

GALENA



Parents:

Changes are made yearly to our handbook...please read the entire packet!

Don't forget to sign page 13 and return it to the ARC!

**River Ridge
Kids Club
Program**

2014-2015

Handbook

Updated
07/18/2014

River Ridge Kids Club Program

4141 IL.RT 84 S

Hanover Il. 61041

Phone # directly to Staff/children 815-858-9005

- ARC Main office Phone # 777-2248

River Ridge Kids Club Program

The River Ridge Kids Club Program is operated and managed by the Galena Art & Recreation Center (ARC). The main office is located at 413 S. Bench Street, Galena IL. 61036. The main office phone number is 815-777-2248. The ARC is a non profit, charitable and educational organization serving the Galena area for over 40 years offering a variety of programs including child care. The governing body of the organization is run by a board of directors consisting of nine community members. For a current list of board members see our website at www.galenaarc.org

The Executive Director of the ARC is Dave Decker. He can be reach at 815-777-2248 ext. 21 or at executivedirector@galenaarc.org.

The Child Care Director of the ARC is Brenda Jakel. Brenda is the managing director in charge of the River Ridge Kids Club Program located at the River Ridge School. She can be reached at 815-777-2248 ext. 22 or childcaaredirector@galenaarc.org.

Staff having immediate responsibility for the daily conduct of the program is:

Lead Teacher: Alycia Lyne

Teachers Assistant:

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A Typical Day at River Ridge Kids Club Program
4141 IL. RT 84 S. Hanover IL. 61041

DAILY PROGRAM

3:00-3:15: Arrival

3:20-4:00: Gym for a planned recreational activity

4:00-4:15: Free time in gym

4:15-4:30: Snack time/ Socialization with each other

4:30-5:00: Planned arts/craft OR group activity in room. Start homework (if parents have requested)

5:00-5:30: Planned large group activity OR simple arts/craft activity

5:30-6:00: Free play/Pick Up

Program Enrollment Policies:

1. Children must be 3-12 years old to attend River Ridge School District.
2. An ARC contract for services and a receipt of handbook must be completed prior to child attending.
3. Family accounts must be in good standing with the ARC before enrollment in program.

• **Enrollment policy for students with special needs:**

The River Ridge Kids Club may use the following criteria to enroll students on a trial basis to determine if the After School Program can fully meet the student's needs. The center will not use eligibility criteria which screens out children with special needs, and will make reasonable modifications in policies, practices and procedures to accommodate all children.

1. The Galena ARC Child Care Director is required to attend all IEP meetings for children seeking enrollment.
2. If a child has been assigned a one on one aide in the regular school classroom to meet his/her needs it may be determined that a one on one aide be required in the ARC's programs. .
3. A child's progress will be closely monitored and the plan may need to be modified and an aide may be eliminated and/or added with changes in the child's IEP, individual needs, behavior, or other circumstances.

Guidance and Discipline

Philosophy

We believe that discipline should be done in a positive, gentle way to maintain a child's sense of self-esteem. We recognize that children are unique and special and that they have specific needs and considerations. The goal is for children to become self disciplined so that they are aware of way to handle different emotions and situations.

Strategies that will be used

A variety of strategies are used to help guide children's behavior. A strategy will be effective in some situations and with some children but may not be effective at another time. Each child and situation is different so different strategies maybe used.

The following strategies will be used to promote positive interactions among children and adults in this facility:

1. We set clear and consistent limits by explaining what is expected of each child. We take the time to explain why a behavior is expected and we speak slowly and clearly using a calm, friendly voice.
2. We reinforce appropriate behavior with both words and gestures. It is important to acknowledge positive behavior. This helps to encourage the child to repeat the behavior.
3. We redirect or divert children when appropriate. This means having the child be redirected to another activity or area.
4. We offer simple reminders to children about the limits and expectations. Children will often become distracted during plan activities and will need to be reminded of appropriate behavior patterns.
5. We encourage the children to use problem solving strategies or techniques. This helps to build their self-esteem and communications skills.
6. We encourage children to verbalize their feelings and their needs at all times. This creates a sense of trust.
7. We provide children with appropriate choices for their. Behavior. This gives them the opportunity to make decisions.
e.g., "Would you like to wait here for your turn to paint? A picture or would you like to play somewhere else and I will call you when it is your turn?"
8. We help the children with natural and logical consequences so they can understand the outcomes of their behavior. E.g. "When a cup is placed on the edge of the counter, it will fall and spill the water." "Here is a sponge to wipe it up."

