KIDS CLUB PARENT MANUAL 2026-2027

PARENT INFORMATION

KIDS CLUB START DATES

Preschool - Wednesday, September 8th
Kindergarten - Thursday, August 27th
1st – 5th Grade - Wednesday, August 26th

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 3:15 PM.

ACTIVITIES

During Kids Club, your child will participate in supervised homework & reading time, swim time, outside play, group activities & games and arts and crafts throughout the week.

PICK UP PROCEDURE

Parents will be given the option of parking their car and coming inside the school wing to pick up your child or have one of our staff bring your child to your car in the pick-up circle. If you choose to have a staff bring your child to you, you will pull into the pick-up circle and call the Youth Cell Phone at (203) 415-0361. Let the staff know the child's name and grade. The child will then be brought out to the car. If you choose to come into the school wing to get your child, please park your car and come in. The code to the door will be provided prior to school starting. All visitors must wear a mask when entering the school wing.

EMERGENCY CONTACT & AUTHORIZED PICK UP 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.

CUSTODY ISSUES

Parents or guardians must notify the Youth Development Director 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 John Novak at 203-655-8228 ext. 1331 or email jnovak@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. **We do not have access to the schools Dismissal Manager.

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 Melissa Stern for review.

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. <u>All payments made previously will not be refunded.</u>

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 23rd and Friday, 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.

HEALTH PROCEDURES

**These policies and procedures are subject to change as new information or best practices evolve and change from local health department, the OEC & CDC. **

The Darien YMCA Child Care Programs are licensed by the CT Office of Early Childhood (OEC). Working with the OEC, CDC, and the Darien Health Department, we have put together a set of guidelines and procedures that must be adhered to by ALL students, staff and parents in order to provide the safest experience for everyone.

Sick Child/Staff:

• If someone begins to feel ill while at the YMCA, they will be brought to the Directors office privately to be evaluated

• Sick person will be isolated, student or staff will be required to leave the YMCA if a temperature over 100.0 is recorded. If a fever is present and the ill person is sent home, they will be allowed to return **after being 48 hours fever free without the aid of medicine** so long as:

- no other related symptoms become present
- they pass the health screening in the morning

- Other illnesses such as cough will be evaluated on a case by case basis

Reportable Cases
There is an extensive list of illnesses and diseases that need to be reported to the Connecticut Department of Public Health (DPH). For more information on these reportable cases please follow the link below.

https://portal.ct.gov/DPH/Epidemiology-and-Emerging-Infections/Reporting-of-Diseases-Emergency-Illnesses-Health-Conditions-and-Laboratory-Findings

Illnesses At the YMCA
• Students and staff who become ill at the YMCA will be evaluated by the Director.
• If a fever is present and the ill person is sent home, they will be allowed to return **after being 48 hours fever free without the aid of medicine** so long as:
- no other related symptoms become present
- they pass the health screening in the morning

As is the case with any other year, we will defer to our on call physician consultant, Dr. Philip Negus of Stamford Medical Group in Darien, if a judgement call needs to be made on specific and immediate health related decisions.

For injuries unrelated to illness, the Director will treat them according to our general "standing orders". The Director will use appropriate PPE and follow cleaning protocols in between students for all cases of illness and injury. Please note: The health and safety of all our families relies on the honesty and intentionality of how we treat illness and suspected illness. We will be honest with you and do our best to keep your students safe, but it will take all of us acting responsibly with abundant caution to make it possible.

At Home Precautions
We are asking that all staff and children adhere to the following guidelines for at home precautions:
• Come to the YMCA each day with freshly laundered clothes, including outerwear if necessary
• Wash hands, shower, and clean soft surfaces immediately like towels, backpacks, lunchboxes, etc.
• Monitor if symptoms develop
• Use social distancing protocols if necessary, while in public or around people

Group Sizes: Our groups follow a 1:10 staff to child ratio as stated by the OEC in our license requirements.

Student & Staff Hygiene: Most classrooms at the YMCA have sinks in them as well as bathrooms close by. Teachers will also have plenty of hand sanitizer for their group. Students will wash their hands or use hand sanitizer upon entering the YMCA, in between activities, before and after lunch & snack, before and after using shared equipment and after sneezing, coughing or blowing their nose.

Enhanced Cleaning: We will be enhancing our cleaning and sanitizing procedures throughout the YMCA. These procedures will be consistent with best practice and guidelines presented by the CDC, the OEC, Y-USA, and local health. We will update cleaning procedures, as necessary.
Groups will be given a set of supplies to use throughout the week to minimize the use of shared equipment with other groups. This individual groups supplies will be cleaned as necessary and again at the end of the week. Before using any supplies, all children and staff will wash or sanitize their hands and will continue to do so throughout the day. Any activity that requires shared equipment between groups will have an appropriate and specific cleaning policy that meets the aforementioned standards.

Bathrooms: Our staff will clean and disinfect the bathrooms periodically throughout the day.

Busing: We will have buses from all five elementary schools for our Kids Club After School Program at school dismissal.

Please note and understand that any other the above mentioned policies may change or be added to, based on guidance from the local health, state health departments, Y Alliance, Office of Early Childhood or otherwise determined by the Directors of the Darien YMCA to promote and maintain the health and wellbeing of our students, staff and members.

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 throughout the school year.**

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: John Novak 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.

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- $85	Non-Members- $95
Pre-School Full Day	Members- $110	Non-Members- $120
Kindergarten – 5th Grade	Members- $110	Non-Members- $120

Extended Care is also available from 8:00 AM – 9:00 AM and 4:00 PM – 6:00 PM for $15 per hour.

FALL VACATION CAMP DATES:

Yom Kippur- September 21ST
Professional Development-November 3rd

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

MUST BE SIGNED AND RETURNED TO KIDS CLUB STAFF

Parent Handbook
2026-2027
Agreement and Consent Form

This is to certify that I have read and understood all of the policies inherent and implied in this Kids Club Parent Handbook, Policies & Procedures and our Behavior Management plan. I agree to follow and adhere to these guidelines.

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Name of Child

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Parental Signature(s) Date