



Active Kids Club Handbook

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

Every day the child is expected to have:

- Tennis Shoes
- Sunscreen
- Lunch/snacks
- Water bottle
- Swim attire everyday
- Active clothing

Swimming Lessons June 17th -June 28th

- Drop off at Rec Park for all kids

Notice: For daily activities please follow the calendars provided, during the Active Kids Club Camp.

A Typical Day in Active Kids Club Camp

AM

7:00: Good Morning/Drop off at the ARC

8:00-10:00: Theme week activity

10:00-10:15: AM snack (students bring their own)

10:15-10:30: Free Time

10:30-11:30: Planned Outdoor/Indoor Physical Activity

11:30-12:00: Lunch

Tue/Thur PM- Galena ARC gym Activities

M/W/F Swim Day PM – Pool/ Rec Park

12:00-12:45: Free time

12:00-12:30 Take Bus to the Pool

12:45-3:00 Planned Outdoor/Indoor Physical Activity

1:00-5:30 Pool

3:00-3:30: PM snack (students bring their own snack)

3:30-4:00 free time.

4:00-5:30 Recap and prepare kids for the next day.

Program Enrollment Policies:

1. Children must be 8-12 years old to attend Active Kids Club Camp.
2. A registration/information form must be completed and registration fees paid prior to acceptance. First week fees will be billed and due by the end of the first week of Camp.

3. An ARC contract for services and all other forms will be due before child may attend camp.
4. Family accounts must be in good standing with the ARC before enrollment in the program.
5. Due to the individual freedom and large group dynamic of the Active Kids Club Camp program it may not be a correct fit for all children. The ARC Childcare Director will assess the physical, social & emotional needs of all children to determine if children would be successful in our program. The ARC Childcare Director will make the final determination if a child will be enrolled or granted enrollment.

Enrollment policy for children with special needs:

The Galena Art & Recreation Center may use the following criteria to enroll children on a trial basis to determine if the ARC Active Kids Club Camp program can fully meet the child'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.
3. Due to the individual freedom and large group dynamic of the Active Kids Club Camp program it may not be a correct fit for all children. The ARC Childcare Director will assess the physical, social & emotional needs of all children to determine if children would be successful in our program. The ARC Childcare Director will make the final determination if a child will be enrolled or granted enrollment.

Behavior Management Policy

The Galena Art & Recreation Center 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 each time and parents will be notified per phone call or a short meeting on the day of the incident if a child displays negative physical aggressive behavior such as hitting, shoving, punching, and/or biting, verbal aggression such as swearing, and/or name calling or inappropriate sexual behavior

First Occurrence:

Staff and parents will discuss situations that arise that may trigger a child to react in this manner. A plan will be agreed upon by staff and parents to monitor the child to prevent that child from being in situations that can result in this aggressive behavior. The staff will also help to show the child a way to deal with the situation in a positive manner while here at the ARC. 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 Childcare Director. If after 15 minutes a parent/guardian has not been reached, emergency contact people will be called to pick up the child.

Schedules:

Weekly schedule: 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 Active camp. Weekly fees will be based on this contract. Fees will be charged regardless of the child's attendance.

Vacations: Each family is eligible for one week (contracted days) of vacation at no charge. All vacations must be scheduled with the ARC **two** weeks in advance of the date. **If a two-week written notice is not given, parents will be responsible for the contracted weekly fee.**

Sick days: If your child will not be attending because of illness, we would like you to phone in this absence to the ARC number; 815-777-2248. No tuition refunds will be given for days missed because of illness.

Non-Camp DAYS: The Galena ARC will be closed to observe holidays on: Memorial Day, May 27th. July 4th and July 5th.

Withdrawal from the program: If it becomes necessary to permanently 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.**

Drop Off:

At the Galena ARC building at 11084 Highway 20 West: The ARC will be open from 7am-5:30pm. Parents enter the building with children, contact staff to notify them that their child is in. We ask that all children be dropped off by 9:00am. If your children can not be there by then please call the front office to let them know.

Pick-up:

At the Galena ARC Building: Children must be picked up by 5:30pm or late fees will begin.

At the Pool: Children must be picked up by 5:30pm or late fees will begin. On swim days children must be picked up at the Galena Rec Park. If staff/children are still in the pool area, parents must enter, contact staff and sign children out.

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 for any

relatives, siblings, or friends that may possibly be picking up your child. *Please be aware that any person listed on the pickup 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 5:30 we will begin calling all names noted on his/her emergency pick-up list. If after 30 minutes we have not been able to contact parents and/or other authorized emergency persons and the child has not been picked up we will contact the authorities. Late pick-up fee of \$50 will be imposed.

