

WELCOME TO THE WINTHROP AREA YMCA Winthrop Kids Club 2025-2026



We Build Strong Kids, Strong Families, Strong Communities

Winthrop Area YMCA

KIDS CLUB

29 Town Hall Lane

Winthrop, ME 04364

YMCA OFFICE **207-377-9686**

Kids Club Phone: 207-931-7762

EMAIL: **lonney@maineycamp.org**

Revised July 2024

KENNEBEC VALLEY UNITED WAY AGENCY

We hope this is a pleasant experience for you and your family. This handbook is intended to help guide you with information about our program and our policies. However, it does not cover every situation that will arise. For your child / children to be successful in the program, it is important to maintain effective communication. Please feel free to call us anytime to discuss concerns that you may have at 207-377-9686.

WINTHROP AREA YMCA PHILOSOPHY

The Winthrop Area YMCA (WIN Y) Kids Club philosophy is to provide your child with a fun and safe environment, in which we promote self-esteem, social and emotional development, self-help skills, and build on "CHARACTER" development skills (CARING, HONESTY, RESPECT, and RESPONSIBILITY). This Kids Club program promotes physical development as well as stressing strong academics, creativity, and decision-making ability. This is a program of the State YMCA of Maine.

CURRICULUM

Kids Club uses developmentally appropriate practices for all ages. The children can look forward to many interesting activities. Each day they will have the opportunity to use the gym, go outdoors, have a nutritious snack, do homework, read, and time for free play with individual choices while improving their social and emotional development.

PARTICIPANTS

Kids Club is for Boys and Girls in Grades K-1-2-3-4-5.

HOURS & DAYS OF OPERATION

After School dismissal until 5:30pm

Early Release Days from dismissal to 5:30pm

The Kids Club program ends **PROMPTLY at 5:30pm**, Please pick your child up before that time.

THERE WILL BE A LATE PICK-UP FEE OF \$10.00 FOR EACH 5 MINUTES AFTER 5:30PM.

CONTACTING KIDS CLUB:

New for the 2024-25 Kids Club program, we will have a dedicated cell phone for Kids Club.

The phone # is **207-931-7762.**

This number can be used to:

- Text Kids Club with any information about children that staff need for that day. (i.e., Early pick up, dismissed early and will not be attending, or different person picking up than usual).
- To call at pick up time, it will be the same number every day.
- In case you need to contact Kids Club about being late for pick up

The phone will not be answered prior to Kids Club staff's arrival each day.

The phone will be checked for **text messages and voice mails** upon arrival of staff at 2:30pm.

SCHEDULE OF PROGRAM:

September 2nd	1 st Day of 2025-26 Kids Club	OPEN
<u>October 10^h</u>	<u>Teacher Workshop</u>	<u>NO KIDS CLUB</u>
<u>October 13th</u>	<u>Indigenous Peoples Day</u>	<u>NO KIDS CLUB</u>
October 22 rd	Early Release Day	OPEN
<u>November 11th</u>	<u>Veteran's Day</u>	<u>NO KIDS CLUB</u>
<u>November 26-27-28</u>	<u>Thanksgiving</u>	<u>NO KIDS CLUB</u>
December 23 rd	Early Release Day	OPEN
<u>December 21st -Jan 3rd</u>	<u>Workshop & Christmas Break</u>	<u>NO KIDS CLUB</u>
<u>January 16th</u>	<u>Workshop</u>	<u>NO KIDS CLUB</u>
<u>January 19th</u>	<u>Martin Luther King Holiday</u>	<u>NO KIDS CLUB</u>
<u>February 16th to 20th</u>	<u>February School Vacation</u>	<u>NO KIDS CLUB</u>
<u>March 20th</u>	<u>Teacher Workshop</u>	<u>NO KIDS CLUB</u>
April 1 st	Early Release Day	OPEN
<u>April 20th-24th</u>	<u>April School Vacation</u>	<u>NO KIDS CLUB</u>
May 13 th	Early Release Day	OPEN
<u>May 25th</u>	<u>Memorial Day</u>	<u>NO KIDS CLUB</u>
June 11 th	Final Day of School	OPEN

ARRIVAL AT KIDS CLUB

Kids Club members will come to lobby by the gym when dismissed. When they arrive, they will check in with the Staff, put their belongings away in designated areas, then go outside -weather permitting.

CHILD NOT ATTENDING

If your child is scheduled to attend KIDS CLUB and your plans change, because of sickness or other reasons, we ask you to **update the Pick-up Patrol** or **call the Grade School office before 2pm and ask to update the KIDS CLUB list for that day.**

DISMISSAL

Children will only be allowed to leave KIDS CLUB, when **they are signed out by a family authorized person**. That authorized person must be on the registration card. If there is a change, we must have written authorization to allow a child to be released to someone new. Children are only released to parents, or people who have been designated by parents to pick up their children.

MEDICATION & EMERGENCY CARE

Every child must have a registration form on file. This will list allergies, medical conditions, and medications. All medications must be in an original container and have written permission EVERY time your child needs medication. Medication must be in the possession of our staff. Children should not have medication in their possession.

HEALTH & SAFETY

If your child has a known medical condition, please be sure to inform the KIDS CLUB staff of special instructions pertaining to the condition. If your child has or develops one of the following conditions the parents will be notified to pick up the child immediately: a contagious disease, fever, vomiting or diarrhea.

In case of an accident, or illness the parents of the child will be notified immediately. In serious cases, the child will be taken to an area Emergency Room.

