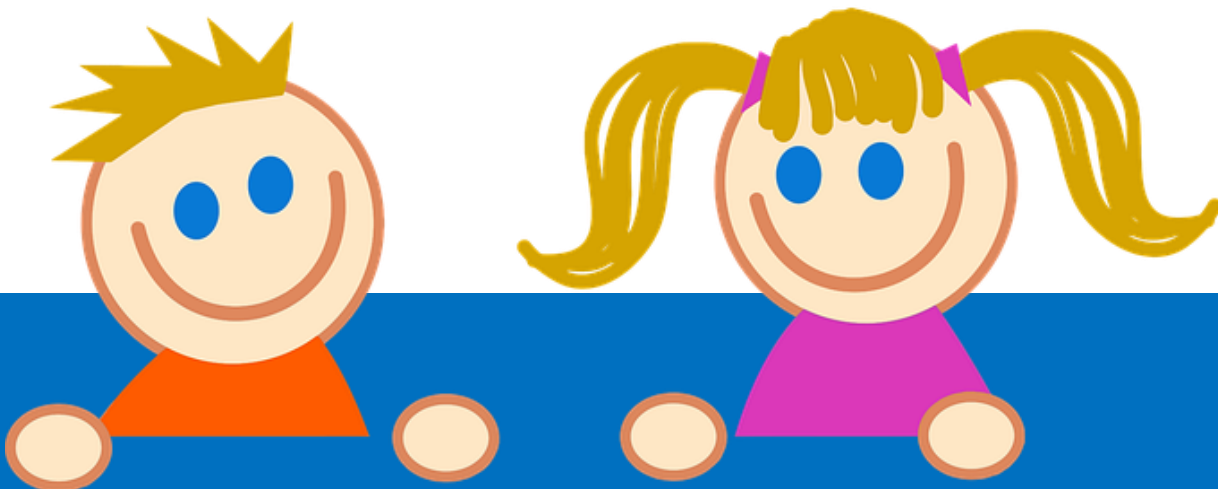




COME PLAY IN GRAY!

KIDS CLUB: 2019-2020



PARENT HANDBOOK



Kids Club is Gray Parks and Recreations before and after school program located at Newbegin Gymnasium, 22 Main street, Gray.

Kids Club strives to be a place where all children feel welcomed and safe. Utilizing our rec room, gym, town hall room, and surrounding fields, each day will consist of structured periods of free play, small group activities, organized games, arts and crafts, and enrichment opportunities designed to introduce a wide variety of activities and interests.

Our goal is to help each child be the most successful version of themselves they can be. We do this by providing the opportunity to develop and increase imagination, find new interests, focus on our character on the month, encouraging problem solving and making good choices. The staff at Kids Club prepare activities in advance and provide the children with the materials and structure needed each day to help with the development of both cognitive and social skills .

We are constantly growing and improving. We welcome all parent and child input. We practice an “open door” philosophy and appreciate time spent with parents, caregivers and child to maximize a positive experience for all.

This Program follows the MSAD 15 school calendar and is closed during most holidays, school vacations, and the summer months . Parks and Rec does offer Vacation Camps and Summer Day Camp. These are open to the general public and must be registered for separately. A calendar is provided on Page 3 for your convenience.

Gray Parks and Recreation Department

Child Care Services	Mylan Bannon	657-6762	mbannon@graymaine.org
Kids Club Director	Nellie Levier		nlevier@graymaine.org
Recreation Programmer	Sarah Rodriguez	657-2323	srodriguez@graymaine.org
Parks & Facilities Director	Dean Bennett		dbennett@graymaine.org

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



Calendar for 2019-2020 School Year

Wednesday, August 28	Program begins
Friday, August 30	CLOSED (BUILDING MAINTENANCE)
Monday, September 2	CLOSED
Wednesday, September 25	Early release
Friday, October 11	In Service day (CARE AVAILABLE)
Monday, October 14	CLOSED
Wednesday, October 23	Early release
Monday, November 11	CLOSED
Wednesday, November 20	Early release
Wednesday, November 27	In Service day (CARE AVAILABLE)
Thursday, November 28	CLOSED
Friday, November 29	CLOSED
Wednesday, December 18	Early release
Monday, December 23	No School Holiday Vacation Camp Available (\$55/day)
Tuesday, December 24	CLOSED
Wednesday, December 25	CLOSED
Thursday, December 26	No School Holiday Vacation Camp Available (\$55/day)
Friday, December 27	No School Holiday Vacation Camp Available (\$55/day)
Monday December 30	No School Holiday Vacation Camp Available (\$55/day)
Tuesday, December 31	No School Holiday Vacation Camp Available (\$55/day)
Wednesday, January 1	CLOSED
Friday, January 17	In Service Day (CARE AVAILABLE)
Monday, January 20	CLOSED
Wednesday, January 22	Early release
Wednesday, February 12	Early release
February 17-21	No School/ Vacation Camp Available (\$55/day)
Wednesday, March 18	Early release
Wednesday, April 15	Early release
Friday, April 17	In Service day (CARE AVAILABLE)
April 20-24	No School Holiday Vacation Camp Available (\$55/day)
Wednesday, May 20	Early release
Monday, May 25	CLOSED

