

KIDS CLUB: 2025-2026



PARENT HANDBOOK



Kids Club is GNG Recreation's before and after school program located in Gray at Newbegin Gym, 22 Main street, Gray and in New Gloucester at Dunn School 667 Morse rd New Gloucester

Kids Club strives to be a place where all children feel welcomed and safe. Each day will consist of structured periods of free play and small group activities designed to introduce a wide variety of activities and interests.

Our goals are to encourage each and every student to:

- Enjoy their time at kidsclub
- Laugh with their new and current friends
- Develop new skills and enhance those that they already have
- Expand on their horizons and seek out new experiences
- Create memories that will last a lifetime
- Appreciate their surroundings and a desire to preserve the environment
- Grow in self respect and self confidence

We realize that a successful experience relies on a mutually beneficial relationship between caregivers, staff, and students. KidsClub is committed to an open door policy where we will respect and value all who walk through our doors. We encourage you to share any information that will help us help your child be successful on this adventure.

This Program follows the MSAD 15 school calendar and is closed during most holidays. Kids Club is open to care during early releases, and February and April Vacation. With an optional December care at an additional cost. A calendar is provided on Page 3.

We look forward to a fabulous school year.

Gray Recreation Director	Anthony Dahms	657-2323	adahms@graymaine.org
Gray Assistant Recreation Director	Nellie Levier	657-6762	nlevier@graymaine.org
Gray Childrens Program Coordinator	Autumn Levier	274-0504	alevier@graymaine.org
NG Recreation Director	Sarah Rodriguez	207-926-4126 x 231	recdirector@Newgloucester.com

The Gray Recreation Department reserves the right to modify, without notice, any information contained within this Handbook.



Calendar for 2025-2026 School Year

Wednesday August 27th	1st-5th first day of school
Thursday August 28th	All students K-6 before and after care
Friday August 29th	CLOSED
Monday September 1	CLOSED
Wednesday September 24	Early Release care provided
Friday October 10	CLOSED for Staff Development
Monday, October 13	CLOSED
Wednesday October 15	Early Release care provided
Tuesday November 4	GRAY CLOSED FOR ELECTIONS
Monday November 11	CLOSED
Wednesday November 19	Early Release care provided
Wednesday November 26	CLOSED
Thursday November 27	CLOSED
Friday November 28	CLOSED
Wednesday December 14	Early release care provided
December 22-December 26	CLOSED
December 29,30,31,January 2	Optional Vacation Camp sign up available \$160
Monday January 19	CLOSED
Wednesday , January 21	Early Release care provided
Wednesday February 11	Early Release care provided
February 16-20	Vacation– all day care provided 17-20(closed Feb 16)
Wednesday March 11	Early Release care provided
Thursday March 12	In Service day care provided
Friday March 13	CLOSED for staff development
Wednesday April 15	Early release care provided
Friday April 17	Gray Kids Club Closed building maintenance
April 20-24	Vacation– all day care provided April 21-24 (closed April 20)
Wednesday May 20	Early Release care provided
Monday May 25	CLOSED
*June 12th	Last Day of School and KidsClub



REGISTRATION & PAYMENT INFORMATIONN

30 day notice of ending service must be given. No refunds will otherwise be made.

Payment are made online through weekly or monthly reoccurring payments. If you need another plan– such as biweekly please reach out to office staff.

If a reoccurring payment is declined you will have a week to resolve card issues to prevent further behind payments. A late fee of \$25 will be applied to each payment not made.

If you are aware of issues that may come up please communicate with office so we can work together on a plan.

STAFF CODE OF CONDUCT

Staff will uphold the standards of our Kids Club Program

- A student's whereabouts will always be known.
- A student will never be left unsupervised.
- Staff will be proactive in risk management by executing daily inspections of their appointed areas for potential hazards.
- Staff is responsible for their appointed areas and will keep it reasonably organized and clean throughout the day.
- A staff member will monitor children when in the restroom areas using the buddy system.
- Staff should not use cell phones for any reason other than Kids Club related issues to communicate with office staff.
- Staff will understand the course of action in cases of emergencies and in times of concern.
- No personal information on a child shall be released to anyone other than Recreation Administrative Staff, staff to staff on a need-to-know basis, parents, guardians, or legal authorities without the written consent of the parent or guardian.
- No photographs or videos taken of students will be used for non-recreation purposes
- Staff will appear clean, neat and properly attired. Staff will wear GNG Recreation at all times for easy identification.
- Staff will work hard to make each child's experience the best it can be.
- Staff will act as role models for our students from the moment they arrive until after they depart.

