



2025/2026 Handbook

Galena Art & Recreation Center
11084 US Hwy 20W Galena IL 61036
ARC Office Phone 815-777-2248
childcaredirector@galenaarc.org
www.galenaarc.org

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 reached at 815-777-2248 ext. 21 or at executivedirector@galenaarc.org.

The Child Care Director of the ARC is Sonya Bussan. Sonya is the managing director in charge of the Galena ARC Kids Club Program located at the Galena Elementary/Middle School (GEMS). She can be reached at 815-777-2248 ext. 22 or childcaredirector@galenaarc.org.

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A Typical Day at Galena ARC Kids Club

DAILY PROGRAM

2:45 - 3:05: Arrival/check in

3:05: any students not checked, calling to locate will begin

3:15-4:00: Large Motor Activities

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

4:15-5:30 Quiet activities; reading, homework, arts/crafts or free play

Program Enrollment Policies:

1. Children must be Kindergarten-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 as well as any additional state required paperwork including your child's birth certificate and a current physical and immunization record.
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 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.

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 and parents will be notified each time a child displays negative physical aggressive behavior such as hitting, shoving, punching, biting, verbal aggression such as swearing, and/or name calling or inappropriate sexual behavior will also be addressed in the same manner.

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 to prevent that child from being in situations that can result in this aggressive behavior. The teachers will also help to show the child a way to deal with the situation in a positive manner while in the ARC program. Parents are expected to discuss the matter at home with their child and discuss different choices for behavior. Discussions will include any changes or situations that may be going on in the child's regular schedule.

If after 15 minutes, a parent/guardian has not been reached, emergency contact people will be called to pick up the child.

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.

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. This will be their committed schedule for the school year. This ARC program follows the Galena Public School calendar.

Vacation: Each family is eligible for two weeks (10 contracted days) of vacation at no charge. All vacations/days must be scheduled with the ARC two weeks in advance of the date. **If a two- week notice is not given, parents will be responsible for the contracted weekly fee.** All other days, that your child does attend ARC Kids Club will be billed according to your contract.

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 Year's Day, Memorial Day and 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. Contracts may only be changed one time per school year.

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 from 2:45-3:00 and will arrive immediately following dismissal. At the Galena Elementary/Middle School. Galena ARC Kids Club staff will check with School official on any children that are not there by 3:05. 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.

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 person 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 Galena Public schools have cancelled classes in the morning before children attend school: the information will be announced on local radio stations and via text message. If Galena Public Schools have cancelled for the day, the ARC will also close, Kids Club will not be provided. Please check for a text message, our website or Facebook page for announcements. **You will not be charged for weather-related cancellations.**

If the students are already at school: and school gets cancelled because of weather and/or an emergency, the ARC will offer Kids Club for the remainder of the day as long as travel is possible. If the Jo Daviess County Sheriff advises no travel, the ARC will close early.

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 24 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:**

Our staff are trained and will provide initial first aid 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.
- **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 Ill. Adm. Code 830). A record of any pesticides used will be maintained at the facility.

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 or 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 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.
- **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 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.

Program Fees

- **Registration:** A once a year, non-refundable registration fee of \$30.00 will be collected to hold your child's spot in the Kids Club Programs. This registration fee is collected at the beginning of the school year

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/debit card through email invoicing. If interested in this option please call the ARC office to start electronic payments.
- **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.
- **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.

Kids Club on SIP Days: These ARC programs are in progress when the Galena Public Schools are not in session.

If you know you **will need** Kids Club on SIP days or Non-School Days (Spring or Winter break) please fill out that section on the ARC Kids Club registration form.

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

I have read and understand the Galena Art & Recreation Center's policies stated in their 2025/2026 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 this acknowledgment page with your registration form and contract to the ARC Office.