9. We do not use corporal punishment (spanking, hitting, shaking, and deprivation of meals or snacks) as a form of punishment in this facility.

Behavior Management Policy

The River Ridge Kids Club has adopted the following policy to deal with aggressive behavior. This policy was established to protect all children, including the child exhibiting the aggressive behavior. If a child has three aggressive behaviors in one calendar year the child may be removed from the program. If a student is asked to leave early for the day, or suspended for a period of time parents will continue to be billed for tuition. An incident report will be sent home if a child displays negative physical aggressive behavior such as hitting, shoving, punching, and/or biting. Verbal aggression may also be included in an incident report such as swearing, and/or name calling. Inappropriate sexual behavior will also be addressed in the same manner. Below are the steps we will follow should your child show aggressive behavior at the center.

First Occurrence:

An incident report is sent home and the teacher will make it a point to speak to the parent regarding the child's behavior per phone call or short end of day conference. Teachers and parents will discuss situations that arise that may trigger a child to react in this manner. A plan will be agreed upon by teachers and parents to monitor the child as to prevent that child from being in situations that can result in this aggressive behavior. The teacher will also help to show the child a way to deal with the situation in a positive manner while here at the River Ridge Kids Club. Parents are expected to discuss the matter at home with their child and discuss different choices for behavior. Discussion will include any changes or situations that may be going on in the child's regular schedule.

Please note: If the teacher feels at any time the behavior/situation warrants, parents may be called to come and pick their child up immediately for the remainder of the day. Depending on the severity of the situation a suspension may happen. Suspensions will be determined by the Child Care Director.

Second Occurrence:

After the second aggressive behavior report has been sent home the Child Care Director will ask for a scheduled conference which must include the teachers, program director, and child. The conference will be held to find ways in which we can work together for the benefit of the child and the group of children of which he/she is a part. After the conference the teachers will try the ideas in the classroom that were agreed upon. Working together as a team will benefit the child in learning to gain control over his/her own behavior. At this time the parents and child will understand the severity of the problem and realize that after another incident report they may be asked to leave the program.

Please note: If the teacher feels at any time the behavior/situation warrants, parents may be called to come and pick their child up immediately for the remainder of the day. Depending on the severity of the situation a suspension may happen. Suspensions will be determined by the Child Care Director.

Third Occurrence:

After the third aggressive behavior report has been sent home the Child Care Director must take into consideration the needs and safety of the other children/staff in the program. Some children do not adapt well to a large group setting. These children may need a smaller group setting to meet their individual needs. At this point the Child Care Director will meet with the parents to discuss alternative care options or decide to continue to work with the child if they have seen substantial improvement.

Please note: If the teacher feels at any time the behavior/situation warrants, parents may be called to come and pick their child up immediately for the remainder of the day. Depending on the severity of the situation a suspension may happen. Suspensions will be determined by the Child Care Director.

*** If after 15 minutes a parent/guardian has not been contacted and a plan made for their child to be picked up emergency contact people will be called.**

Schedules:

River Ridge Kids Club Program: When a parent registers their child for this program they are required to choose a SET weekly schedule for their child. The choices are any days M-TH. This will be their committed schedule for the school year. This ARC program follows the Galena Public School calendar. Should your family decide to go on a vacation on a day that is not a scheduled school holiday, you will be required to maintain the normal payment schedule.