- **Inclement Weather:**

The ARC reserves the right to evaluate the temperature, heat index & general conditions on a daily basis. If the ARC Child Care Director feels it is unsafe for the children to participate in the scheduled activity, it will be canceled. Activity fees/field trip fees will not be refunded due to weather.

- The ARC will determine pool attendance by 11am. If swimming is canceled all children can be picked up as they are on Tuesday and Thursday afternoons. **Fees are not credited/refunded due to weather, sick days/non-attendance.**

Student Needs:

- **Please see the calendars in the packet for the certain items that the children will need for the week or during the summer for Active Kids Club Camp.**
- **Pool Dress:** Every day we attend the pool all children will need a swimsuit, towel, & dry clothes to change into after swimming. Please send these items every day.
- **Candy & Food:** Candy, soda and gum are not allowed.
- **Pool Money:** Parents may provide money for the concession stand if they choose. The children will hold their own money. Students will spend their money when they'd like.
- **Swim Lessons:** The ARC has a block reserved each summer for Active Camp participants. During these two weeks all children must be dropped off at the Recreation Park pavilion in the morning by 9am. The children will be walked to the pool and staff will ensure the children attend the correct swim class. Children will eat lunch in the park and will remain at the pool on M/W/F, T/TH they will come back to the ARC.

Students are expected to maintain their regular committed schedule during these two weeks.

If the weather is questionable in the morning of lessons, we will send out a mass text it will show up under the number (815)367-337, or please check the website if in question or call the ARC (815-777-2248) to determine the group's location and the plan for the remainder of the day.

All children are expected to behave appropriately during swim lessons.

- **Lunch:** All children in attendance will need to bring a healthy sack lunch, with drink included.
- **Toys/Personal Belongings/Electronic Devices:** Toys, personal belongings and electronic devices should **not** be brought to the Kids Club Active Camp. We have found these it causes problems with sharing and other issues if these items 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 website, publications and/or local newspapers. If for any reason you do not want your child's picture used please contact the director.
- **Illness:** Children should not be sent to the ARC when ill. 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 ARC while those symptoms persist. Children are able to return to the ARC when they have been symptom free for 24 hours without medication.
- **Emergency Procedures:** The ARC will conduct drills for possible emergency situations. Drills will be conducted once a month for fire and twice a year for tornadoes. 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:** 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:** 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.

Parent Responsibilities:

- **Participation:** Parental support and participation are the keys to a successful Active Kids Club Camp program. We welcome and encourage communication between parents and staff. Please feel free to talk to our staff/administration 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 ARC will not tolerate bad language, disrespect of staff/administration & lack of parental involvement. The ARC reserves the right to terminate services due to improper parental behavior.
- **Open Door policy:** The ARC 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 ARC follows their Behavior Management Plan for all children in our programs. 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.
- **Field Trips/Special Lunches:** Children may be attending various field trips throughout the summer. Permission slips will be passed out and we are asking that parents return them in a timely manner so we are sure to include everyone. All fees associated with field trips are in addition to the daily tuition fees.
- **Medications:** ARC 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 ARC staff does not administer injections to any child enrolled in our programs (except EpiPen). 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.
- **Allergies:** Please make us aware of any allergies your child (ren) may have. We will store any medication at the ARC 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** All students are expected to follow the same rules during the summer camp program field trips as they do during the school year. We will work with parents & the bus driver to ensure a safe bus experience.

Program Fees

- **Registration:** A standard \$100 registration fee will be needed to secure your child's spot in the Active Kids Club Camp. The fee will be due at the time paperwork is turned in. Any paperwork turned in without the fee will not be accepted. This fee will be applied to your child's first week of camp. All other fees: pool passes, swim lessons, etc. will be billed and due the first week of camp.

The last 2 weeks of camp will be billed at the same time, payment being due before the beginning of the last week.

All childcare accounts must be up-to-date before registration for Active Kids Club Camp is accepted.

- **Tuition:** Weekly tuition fees are then due every FRIDAY- paying in advance for the next week of care. The ARC reserves the right to not accept children for care on Monday if fees are outstanding.

All tuition payments must be placed in the parent payment box located in the ARC lobby outside the entrance to the Infant/Toddler wing. No payments will be accepted by the staff in any program. Credit/Debit cards are accepted in the ARC office.

Please see the ARC Childcare Director/Office Manager with any payment questions.

- **Late payment:** A \$10.00 per day fee will be charged for each day after the original payment due date. If payments are outstanding, the ARC reserves the right to require monthly 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 \$25.00 may be charged after 5:30pm.
- **Swim Lessons fee:** If registered by April 19th, parents may sign their child up for the ARC block of swim lessons- \$40.00 fee.
- **Pool Pass:** Each child will be charged \$40 for their pool pass for the summer.
- **Sunscreen:** Each child is responsible for their own sunscreen and for putting it on.
- **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.