



2026/2027 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 50 years offering a variety of programs including childcare. 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 Carolyn Dregne. She 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, information sheets, and 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 before enrollment in program.

Enrollment policy for students with special needs:

The Galena ARC may use the following criteria to enroll students on a trial basis to determine if the Kids Club program can fully meet the students' 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 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.** On all other days, your child does attend ARC Kids Club will be billed according to your contract.

Sick days: If your child is not 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 School District calendar.

Contract Change: Parents **must give two weeks' written 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 once 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 two weeks' 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 half an 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 and parents will be asked to pick up children as early as possible.

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.
- **Outdoor Dress/Proper Clothing:** We will be playing outside whenever weather and conditions permit. Please ensure your child is dressed appropriately for the season and outdoor activities. For example: shorts are not suitable during winter or colder months.

To provide all children with the opportunity to enjoy outdoor play, children who are not dressed appropriately for the weather may not be able to participate in outdoor activities. Coats, snow pants and boots are required for snow play.

We will assist children with sunscreen applications before going outside when necessary.

- **Candy & Food: Children** are **not** allowed to bring their own food to the afterschool program. **Candy, soda and gum are not allowed.**
- **Toys/Personal Electronics/Cell Phones:** Toys, personal electronic items and cell phones are not allowed at the Galena ARC Kids Club Program. School computers can be used during homework time, otherwise they must be kept in the student's backpack. If a student has a cell phone it needs to be kept in their backpack. All parent communication should run through the school or the Galena ARC at 815-777-2248.
- **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, websites, social media including but not limited to Facebook and

Instagram, and/or local newspapers. If for any reason you do not want your child's picture used, please contact the director.

- **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 follow all emergency procedures set by the Galena School District.
- **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 maybe 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:** Once a year, non-refundable registration fee of \$30 (\$40 for family) will be collected per child. This registration fee is collected during Summer Camp or at the start of the school year whichever comes first.

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 each day after the original payment due date. If payments are outstanding for two weeks, 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 \$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 request 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 two weeks' 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 2026/2027 handbook. I agree to abide by these policies and work with the staff to ensure my child's continued success in the Kids Club Program.

Parent's Name _____

Parent's Signature _____

Date _____

Please return this acknowledgment page with your registration form and contract to the ARC Office.