



KIDS CLUB
DARIEN YMCA



KIDS CLUB PARENT MANUAL 2020-2021

PARENT INFORMATION

KIDS CLUB START DATES

Kids Club begins on Monday, August 31st for 1st – 5th Grade, Tuesday, September 1st for Kindergarten and Wednesday, September 9th for Pre-School. On Monday, August 31st 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**. If your child is not attending Darien Public Schools or Holly Pond School, you may drop off at the YMCA starting at 3:10 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 1st – 5th grade swims on Wednesdays. (*subject to change)

EMERGENCY CONTACT INFORMATION

NO child is released from the Darien YMCA Kids Club Program without the written consent of parent/ guardian. Those listed as Authorized Pick Ups must also include nannies, au pairs, babysitters and other carpool drivers. **PLEASE MAKE SURE THAT ALL INFORMATION 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 as Authorized Pick Ups, 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. 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. 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 20th of each month, beginning August 20th using the Credit Card Information provided in our online system. If you need to make any changes to your child's schedule, please contact us by the 10th 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. Withdrawals must be made prior to the 20th of the month to avoid being charge for the upcoming month. 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 25th and Wednesday, December 23rd 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 staff 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 5th graders. Activities include arts and crafts, gym activities, outside play, classroom games and activities and special field trips for Kindergarteners through 5th graders. Half Day (9 – 1) and Full Day (9 – 4) programs are available for Pre-Schools. Kindergarten – 5th 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.

VACATION CAMP DAILY FEES

Pre-School ½ Day	Members- \$75	Non-Members- \$85
Pre-School Full Day	Members- \$95	Non-Members- \$105
Kindergarten – 5 th Grade	Members- \$95	Non-Members- \$105

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

Yom Kippur-September 28th

Christmas Break- December 28th, 29th & 30th

Martin Luther King Wknd- January 15th & 18th

February Break- February 12th & 15th – 19th

April Break- April 12th – 16th

****We close at 4:00 on Wednesday, November 25th
and Wednesday, December 23rd****

GENERAL INFORMATION AND POLICIES

ADMISSION POLICIES

Admission into the Kids Club Program is open to all children ages 3 years through 5th 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 Director of Youth Development and Special Needs Programs 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 Director of Youth Development & Special Needs Programs or certified staff may administer the medication only if:

1. An appropriate state provided permission form is complete (see the 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: Suzanne Richards 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.