Sick days: If your child will not be attending because of illness, we would like you to phone in this absence to the Galena ARC 815-777-2248 ext 22 or let the school know to tell us... No tuition refunds will be given for days missed because of illness.

Holidays: The ARC observes the following holidays and will be closed: Labor Day, Thanksgiving Day & the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, and Memorial Day & Independence Day. We follow the River Ridge school calendar: see attached copy.

Contract Change: Parents must give two week notice to change contracted days of service. Please understand a change may only happen if the River Ridge After School Program has space.

Withdrawal from the program: If it becomes necessary to withdraw your child, a two week written notice is required. If a written withdrawal is received with less than a two week notice parents will remain responsible for two weeks payment.

- **Arrival:**

River Ridge Kids Club Program: Children are released from school at 3:00 and will arrive immediately following dismissal. The children are to walk to the cafeteria to be checked in by River Ridge Kids Club Program Staff. If the child is not there by 3:05 Staff will make contact with school officials to see where the child is at, and then will make contact with parent/emergency contact.

- **Pick-up:**

Children will be released only to the parent or person authorized in writing by the parent to pick up the child. Be sure to include on the authorization form any relatives, siblings, or friends that may possibly be picking up your child. *Please be aware that any person listed on the pick up form may be asked to provide identification to the staff.* Please be patient with staff who may not recognize everyone, this is done for your child's protection. We will continue to offer the option of children signing themselves in/out of our program with parental permission. If you are interested in this option permission form must be filled out prior to the start of the program.

All children must be picked up by 6:00 pm. If a child has not been picked up by 6:15 we will begin calling all names listed on his/her emergency card twice. Staff will not hold the child responsible for the late pick up. If after a half hour parents and/or other authorized emergency persons have not been contacted and the child has not been picked up we will contact the authorities (DCFS hotline and Sheriff Dept)

- **Inclement Weather:**

If the River Ridge Public schools have canceled classes for the day, the information will be announced on local radio stations.

If the students are already at school: and school gets cancelled, so will all activities at the school including the Kids Club Program.

If school is cancelled in the morning before the children attend school: we will make every effort to staff the Galena ARC Cool Camp (@ 413 s. Bench Galena Il. 61036) as soon as it is safely possible to arrive. Our goal is to be open by 8:00 am; please check our website and answering machine 815-777-2248 and verify the time staff will arrive. On snow days all children registered in the River Ridge Kids Club program are welcome to join us. Parents will only be billed for the day if their child attends. Please see back page.

Student Needs:

- **Indoor Dress:** Children should be dressed in comfortable clothing so that he/she is able to participate in all activities from games in the gym/outside to painting at the easels. Children will be required to wear an art shirt and every effort will be made to protect your child's clothing. Accidents WILL happen so please select your child's clothing accordingly.
- **Outdoor Dress:** We will be playing outside as often as the weather permits, so please send your child with a coat, snow pants, hat, mittens and boots (snow or mud) when necessary. On days your child wears boots to school; please make sure they have a dry pair of shoes to wear inside the classroom and gym. During the winter, children who wear boots and snow pants may play anywhere on the playground. Those without boots and/or snow pants must stay on the shoveled areas. In the summer we will assist the children with sunscreen application before we go outside.
- **Candy & Food:** Children are **not** allowed to bring food into the classroom. **Candy, soda and gum are not allowed.**
- **Toys & Personal Belongings:** Toys should not be brought to the River Ridge Kids Club Program (We have found it causes problems with sharing and other issues if the toy were to become broken or lost.
- **Photography:** Photos and videos are periodically taken of participants during programs at special events, trips or at the ARC. These photos/videos may be used for ARC publications, website and/or local newspapers. If for any reason you do not want your child's picture used please contact the director.
- **Illness:** Children will be screened upon arrival for signs of illness. Children with diarrhea and/or vomiting and/or rash and/or fever (oral temperature of 101 F or higher) shall not be allowed to stay at the River Ridge Kids Club Program, while those symptoms persist. Children are able to return to the River Ridge Kids Club Program when they have been symptom free for 24 hours.
- **Emergency Procedures:** The River Ridge Kids Club Program will conduct drills for possible emergency situations. Drills will be conducted once a month for fire and twice a year for tornado. We will maintain records of the dates and times drills were conducted. A floor plan is posted in our classrooms indicating primary and secondary exit routes.