Snow days will be added on to end of year, last day is an early release any child not regularly scheduled for that day of the week may add on for a \$25 fee



2019 Kids Club Pricing Matrix			
AM CARE		PM CARE	
2 Days/Week	\$ 88.00 /month	2 Days/Week	\$ 112.00/month
3 Days/Week	\$ 126.00/month	3 Days/Week	\$ 162.00/month
5 Days/Week	\$ 200.00 /month	5 Days/Week	\$ 260.00 /month
What's Included?			
Teacher In Service Days	If your child is regularly registered for AM & PM care on Teacher In Service Days (Friday's) the full day is included in your monthly Kids Club Price.	If your child is regularly registered for AM or PM care on Friday's the rate of full day care on T.I.S days is \$30.00	If you are not a Kids Club Member or are not regularly registered on Fridays, T.I.S Days will be charged the full rate of \$55.00/day.
Early Release Days	If your child is regularly registered on Wednesdays for PM Care, Early Release Days are included in your monthly Kids Club Price.	If your child is a does not usually attend on Wednesdays, the rate for Early Release Days is \$25.00	Early Release Days will not be available for open registration without a Kids Club Membership. If you do not attend Kids Club for Before/ After School Care you may purchase all 10 days for \$250.00
Inclement Weather Early Release Days	If school closes early due to inclement weather, Kids Club will be available for care until 4:00pm. This service is included with your monthly membership if you are regularly scheduled for that day.		
SNOW DAY COVERAGE	If school closes for the day and municipal offices remain open, we will offer child care during municipal hours for those who are regularly enrolled for the day 8:30-4:00pm, \$30/day	If the Town of Gray's Director of Public Works deems it unsafe to drive and the Town closes municipal offices we will not offer child care. Notifications will be sent by text and be listed on most news channels.	



REGISTRATION & PAYMENT INFORMATION

Kids Club requires a \$100 non-refundable deposit to register for the school year. Your deposit will be used to cover your June payment. Should you remove your child from Kids Club before June, your \$100 deposit will be used towards the next months Kids Club dues.

Refunds or exceptions will not be given unless extreme circumstances arise and will require approval of the town manager.

Payment must be made as described, 10 monthly payments will be expected on or before the last day of the month prior to services for the following month. The School year is broken down into even monthly payments.

Payments can be made in the following ways:

- Online through your account at www.grayrec.com— 24 hours a day, 7 days a week
- Mailed to Gray Parks and Rec att. Kids Club 24 Main St Gray, Me 04039
- Dropped off at our office located at Newbegin Gym
- Put in our secured drop slot located at front entrance of the town hall building
- Automatic payments made through your financial institute

Note— Kids Club staff can not accept your payments, envelopes are available at parent table and can be put in drop slot if office personnel not available.

Late fees:

All payments are due on or before the last day of the month prior to services, if payment is not received by 8:00am the Monday following it will be considered late and a late fee will automatically be applied to your account. Please be aware that your child(ren) may not be allowed to participate until any and all payments and fee are current. Note— payment schedules and requirements remain unchanged even in the event of office closures, you may utilize online and drop slot methods to make your payment.

Late fee schedule per child per school year:

- First and second offenses—\$25
- Third offense & official written notice—\$35
- Fourth offense & potential suspension of child(ren) from program with no refund-\$45
- Fifth offense and & suspension of child(ren) from program with no refund- \$100
- Sixth and final offense— child(ren) suspended from program for remainder of the year with no refunds



GENERAL INFORMATION

Hours of Operation

- Kids Club AM will be open from 7:00am until bus/van arrival
- Kids Club Middle School will be open from 2:00 until 5:30
- Kids Club PM Elementary will be open 3:00 until 5:30
- Early release days scheduled in calendar we will open at noon for middle school, 1:00 for elementary until closing at 5:30
- Early releases due to weather we will be open from school dismissal until 4:00pm
- In Service days our hours will be 7:00am until 5:30 pm
- Snow days we will be open 7:00 am until 5:30 pm for an additional fee, \$30 for regularly scheduled kids and \$55 for those not scheduled that day

Please be aware that our staff are preparing for the day before your arrival and can not accept any early arrivals.