STAFF TRAINING AND CERTIFICATION

All KidsClub Staff participate in training on behavior management, activity planning/coordination, safety, supervision, team building etc. and are certified in CPR/AED First Aid, mental health training, and Sexual abuse prevention.

STUDENT TO STAFF RATIO

Our low student to staff ratio will enable us to provide close supervision and care. The ratio will be no more than 8-10 students per staff.



GENERAL INFORMATION

Hours of Operation

- Kids Club will be open from 7:00am until 5:30 pm - closed while students are in school.
- Early releases due to weather we will close 1 hour after school closure and will communicate with families. Email and text blast will go out notifying parents. Please make sure you are signed up for both.
- Open In Service days and vacation Days our hours will be 7:00am until 5:30 pm

Please be aware that our staff are preparing for the day before your arrival and can not accept any early arrivals. Time is monitored by our hotline phone.

Late Pick-Up

Kids Club closes at 5:30 each night.

Late pick ups occurring before 5:45pm will have a \$15.00 late fee will be applied to your account online.

After 5:45pm, an additional \$15 late fee per 5 minutes will be applied to your account.

We will start trying to contact you at 5:30, If we have not heard from you or reached you by 5:40 emergency contacts will be called and if not connection has been made by 6:00 sheriffs may be called to help us locate you.

Repeated late pick-ups may result in you being asked to withdraw your child (ren) from the program.

Attendance

On School days when the bus delivers the children to Kids Club our staff immediately take attendance to check that all children are accounted for and our numbers match up. In the event an expected child is absent our staff will text/call parents, call the child's school to find out if the child was absent or picked up. To help us avoid time away from program working on these steps please make sure if there is a change to your child's schedule you not only notify school but our hotline number as well, we do not get school notifications of absences. (emails are NOT effective as office staff may not receive in time)

Gray Kids Club Hotline Number:207-274-0504
New Gloucester KidsCLub hotline:207-705-1817
Text for schedule changes or absences



Sign-in/ Sign Out—Drop off/Pick up

Drop off is between 7:00am and 7:45am, arrivals after that time will need to park and **text hotline**, then wait for a staff to come out to door to get your child(ren). *Please understand that after this time the staff are with groups and it may take a couple minutes to come to door.* Pick up will be manned from bus arrival-5:30 your child may be outside with group and a distance from sign out area, a staff will bring your child to sign out, again understanding that it may take a few minutes– if you have an appointment and need a quick pick up, please plan on texting hotline before arrival or coming early.

The person picking up at the end of the day must be listed on the pick up authorization form and be prepared to show an ID to staff to verify. Staff reserve the right to retain your child if proper notification of release or adequate photo ID is not provided.

Staff reserve the right to contact proper authorities if they have reason to believe there may be competency issues with operating a motor vehicle or with the overall safety of your child. We reserve the right to contact another already authorized individual to pick up your child in the event that a competency issue has been recognized and/or verified by the proper authorities.

Accurate Accounts and Contact Information

Parents/Guardians are responsible for keeping accounts accurate and up to date for the safety of your children. Please make sure to keep us informed of any changes to your contact number, authorized pick-ups, emails, or medical information for your child. You may also update these changes through your account online at gngrec.com

Personal items / Lost + Found

Please label all items belonging to your child -backpacks, lunchboxes, water bottles, clothing (coats and sweatshirts are our biggest lost and found items). Kids Club staff are not responsible for any lost or damaged property. All children must keep their personal belongings at home– they will not be allowed out at Kids Club. We have a wide variety of activities, games, and sensory tools here at kids club. Electronic items and phones are not allowed during Kids Club hours.

Doors and Visitors

Doors in Gray are locked at all times for the safety of our students – please use hotline if dropping off or picking up after 7:45 or if you do not see a sign out person. If you need to meet with office staff please call, email or text hotline to set up.