Emergency Medical Care:

A. Our staff are trained and will provide initial first aide treatment for your child, in the event that your child may need emergency medical care our staff will obtain prompt medical services first and then notify parents.

B. If your child isn't to receive Medical care due to religious beliefs, we would need to have this in writing and from the parent and a certified practitioner for a child exempt from medical care on religious ground.

- **Pest Management:** The River Ridge School District will be responsible for any and all chemicals for insect and rodent control will be applied in minimum amounts and will not be used when children are present in the facility. Over the counter products will be used only according to the package instructions. Commercial chemicals, if used, will be applied by a licensed pest control operator and will meet all standards of the Department of Public Health (Structural Pest Control Code, 77 III. Adm. Code 830). A record of any pesticides used will be maintained at the facility.

Any extensive extermination of pests or rodents will be conducted by a licensed pest control operator under the direct observation of the River Ridge School to insure that residue is not left in areas accessible to children. This will all be done by the individual Schools, and never done while children are in the Building. Parents will be notified in writing no earlier than 48 hours, nor later than 30 days as to when applications will be made of Pest Management and it will be posted in Rooms. Before a child is enrolled, the River Ridge Kids Club Program shall provide a summary of its pest management plan and uses of pesticides to the child's parents or guardians.

Parent Responsibilities:

- **Participation:** Parental support and participation are the keys to a successful after school program. We welcome and encourage communication between parents and on Site School age coordinators. Please feel free to talk to our Site School age coordinators /Childcare Director about any concerns you may have about your child (ren) and/or the program. We will work with you to find a solution. In return we expect parents to conduct themselves in a professional manner when dealing with staff and administration. The River Ridge Kids Club Program will not tolerate bad language, disrespect of staff/administration & lack of parental involvement. The River Ridge Kids Club Program reserves the right to terminate services due to improper parental behavior.
- **Open Door:** The River Ridge Kids Club Program has an open door policy for all its programs and activities. Parents/guardians are welcome to drop in to see their children or phone them at any time.
- **Behavior Management Program:** Parent/Teacher conferences may be held if the staff feels there are specific concerns we would like to share with parents. This is a great time to work together with staff to ensure your child's success. The River Ridge Kids Club Program follows their Behavior Management Plan for all children in our programs. The plan is listed in detail on pages 4&5. If the need arises for a student to be removed from the program by the request of River Ridge Kids Club Program a withdrawal plan will be agreed upon by the parent and teacher.

- **Supplies:** Parents may be asked to provide specific supplies for their child if we are trying to complete a particular project. These supplies will not be costly and may be things that you already have around the house, such as egg cartons or paper towel tubes.
- **Medications:** The River Ridge Kids Club staff does not administer medication of any kind for any reason without a medication authorization form. This form must be filled out prior to any medication given to your child. The medication must be in its original container, with your child's name on it. **The first dose of medication must be give by parents. If medicine is already at the school the student's teacher will walk medicine to the River Ridge Kids Club Program staff and hand it directly to them.**
- The River Ridge Kids Club Program staff does not administer injections to any child enrolled in our programs (except epicene). If injected medication is required during the River Ridge Kids Club Program programs, a parent may 1) bring the injection in the original container with the child's name on it for the child to administer to him/herself, or 2) join the child at the program in order to administer the medication. A medication permission form will be provided upon request.
- **Allergies:** Please make us aware of any allergies your child (ren) may have. We will store any medication at the River Ridge Kids Club Program that your child may need in case of an allergic reaction. A medication authorization form will need to be filled out prior to starting the program.
- **Phone numbers/Emergency contacts:** Please keep us up to date on any changes in phone numbers, either of the parents or other emergency contact people.

