

KIDS CLUB: 2023-2024



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 camper to:

- Enjoy their summer
- 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. 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 Child Care Services	Nellie Levier	657-6762	nlevier@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 2023-2024 School Year

Tuesday September 5	Program begins—1st-5th before and after care K preview day with care before and after
Wednesday September 6	All students K-6 before and after care
Wednesday September 27	Early Release care provided
Friday October 6	CLOSED for Staff Development
Monday, October 9	CLOSED
Wednesday October 18	Early Release care provided
Tuesday November 7	GRAY CLOSED FOR ELECTIONS
Friday November 11	CLOSED
Wednesday November 15	Early Release care provided
Wednesday November 22	In service day - all day care provided
Thursday November 23	CLOSED
Friday November 24	CLOSED
Wednesday December 13	Early release care provided
Friday December 22	CLOSED
December 25-29	No School No Vacation Camp –CLOSED
Monday January 1	CLOSED
Monday, January 15	CLOSED
Wednesday January 17	Early Release care provided
Friday February 2	In Service day– Care provided
Wednesday February 14	Early Release care provided
February 19-23	Vacation– all day care provided
March 5th	Gray Elections– TBD
Friday March 8	CLOSED for Staff development
Wednesday March 13	Early Release care provided
Wednesday April 10	Early release care provided
Friday April 12	Gray Kids Club Closed building maintenance
April 15-19	Vacation– all day care provided
Wednesday May 15	Early Release care provided
Monday May 27	CLOSED
June 11th	Gray CLOSED for voting
*June 12th	Last Day of School
June 14th	Last day of Kids Club



REGISTRATION & PAYMENT INFORMATION

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

Payment must be made as described, weekly payment due the Friday before service. Service may be suspended if payments are not made.

Payments can be made in the following ways:

- Online through your account at www.gngrec.com– 24 hours a day, 7 days a week
- Dropped off at one of our offices located at Newbegin Gym
- Auto pay

Note– Kids Club staff can not accept your payments. Dropped off payments will need to be made during office hours Monday—Thursday 8:30-4:00 and Friday 8:30-12:00 to assure a staff is available to process payment.

Late fees:

All payments are due weekly on Fridays prior to services, if payment is not received an automatic late fee of \$25 will be applied to your account. Please be aware that your child (ren) may not be allowed to participate until any and all payments and fees are current. We will require Autopay payments to continue care if repeated late payments or no payments.

Note – payment schedules and requirements remain unchanged even in the event of closures, you may utilize online methods to make your payment.

If dismissal due to payment occurs, any enrollment made for this family in subsequent school years would need to be evaluated on a case by case situation.



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 camper to staff ratio will enable us to provide close supervision and care. The ratio will be no more than 8-10 students to 1 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 early 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.

Late Pick-Up

Kids Club closes at 5:30 each night.

From 5:35pm - 5:45pm 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 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
Text for schedule changes or absences



Sign-in/ Sign Out—Drop off/Pick up

We have moved to a digital sign in and out. 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 4:45-5:30 before that you will need to park and text hotline, a staff will bring your child to door, again understanding that it may take a few minutes– if you have an appointment and need a quick pick up, please plan on texting 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.

Day camp 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 are locked at all times for the safety of our students – please use hotline if dropping off or picking up after 7:45 and before 4:45. 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. 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.

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 personell 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. Frontline staff may not handle medication.

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 in your child's cubby such as indoor shoes in winter months and spare clothes. 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. 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 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 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.