

2019 – 2020

KIDS CLUB

PARENT MANUAL



# **KIDS CLUB PARENT MANUAL**

You made a great choice when you chose the Darien YMCA Kids Club Program as your child's after school program.

The Kids Club Program is intended for children 3 years old through 5<sup>th</sup> Grade. As a State Licensed Program, we are designed to provide children with quality activities, while incorporating the National YMCA's Character Development Program that emphasizes the values of Caring, Honesty, Respect and Responsibility. Our focus is to promote self-confidence and social growth through daily projects and practice.

We try every year to offer more activities in our program. Our daily activities include home work time, indoor / outdoor activities, recreational swim, arts and crafts and classroom games and activities.

Kids Club follows the Darien Public School calendar and also operates during early dismissal days. We offer Vacation Camp Programs on most days the public schools are closed (see information on following pages).

Throughout the school year if you have any questions or concerns, please don't hesitate to contact me at (203) 655-8228 ext. 1331 or [srichards@darien-ymca.org](mailto:srichards@darien-ymca.org).

I look forward to having a wonderful and exciting school year.

Suzanne M. Richards  
Director of Youth Development and  
Special Needs Programs

# PARENT INFORMATION

## **KIDS CLUB START DATES**

Kids Club begins on Thursday, August 29<sup>th</sup> for 1<sup>st</sup> – 5<sup>th</sup> Grade, Friday, August 30<sup>th</sup> for Kindergarten and Wednesday, September 4<sup>th</sup> for Pre-School. On Thursday, August 29<sup>th</sup> Kindergartners and their parents can come tour the school and meet some new friends from 1:00 – 2:00 PM.

## **HOURS OF CARE**

Kids Club starts at school dismissal and **ends at 6:30 PM.**

## **ACTIVITIES**

During Kids Club, your child will participate in recreation swim, gym time, outside play, group activities & games, arts and crafts and homework time throughout the week. Recreational swim is in the small pool from 5:40 – 6:10. Kindergarten swims on Mondays and 1<sup>st</sup> – 5<sup>th</sup> grade swims on Wednesdays.

## **EMERGENCY CONTACT INFORMATION**

NO child is released from the Darien YMCA Kids Club Program without the written consent of parent/ guardian. Those listed on the Emergency form must also include nannies, au pairs, babysitters and other carpool drivers. The emergency form and information is kept in Suzanne Richard's office. **PLEASE MAKE SURE THAT ALL INFORMATION ON THE EMERGENCY FORM IS KEPT CURRENT.** If a child becomes ill or injured at Kids Club, we must be able to reach a parent or other adult acting with the parent's permission.

## **AUTHORIZED PICK UP**

NO child is released from the Darien YMCA's Kids Club Program without the parent/guardian's written permission. Those listed on the emergency form other than parent, must have a note on the day of pick up. If an authorized person picks up your child regularly, one note may be written for the school year. Any changes to these schedules must be made in writing.

## **CUSTODY ISSUES**

Parents or guardians must notify the Director of Youth Development and Special Needs Programs of any custody arrangements involving their child(ren). Copies of court documents stating whom your child may or may not be released to should be on file. Law enforcement officers may require this information in the event that an unauthorized person seeks to remove your child from the program. A picture should be supplied if available, of any person(s) not allowed to pick up or visit your child(ren).

## **ABSENCES**

Please report all absences to Suzanne Richards at 655-8228 ext. 1331 or email [srichards@darien-ymca.org](mailto:srichards@darien-ymca.org). This is very important. If children do not arrive off the bus when scheduled, the staff will call the school or parent/guardian to be sure that they are safe.

## **SNACKS**

The Kids Club Program provides daily snack and juice. We are a **Peanut Free School**, and will not serve any food with Peanuts. We follow the YMCA of the USA's Healthy Eating and Physical Activity (HEPA) initiative into all of our Youth Programs. We will be serving healthy foods such as fruits, vegetables, healthy crackers, etc. (More info to follow) If your child has a food allergy or dietary needs, please be sure to discuss it with your child's teacher and director. If you would like to provide a special snack for your child's class, please be sure to check with the teacher to see if there are any allergies or dietary restrictions in the class. NO PEANUTS PRODUCTS PLEASE.

## **ATTENDING YMCA PROGRAMS**

Many parents are interested in signing their child(ren) up for other YMCA Programs such as swimming and gymnastics. These programs are often offered during Kids Club hours. Our staff will be happy to bring your child to his/her class. Please provide a note to your child's teacher informing them of name of class, time and day of class. **It is the responsibility of the parents to let the staff or director know that they have signed up for a YMCA class.**

### **MONTHLY BILLING**

All payments are automatically processed by the Darien YMCA on the 20<sup>th</sup> of each month, beginning August 20<sup>th</sup> using the Credit Card Information provided in the registration packet. If you need to make any changes to your child's schedule, please contact us by the 10<sup>th</sup> of the month prior.

### **SCHOLARSHIPS**

The Darien YMCA offers scholarships for those families that need help with their tuition. Scholarship applications are available at the front desk. Besides a completed application, you must supply us with a copy of your W-2 form or two of your most recent pay stubs. Applications should be returned to Suzanne Richards for approval.

### **FAMILY DISCOUNTS**

A 5% Family Discount will be applied to your tuition only if two or more children from the same immediate family are enrolled in the Kids Club Program.

