peoples Day</u></b>	<b><u>NO KIDS CLUB</u></b>
October 19 <sup>th</sup>	Early Release Day	OPEN
<b><u>November 11<sup>th</sup></u></b>	<b><u>Veteran's Day</u></b>	<b><u>NO KIDS CLUB</u></b>
<b><u>November 23-24-25</u></b>	<b><u>Teacher Workshop &amp; Thanksgiving</u></b>	<b><u>NO KIDS CLUB</u></b>
December 22 <sup>nd</sup>	Early Release Day	OPEN
<b><u>December 23<sup>rd</sup>-Jan 2<sup>nd</sup></u></b>	<b><u>Workshop &amp; Christmas Break</u></b>	<b><u>NO KIDS CLUB</u></b>
<b><u>January 16<sup>th</sup></u></b>	<b><u>Martin Luther Kids Holiday</u></b>	<b><u>NO KIDS CLUB</u></b>
<b><u>February 20<sup>th</sup> to 24<sup>th</sup></u></b>	<b><u>February School Vacation</u></b>	<b><u>NO KIDS CLUB</u></b>
March 8 <sup>th</sup>	Early Release Day	OPEN
<b><u>March 17<sup>th</sup></u></b>	<b><u>Teacher Workshop</u></b>	<b><u>NO KIDS CLUB</u></b>
<b><u>April 14<sup>th</sup></u></b>	<b><u>NO SCHOOL</u></b>	<b><u>NO KIDS CLUB</u></b>
<b><u>April 15<sup>th</sup> to 23<sup>rd</sup></u></b>	<b><u>April School Vacation</u></b>	<b><u>NO KIDS CLUB</u></b>
May 10 <sup>th</sup>	Early Release Day	OPEN
<b><u>May 29<sup>th</sup></u></b>	<b><u>Memorial Day</u></b>	<b><u>NO KIDS CLUB</u></b>
June 9 <sup>th</sup> or June 16 <sup>th</sup>	Final Day of School	OPEN

## **IRS STATEMENTS**

The payment booklet is your record of childcare expenses paid. Please retain the stub for your records. Our Tax ID # is listed on this stub. This payment booklet only covers KIDS CLUB after school program.

## **ARRIVAL AT KIDS CLUB**

Kids Club members will come to gym when 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 **update Pick-up Patrol** or **call the Grade School office and ask to leave a message for KIDS CLUB**, before 2:15pm to 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.

We will continue to follow policies regarding COVID-19 as set down by the Winthrop Public Schools, we will continue to monitor the situation and contact parents if there are any changes to our program.

## **PAYMENTS AND FEES (Subject to change)**

- *These fees are set for end of school at 3:00pm, if earlier the fee may increase to cover staff costs.*

\$18.00 for individual days, \$85.00 for a regular 5-day week

\$25.00 for early release days

Number of Days Attending	1 Child	2 children	3 Children
1	\$ 18.00	\$ 31.00	\$44.00
2	\$ 36.00	\$ 67.00	\$98.00
3	\$ 54.00	\$ 103.00	\$152.00
4	\$ 72.00	\$ 139.00	\$206.00
5	\$ 85.00	\$ 165.00	\$245.00

***There will be a \$20.00 fee for all checks that are returned for Insufficient Funds.***

- ❖ **Fees are to be paid WEEKLY, on your last day of that week.**
- ❖ Fees can be paid by check, cash, or Credit Card.
- ❖ Families that have a balance of over \$150.00 per child will be alerted on Monday that if the balance is not paid by that Friday, they will not be able to attend the following week.
- ❖ A \$10.00 late fee will be added for failure to pay for four weeks.

## **FINANCIAL ASSISTANCE**

The program has some funding available to help families who qualify, to have reduced childcare 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.

## **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 dangerous 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.

# 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.

### **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.*

***If a child cannot adjust to the program and behave appropriately, we will take the following action:***

***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. Child will not be able to return to Kids Club for 1 week.***

***Third Offense: Parents will be called and asked to come and pick up their child immediately. Child will no longer be able to attend Kids Club***

***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.***