Late Pick-Up

Kids Club closed at 5:30 each night.

From 5:35pm - 6:00pm a \$15.00 late fee will be applied to your account online.

After 6:00pm, an additional \$15 late fee per 10 minutes will be applied to your account

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

Attendance

When the bus delivers the children to Kids Club each day 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 first call the child's school to find out if the child was absent, picked up, or on the wrong bus. Our second step is to call the bus garage if needed to make sure if child is on wrong bus they are delivered to Kids Club, we would then notify parents. If an extra child has come on an unscheduled day we will immediately notify parents. To help us avoid this extra time calling please make sure if there is a change to your child's schedule you not only notify school but call or text our hotline number as well.

Kids Club Hotline Number:207-274-0504
Call or Text for schedule changes or an absence

Staff will check this hotline at the beginning and end of shifts for any messages or texts. They will not typically answer unless after 5:15 for pick up issues, so please be sure to leave a message.



Sign-in/ Sign Out

Please be sure to sign your child in for am arrivals and out for pm dismissals. The attendance book is located at our parent table inside the door of the rec room in Newbegin. The attendance book must be signed by parent or authorized pick up person each day. 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.

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 grayrec.com

Personal items / Lost + Found

Our lost and found is located at the bottom of the stairs. Items will be placed on the hooks and cubbies located across from water fountain. 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. We do ask that all children keep their personal belongings in their backpacks. We have a wide variety of activities, games, and sensory tools here at kids club and will ask that the child not bring out their items. Toys, Stuffed animals, electronic items are not allowed during kids club hours. Middle School students will be allowed to use their school laptops and books for designated homework time.

Locations

Kids club utilizes many spaces, Newbegin gym and rec room , Upper room at town hall, outside field and trails. We will make our best effort to have our location posted at the parents table during pick up.

Doorbell

Similar to what you will find at your child's school Kids Club utilizes a doorbell camera system at Newbegin. Please press doorbell located to right side of doors and stand in front of camera until you see the light change. After the light changes you may open the door. If the staff manning the doorbell does not recognize the person at the door they may speak through the doorbell or come to the door to assist. This is why it is always good for any pickup changes to be communicated to staff.



GENERAL INFORMATION

Breakfast and Snack Time

Snacks are not provided by Kids Club for either am or pm sessions. Many children do bring breakfast with them in the AM and are welcome to sit and eat when they arrive. PM session has a designated snack time each afternoon, your child may bring a snack to eat, we ask that no soda or candy be sent please. We have a snack shack that is available by buying punch cards online, this is an option and not mandatory.

Snack Shack cards

- Must be bought online or through office staff, kids club staff can not take money.
- May take up to 24 hours to process
- Most snacks are 50 cents to \$1.00 each
- Card will have your child's name on it and is stored at kids club to be used by your child for snacks for themselves only (exception of siblings with permission). We do not allow the sharing of snacks for safety reasons.
- Parents may choose to set limits on their child- examples: only on Friday, \$1.00 a day, snacks only no drinks. Please see staff or email to set limits.

Allergies

We ask that the parents with children with allergies be responsible to collaborate with our office and provide appropriate 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.

We strongly discourage any food items containing peanuts. To minimize exposure to all children and staff we ask that you not send in any food item containing peanuts. It is acknowledged that the Gray recreation department can not be considered peanut free but we ask your help in this matter as much as possible.

First Aid

The Kids Club office 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 injury Staff will assess child and call parent to notify.

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 personal child may be transported to closest medical facility or released to parent/guardian.



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 parent or guardian will be notified and expected to pick up. 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
- No vomiting for 24 hours
- If medication for communicable illness has been prescribed 24 hours after first dose has been administered.
- Treatment for headlice has been given

If in doubt please check in with us.

Medication

Medications needed while at Kids Club must be given to 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. Staff will log all administrations of medication given.

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 can not do this without your help. No information is unnecessary, we want to hear all your concerns and work together for your child.

Medical Insurance

It is the responsibility of the parent/guardian to provide accidental and health insurance coverage for your child(ren). The parent/guardian is responsible for all charges and fees for emergency medical treatment.



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 of expected behavior.
- Apply consequences appropriate for the action.
- Utilize our take 5 area to help children use self calming techniques
- 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.

Damage to property or Equipment-

Normal wear and tear is expected of equipment and for the facility while being used in the manor 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 to the Town of Gray for the replacement or repair. If restitution is not made in a timely manner your child will be suspended with no refund until restitution has been paid.