

WELCOME TO THE WINTHROP AREA YMCA Winthrop Kids Club 2021-2022



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**

EMAIL : **lonneysteeves@gmail.com**

Revised May 2021

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 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.

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:

September 1st-----1st Day of Kids Club for 2021-22 year

September 9th-----Early Release Kids Club will be open.

October 10th-----Teacher Workshop no Kids Club.

October 20th----- Early Release Kids Club will be open.

November 10th----- Early Release Kids Club will be open.

November 12-25-26 Teacher Workshop and Thanksgiving No Kids Club

December 20th----- Early Release Kids Club will be open.

December 23rd-Jan 2 Teacher Workshop and Christmas Break No Kids Club

January 14th----- Early Release Kids Club will be open.

January 17th -----Holiday Martin Luther King Day No Kids Club

February 9th----- Early Release Kids Club will be open.

February 21st-25th February Vacation No Kids Club

March 16th----- Early Release Kids Club will be open.

April 15th-24-----April Vacation No Kids Club

May 18th----- Early Release Kids Club will be open.

May 30th-----Memorial Day No Kids Club

June 9th-----Last Day of Kids Club

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 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.*

\$85.00 per week

\$18.00 for individual days, including 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 after 2 weeks late, it will be added for each week you are late in paying.

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 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.

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.

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.