Program Fees

- **Registration:** A once a year, non-refundable registration fee of \$25.00 will be collected to hold your child's spot in the River Ridge Kids Club Program. This registration fee is collected during the River Ridge Kids Club Program registration at the River Ridge School.

Tuition:

- **4 DAY WEEK:** Monday / Thursday \$28/week- 1 child \$44/week- 2 children \$56/week- 3 children
- **3 DAY WEEK:** Monday / Thursday \$21/week- 1 child \$33/week- 2 children \$42/week- 3 children
- **2 DAY WEEK:** Monday / Thursday \$14/week- 1 child \$22/week- 2 children \$28/week- 3 children

Weekly tuition fees are due every Thursday. Payments are made for the current week. All tuition payments must be given to Staff. If you would have a question about your bill, please call 815-777-2248 ext 22. Payments may be made by credit card weekly or monthly, at the Galena

ARC 413 s. Bench St. Galena Il. 61036. See enclosed tuition fees for the River Ridge Kids Club Program.

- **Late payment:** A \$10.00 per day fee will be charged for each day after the original payment due date. If payments are two weeks outstanding, the ARC reserves the right to ask for pre-payment of services and/or terminate services.

Late pick up/Early drop off: If your child is routinely picked up late or dropped off early additional fees may be charged. A late fee of a \$1.00 per minute may be charged. Staff will not hold child responsible for the late pick up. . If after a half hour parents and/or other authorized emergency persons have not been contacted and the child has not been picked up we will contact the authorities (DCFS hotline and Sheriff Dept)

- **Return check:** There will be a \$25.00 fee for any returned check. After one returned check the ARC reserves the right to require cash payment and/or pre payments only.
- **Holidays:** The ARC observes the following holidays and will be closed: Labor Day, Thanksgiving Day & the day after Thanksgiving, Christmas Eve Day, Christmas Day New Years Day, and Memorial Day & Independence Day. There will be no charge for these holidays.
- **Withdrawal from the program:** If it becomes necessary to withdraw your child, a two week written notice is required. If a written withdrawal is received with less than a two week notice parents will remain responsible for two weeks payment. In order to re-enter the program the family account must be in good standing with the ARC. This includes all ARC activities, sports & session classes. Parents may be required to pre pay for services.
- **Suspension from the program:** If it becomes necessary for your child to be suspended from the program, parents will remain responsible for payment during their child's suspension.

Fieldtrips/Transportation:

Any fieldtrips taken by the River Ridge Kids club would be a walking field trip in which the staff would walk the children from the School building to the place of destination. At no time would the children be getting in a form of transportation while they were in the care of the River Ridge Kids Club program. For each and every fieldtrip a memo and permission slip will be sent home with each and every child.

Cool Camp Days/School Holidays: These Galena ARC programs are in progress when the River Ridge Public Schools are not in session. If a Cool Camp Day happens to fall on your child's regularly scheduled day you will have the option to sign them up for the Cool Camp day at the Galena ARC (413 South Bench St Galena Il. 61036) and parents will be billed accordingly.

The ARC will be open from 7am-6pm (413 S. Bench St. Galena Il. 61036). We ask that all children be dropped off by 9:00am. Walking trips are common in the morning, so please call to determine the location of the group if you plan to drop off after 9:00 am.

If you know that you will not need our services for Cool Camp Days you may opt out of **ALL** of them at registration time. Parents can add Cool Camp Days to their child (ren)'s already committed schedule if the Galena ARC has space available.

If you have any questions please call the Childcare Director @ 815-777-2248 ext. 22

I have read and understand the River Ridge Kids Club Program, policies stated in their handbook. I agree to abide by these policies and work with the staff to ensure my child's continued success in the River Ridge Kids Club Program

Parent's Name _____

Parent's Signature _____

Date _____

Please return the bottom section of this form to ARC staff.