Breakfast and Snack Time

Snacks are provided by Kids Club for pm sessions only. On non-school days a designated am breakfast/snack time will be scheduled for your child to eat their packed snacks. On all days an afternoon designated snack time occurs, Your child may bring a snack to eat in their lunch box as well, we ask that no soda, candy, or glass jars be sent please. For safety reasons no sharing of food or drinks is permitted. You must provide utensils needed for snacks

SAFETY & WELLBEING

Children who are ill or have had a fever in the last 24 hours should not be brought to Kids Club. If a child becomes ill or injured while at Kids Club a guardian will be notified and **expected to pick up within 40 minutes**. If you work further then 40 minutes away a back up pick up person will need to be available. Our staffing does not allow for extended one on one time. In case of emergency, staff will contact emergency services and parent/ guardian will be notified immediately.

Criteria for sending child back to Kids Club

- Free of fever or illness for 24 hours without fever reducing medication.
- No vomiting for 24 hours
- If medication for communicable illness has been prescribed 24 hours after first dose has been administered or longer if directed by a doctor.

If in doubt please check in with us.

Medical information

Please make sure that any and all concerns are kept updated in your child's account and any changes made are communicated to the Kids Club administration. It is our goal to keep your child's well being our priority and we can not do this without your help. No information is unnecessary, we want to hear all your concerns and work together for your child.



Allergies

We ask that the parents with children with allergies be responsible to collaborate with our office and provide emergency medication necessary for your child. We ask that you review and educate Kids Club administration to the best of your ability on your child's allergies and emergency plan.

First Aid

Kids Club is equipped with basic first aid supplies. Staff will administer basic first aid in the event of a minor injury as dictated by their Red Cross First Aid training. Staff will then log and keep documentations. In the event of any head, neck or back injury Staff will assess child and call parent to notify regardless of assessment outcome.

If a major or life threatening injury, accident or allergic reaction does occur during Kids Club 911 will be called, parents notified, and based on the recommendation of emergency personnel child may be transported to closest medical facility or released to parent/guardian.

Medication

Medications needed while at Kids Club must be given to leadership staff along with filled out and signed Medication Authorization form. Staff will keep in our locked med box unless deemed necessary to be carried by staff during Kids Club hours.

Backpacks /Personal Items

Children's backpacks will have designated spots . Please send only needed items and **no personal items**. You may choose to leave items such as indoor shoes in winter months and spare clothes, these items must be labeled. For safety reasons no clothing can be shared with others. Kids Club will provide extra socks, hats, gloves when needed.

Please note– children should not have stuffies, blankets, trading cards, fidgets, electronics or any other personal items with them at kids club

Clothing

We will be outside every day for a period of time. Your child will need to be dressed for outside active play according to the weather. Sneakers in fall and spring, snow boots and snow gear in winter. Shoes for getting muddy. Coats or sweatshirts when cool etc. We do not have staffing to stay inside with a child who is not equipped with proper gear, please make sure child is prepared.



BEHAVIOR POLICY

The Kids Club Behavior Management Policy is acknowledged and signed at the time of registration by each family, we encourage you to show this to your child as well.

Our staff will

- Clearly communicate and define expectations to children.
- Use positive reinforcements through praise, respect, redirection of expected behavior.
- Apply consequences appropriate for the action.
- All efforts will be made to help your child constructively express his/her feelings and frustrations to resolve the conflict.
- Log all behaviors to help in the prevention of further problems and for proper documentation to be reviewed by parents if needed.
- Communicate with parents as a means of preventing and resolving behaviors before they become a problem.
- Follow guidelines set by behavior management policy.

The Staff /Directors will be the mediator of any behavior they deem is unacceptable.

Fighting, bullying and behaviors effecting health and safety of themselves or others will not be tolerated. A parent/guardian will be notified per the Behavior Management Policy.

Damage to property or Equipment-

Normal wear and tear is expected of equipment and for the facility while being used in the manner they were intended. Careless use and abuse will not be tolerated. If your child damages equipment or the facility due to obvious carelessness you will be asked to pay restitution for the replacement or repair. If restitution is not made in a timely manner your child's registration will be suspended with no refund until restitution has been paid.

ONE-ON-ONE

Please be advised that we are unable to provide staff for one-on-one care. If your child receives one-on-one care within their school department (whereas the school incorporates the placement of an education technician or other hired staff has been placed in your child's classroom setting), this program is not able to provide that care. If your child is placed in a specially designed classroom setup other than a regular classroom we may require a statement of medical condition from your child's primary care physician to allow an analysis of the program's ability to accommodate your child.