### **WITHDRAWAL**

If for some reason a parent / guardian elects to withdraw his/her child from the Kids Club Program during the course of the school year, a written notice is required. All payments made previously will not be refunded.

### **EARLY DISMISSALS**

When the Darien Public Schools have early dismissal for conferences or prior to a holiday, Kids Club will start at the early dismissal time. On Conference Days we will remain open until 6:30 PM. On Wednesday, November 27<sup>th</sup> and Friday, December 20<sup>th</sup> Kids Club will close at 4:00 PM.

### **BEHAVIOR MANAGEMENT**

Discipline is handled in a positive manner, which is consistent with the developmental needs of the individual child. Clear behavior limits are set and the reasons for rules and regulations are explained. Discipline is something far more than punishment, obedience, rules and

restrictions. It is a way of helping a child learn some of the things he/she needs to know about getting along in the world and helping with their development and self-control. We try to help each child discipline him/herself, and we encourage children to act in accordance with the four Character Development values of the YMCA: Respect, Responsibility, Honest and Caring.

The Darien YMCA will follow some basic procedures that we recommend you review with your child.

1. If the staff experiences problems with a child, the participant's teacher will discuss the problem with the individual. A written documentation of the incident will be kept on file.
2. If the same problem re-occurs the Director will speak with the child and will ask the counselors to share this information with the parent.
3. If the behavior problem continues beyond this point, a conference with the Director, child and parent will decide whether the child should continue to attend the Kids Club Program.

# **VACATION CAMP**

Our Vacation Camp Program is available on most days when the Darien Public Schools are closed. A variety of activities are planned for pre-school children through 5<sup>th</sup> graders. Activities include arts and crafts, gym activities, outside play, classroom games and activities and special field trips for Kindergarteners through 5<sup>th</sup> graders. Half Day (9 – 1) and Full Day (9 – 4) programs are available for Pre-Schools. Kindergarten – 5<sup>th</sup> Graders are Full Day (9 – 4). Registration forms are available four weeks prior to each Vacation Camp.

**VACATION CAMP REGISTRATION IS AVAILABLE THROUGH ON-LINE REGISTRATION AT [WWW.DARIEN-YMCA.ORG](http://WWW.DARIEN-YMCA.ORG).**

## **VACATION CAMP DAILY FEES**

Pre-School ½ Day	Members- \$70.00	Non-Members- \$80.00
Pre-School Full Day	Members- \$90.00	Non-Members- \$100.00
K – 5 <sup>th</sup> Grade	Members- \$90.00	Non-Members- \$100.00

Extended Care is also available from 8:00 AM – 9:00 AM and 4:00 PM – 6:00 PM for \$10 per hour.

## **VACATION CAMP DATES**

Rosh Hashanah- September 30<sup>th</sup>  
Yom Kippur- October 9th  
Christmas Break- December 26, 27 & 30<sup>th</sup>  
Staff Development/ Martin Luther King- January 17<sup>th</sup> and 20<sup>th</sup>  
February Break- February 14 and 17<sup>th</sup> – 21<sup>st</sup>  
April Break- April 6<sup>th</sup> – 9<sup>th</sup> (closed Good Friday)

**\*\*We close at 4:00 on Wednesday, November 27<sup>th</sup> and Friday, December 20<sup>th</sup>\*\***

# **GENERAL INFORMATION AND POLICIES**

## **ADMISSION POLICIES**

Admission into the Kids Club Program is open to all children ages 3 years through 5<sup>th</sup> graders. **All participants must hold a current membership at the Darien YMCA.**

## **HEALTH POLICY**

The State of Connecticut requires a medical examination for all children attending Kids Club. All children must be up-to-date on their immunizations. Any changes during the school year in the child's medical status must be reported and updated on the child's medical form.

## **MEDICATION POLICY**

### *Non-Prescription medication:*

Non-Prescription medication or topical ointments may be administered by the Youth Services Director, the School Age Director or any other certified staff. Appropriate state provided permission forms must be completed.

### *Prescription medication:*

The administering of physician prescribed medication is not encouraged during the Kids Club Program hours. In the event that medications are required by a child, the Youth Services Director, the School Age Director or certified staff may administer the medication only if:

1. An appropriate state provided permission form is complete (see the School Age Director for these forms).
2. A signed doctor's note including the name of medication, dosage, time to be administered, and reason for prescription on file. This note may be hand delivered or faxed to the YMCA at (656-2267), attn: School Age Director with an original form to follow for the file.
3. All medication must be in the original container with a current prescription label.

4. Only one week's supply of medication is allowed on premises.
5. A new, signed permission form must accompany any changes in the dosage or medication before any medication will be given.

### **SNOW POLICY**

The Darien YMCA Kids Club Programs' closing may be obtained by listening to WSTC (1400 AM), WNLK (1350 AM) and WEBE 108 FM. Kids Club will not run when schools are cancelled or have early dismissal due to inclement weather. When schools are closed early due to inclement weather, there will be no Kids Club.

# **MUST BE SIGNED AND RETURNED TO KID'S CLUB STAFF**

## **Parent Handbook 2019-2020 Agreement and Consent Form**

**This is to certify that I have read and understood all of the policies inherent and implied in this Kid's Club Parent Handbook and I agree to follow and adhere to these guidelines.**

**This also certifies that I have been made aware of the Behavior Management plan as written in this handbook.**

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**Parental Signature(s)**

**Date**

**Name of Child:**

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