



Believe in Us



Parents:

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

Don't forget to sign page 14 and return it to the ARC!

Galena ARC
Kids Club
2023/2024
Handbook

Monday through Friday
3:05- 5:30

Galena ARC Galena Primary School
Galena IL. 61036

• ARC Main office Phone # 777-2248

Updated 01/2023

The Galena ARC Kids Club is operated and managed by the Galena Art & Recreation Center (ARC). The main office is located at 11084 HWY 20 W, 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 Galena ARC Kids Club Program located at the Galena Primary School. She can be reached at 815-777-2248 ext. 22 or childcaredirector@galenaarc.org.

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

School Age Site Coordinator: Kenzie Casper, Kaileah Gornick, Nicole Bauer Monica Evans

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A Typical Day at Galena ARC Kids Club @ Galena Primary School
219 Kelly Lane. Galena IL. 61036

DAILY PROGRAM

3:00 - 3:15: Arrival/check in

3:20-4:00: Quiet Reading/Homework

4:00-4:15: Snack time/ Socialization with each other

4:15-5:30 planned arts/craft OR group activity, simple arts/craft activity, free play

Program Enrollment Policies:

1. Children must be 5-12 years old to attend Galena ARC Kids Club.
2. A Galena ARC Kids Club contract for services, informational sheet, and a receipt of handbook must be completed prior to child attending.
3. Family accounts must be in good standing with the Galena ARC Kids Club before enrollment in program.

• Enrollment policy for students with special needs:

The Galena ARC (Galena) may use the following criteria to enroll students on a trial basis to determine if the Kids Club/Cool Camp 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. 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. This aide must be furnished at the parent/guardian expense.
2. 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 some situations and with some children but may not be effective at another time. Each child and situation are 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 play 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

Galena ARC 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 Galena ARC 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:

Galena ARC Kids Club: When a parent registers their child for this program they are required to choose a SET weekly schedule for their child. The choices are M-F, M/W/F & T/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 Kids Club: 815-777-2248 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 Galena Primary school calendar: see attached copy.

Contract Change: Parents must give two weeks' notice to change contracted days of service. I understand a change may only happen if the Galena ARC Kids Club 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:**

Galena ARC Kids Club: Children are released from school at 3:00 and will arrive immediately following dismissal. At the Galena Primary School. The Galena School District will be responsible for getting the kids there from the Middle School; the Children in the Primary Building will walk from their classroom to the Cafeteria. Galena ARC Kids Club staff will check with School official on any children that are not there by 3:25. After this a phone call will be made to Parents or emergency contacts to locate the child.

- **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 **5:30 pm**. If a child has not been picked up by 5:45 we will begin calling all names listed on his/her emergency card twice. Staff will not hold child responsible for 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 Galena Public schools have canceled classes for the day, the information will be announced on local radio stations. All students are welcome to come to the Galena ARC for Cool Camp (11084 W. HWY 20 Galena Il. 61036).

If the students are already at school: and school gets cancelled because of weather and/or an emergency, they will come over to the Galena ARC Cool Camp Program at 11084 HWY 20 W. Galena Il. 61036, for the remainder of the day.

If a snow day happens to fall on your child's regularly scheduled day, we WILL be expecting them to attend, and parents will be charged accordingly. If a snow day falls on a day your child is not regularly scheduled, they are welcome to attend if the ARC **Cool Camp Program** has space available. Parents are required to call #815-777-2248 and decide prior to their child attending.

If school is cancelled in the morning before the children attend school: we will make every effort to staff our **Cool Camp Program** (@11084 HWY 20 W 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 Galena ARC Kids Club program are welcome to join us. If you would like your child to attend for the day please phone #815-777-2248 and plan for attendance. Parents will only be billed for the day if their child attends.

Student Needs:

- **Indoor Dress:** Children should be dressed in comfortable clothing so that he/she is able to participate in all activities including games in the gym and outside. 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 Galena ARC Kids Club. 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 100 F or higher) shall not be allowed to stay at the Galena ARC Kids Club, while those symptoms persist. Children are able to return to the Galena ARC Kids Club when they have been symptom free for 48 hours.
- **Emergency Procedures:** The Galena ARC Kids Club 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 Galena 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 a staff member to ensure 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 Galena ARC Kids Club staff shall provide a summary of its pest management plan and uses of pesticides to the child's parents or guardians.

Parent Responsibilities:

- **Participation/Communication:** Parental support and participation are the keys to a successful after school program. We welcome and encourage communication between parents and 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. In addition, any memos notices or flyers will be placed in child's backpack. 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 Galena ARC Kids Club will not tolerate bad language, disrespect of staff/administration & lack of parental involvement. The ARC (Galena) reserves the right to terminate services due to improper parental behavior.
- **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 Galena ARC Kids Club follows their Behavior Management Plan for all children in our programs. The plan is listed in detail on pages 6&7. If the need arises for a student to be removed from the program by the request of the ARC, 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:** Galena ARC 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. **Parents are required to give Students the very first dose of any medication, to reassure no reactions will happen. If medicine is already at the school the student's teacher will walk medicine to the Galena ARC Kids Club staff and hand it directly to them.**
- The Galena ARC Kids Club staff does not administer injections to any child enrolled in our programs (except epinephrine). If injected medication is required during ARC 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 Galena ARC Kids Club 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.
- **Bus Rules:** Parents must review the Galena Primary School bus rules included in the Galena Primary School handbook with their children. We will work with parents, the bus driver & school to ensure a safe bus experience, however the Galena ARC Kids Club responsibility begins when the children exit the bus at the center. If your family is experiencing problems please come to us and we work with you and the school principal.

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 Kids Club, Cool Camp programs. This registration fee is collected during the Summer Camp registration. If your child did not attend our summer camp program the fee will be collected at Galena ARC Kids Club registration, during School registration time.

Tuition:

Please see contract for most current pricing.

- Weekly tuition fees are due every FRIDAY. Payments are made for the current week. Galena ARC Kids Club Staff may collect payments but are not able to answer questions about payments. Payments may be made by credit card weekly or monthly, by calling the ARC office @815-777-2248.
- **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 Galena ARC Kids Club 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 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)

- **Return check:** There will be a \$25.00 fee for any returned check. After one returned check the Galena ARC Kids Club 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 Galena ARC Kids Club. 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.
- **Emergency Pandemic:** As we are governed by the Galena School District, we will follow all of their protocols for the any pandemic, such as wearing face masks, temping children and social distancing.

Cool Camp Days/ SIP Days: These ARC programs are in progress when the Galena Public Schools are not in session. If a Cool Camp Day/SIP day happens to fall on your child's regularly scheduled day to attend we WILL be expecting them to attend for the Cool Camp Day/SIP day and parents will be billed accordingly. If you know that you will not need our services for Cool Camp Days/SIP days you may opt out of ALL of them at registration time. Parents can add Cool Camp Days/SIP days to their child (ren)'s already committed schedule if the ARC has space available.

Please be aware that if a SIP day falls on a day your child is not regularly scheduled to come to the ARC we will not be expecting them. Parents must call the ARC and make prior arrangements for attendance

I have read and understand the Galena Art & Recreation Center's 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 Kids Club/ Cool Camp/ Summer Camp programs.

Parent's Name _____

Parent's Signature _____

Date _____

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