GNG Recreation Behavioral Management Policy

Last Updated: Spring 2025

Parent/Guardian must understand and review with child and sign this form.

GNG Recreation is dedicated to fostering a positive and supportive environment for all children in our program. Our goal is to help every child thrive and grow both socially and emotionally. Open communication and collaboration between parents and our staff are essential to achieving this goal. We are here to work with you to address any behavioral concerns and to support your child's development. We have established behavior expectations that must be followed to ensure a safe and respectful environment for everyone. Behaviors that disrupt the safety and wellbeing of participants and the program will be managed using the guidelines below

The following are the offenses and consequences that will be taken and are subject to the discretion of the staff:

	Behavior	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
level 5	Possession of drugs, alcohol, and/or weapons.	Immediate expulsion from our program NO REFUND				
level 4	Leaving program boundaries, sexual harassment, willful destruction of property*	Behavioral Form Immediate pickup 1 day suspension *damage restitution NO REFUND	Behavioral Form 2 day suspension Parent meeting *damage restitution NO REFUND	Possible expulsion from our program *damage restitution NO REFUND		
level 3	Physical harm of others, stealing, blatant defiance of staff or rules, threatening, repetitive negative behavior towards another child	Behavioral Form Immediate pickup NO REFUND	Behavioral Form Immediate pickup 1 day suspension NO REFUND	Behavioral Form 2 day suspension Parent meeting NO REFUND	Possible expulsion from our program NO REFUND	
level 2	Inappropriate language, disruption of program, endangering another persons well-being, intentional unkindness	Behavioral Form Parents notified	Behavioral Form Immediate pickup NO REFUND	Behavioral Form Immediate pickup 1 day suspension NO REFUND	Behavioral Form 2 day suspension Parent meeting NO REFUND	Possible expulsion from our program NO REFUND
level 1	Breaking program rules, disruptive behavior, defiance, disrespect, careless damage to rec property	Verbal warning Time away from peers Loss of activity	Behavioral Form Parents notified	Behavioral Form Immediate pickup NO REFUND	Behavioral Form Immediate pickup 1 day suspension NO REFUND	Repeated behavior may result in parent meetings, extended suspensions, and/or expulsion from program NO REFUND

I have read and understand the above policy. I assume the responsibility for insuring that my child is aware of this policy and the consequences of his/her actions should there be any such offense.

Parent/Guardian Signature: _____

Date: _____

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
40	40	36	34	32	30	29	28	28	27	
30	30	25	21	19	17	16	15	14	13	
20	20	13	9	6	4	3	1	0	-1	
10	10	-1	-4	-7	-9	-11	-12	-14	-15	
0	0	-11	-16	-19	-22	-24	-26	-27	-29	
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	
-20	-20	-34	-41	-45	-48	-51	-53	-55	-57	
-30	-30	-46	-53	-58	-61	-64	-67	-69	-71	



Comfortable for outdoor play



Caution



Danger

Heat Index Chart (in Fahrenheit %)										
Temperature (F)	Relative Humidity (Percent)									
	40	45	50	55	60	65	70	75	80	85
80	80	80	81	81	82	82	83	84	84	85
84	83	84	85	86	86	88	89	90	92	94
90	91	93	95	97	100	103	106	109	113	117
94	97	100	102	106	110	114	119	124	129	135
100	109	114	118	124	129	136				
104	119	124	131	137						
110	136									

2009

Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

Condition GREEN - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups. **INFANTS AND TODDLERS** are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors. **YOUNG CHILDREN** remind children to stop playing, drink a beverage, and apply more sunscreen. **OLDER CHILDREN** need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

Condition YELLOW - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time. **INFANTS AND TODDLERS** use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play. **YOUNG CHILDREN** may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child. **OLDER CHILDREN** need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

Condition RED - most children should not play outdoors due to the health risk. **INFANTS/TODDLERS** should play indoors and have ample space for large motor play. **YOUNG CHILDREN** may ask to play outside and do not understand the potential danger of weather conditions. **OLDER CHILDREN** may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

Wind: The speed of the wind in miles per hour.

Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.