FORMS REQUIRED

- Permission and Waiver Form
- Payment method confirmation Form
- Completed Child/Children Registration

FINANCIAL ASSISTANCE

The program has some funding available to help families who qualify to have reduced childcare fees. To qualify for these funds a family must be income eligible, forms are available at the YMCA Office. Those who have received scholarships in past years must complete a new application each year.

PAYMENTS AND FEES (Subject to change)

- *These fees are set for end of school at 3:00pm,*
- \$20.00 for individual days, \$95.00 for a regular 5-day week
- \$30.00 for early release days

Number of Days	1 Child	2 Children	3 Children
1	\$ 20.00	\$ 35.00	\$50.00
2	\$ 40.00	\$ 75.00	\$110.00
3	\$ 60.00	\$ 115.00	\$170.00
4	\$ 80.00	\$ 165.00	\$230.00
5	\$ 95.00	\$ 190.00	\$285.00

There will be a \$20.00 fee for all checks that are returned for Insufficient Funds.

- **Check and Cash Fees are to be paid WEEKLY, on your last day of that week.**
- Fees can be paid by check, cash, or Credit Card.
- Credit Card Authorization must be on file with YMCA, and we will make charges on the **first Monday of the new Month.**
- Check and Cash payment families that have a balance of over \$150.00 per child will be alerted on Monday that if the balance is not paid by that Friday, they will not be able to attend the following week.
- A \$10.00 late fee will be added for failure to pay for four weeks.
- Every Monday you will receive an email about # of days your child has attended and what you owe. We encourage you to call if we are incorrect.

CHILD'S PERSONAL BELONGINGS

Please send appropriate clothing for outdoors. We will go outside as often as possible.

Electronic games, Pokémon and other collectable cards are not allowed. 1 or 2 personal toys or stuffies are allowed. Please put names on them. Your child is responsible for them. Help them understand that they could get lost, damaged, or broken, and that Winthrop Area YMCA Kid's Club is not responsible.

SCHOOL CANCELLATION

- If there is no school because of dangerous weather conditions or other emergencies there will be no Kids Club.
- If school is early dismissed because of the weather, please listen to the message sent out by the school to see if KIDS CLUB is closed. We will try our best to stay open.

TYPICAL DAY AT KIDS CLUB

Arrival 3pm

Children check in with the staff holding the clipboard. They put their belongings in their grade area. They should have a water bottle every day. They need raincoats, winter coats, boots, snow pants, hats, mittens/gloves, etc. depending on the season and weather. Once kids check in, they are told they can go outside to play.

Outside Play 3pm

Children play outside every day -weather permitting. They are supervised in various parts of the playground: playground, paved area, hill, ball field as they choose. This is a child directed play time. They can play an organized game like basketball, kickball, football, tag, gaga ball, or less structured activities like imaginary play, use the playground equipment, draw with chalk, roll down the hill, etc. The focus is on decision making, improving social skills, and having fun outside in the fresh air.

Snack Time 4:15pm

After washing hands, kids sit by the stage and chat quietly. Once all kids are in the gym, kids line up for snacks and go up the stairs to the stage to pick out what they want -up to two items: one grain, one dairy, one fruit. They do NOT need to take three snacks. Just not more than three. Kids then choose which table to sit and eat snacks at. The expectation is for each child to sit on their bottoms at a table/desk, and use good manners: chew, swallow, then talk, inside voices, bodies/hands in their own spaces. When they are finished, kids need to clean up their spots: clean up their crumbs on the table and sweep the floor in their area as needed.

Reading / Quiet Activity Time 4:30pm

Many books are available for kids to choose from at all reading levels. Some kids have homework. They are encouraged to sit at a table/desk to do their work and/or practice their spelling words. Worksheets and workbooks are available for kids who want to complete them. Coloring pages are available for Kindergarteners. Some kids have "snap word" lists. The staff/older kids can work with these kids. Otherwise, the kids should pick out several books/s to sit and read in the gym. Each child should have their own book if not reading it to a younger child. Some kids quietly read together; others independently read.

Active/Free Play 5:00pm

Kids can play in the gym with balls, or on the stage with arts & crafts, a variety of card and board games or developmentally appropriate toys. Kids are expected to put their old toys/games/activities away before starting a new game/toy/activity. This makes clean-up time much quicker.

PARENT PICK UP PROCEDURE

When you arrive at Grade School call the phone number **207-931-7762** and let staff know you are there for pick up. You must come up the stairs and sign your child(ren) out.

KIDS CLUB RECOGNITIONS

Kids Clubber of the Month

A unique part of our program, the four core values of the YMCA: Caring, Honesty, Respect & Responsibility are the guiding principles to all we do. Each member of staff chooses up to three kids they feel embody the values listed above. The nominees and winners are announced on the last day of school each month (September-May). The winners of KCOTM are given a certificate and a gift card for Subway.

Kids Clubber of the Year

The winners of KCOTM are then eligible to win Kids Clubber of the Year. On the last day of school, the winner of the Year award receives a certificate and a free week at the Summer Kids Club.

Most Improved Kids Clubber

Most Improved Kids Clubber is awarded on the last day of school; this is designed to build confidence for children who had a rough start to the year. It could be due to poor listening skills, lack of self-help skills, not so good choices, forgetfulness, emotional/social immaturity, etc. The child shows significant improvement over the course of the year to reflect better choices, better responsibility, better all-around decision making, etc. The winner of this also receives a certificate and a small prize.

BEHAVIOR & DISCIPLINE

Children are entitled to a pleasant and harmonious environment. The program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as: verbal, or physical activity which may include but not limited to such behaviors that require constant attention from the staff, inflicting physical or emotional harm on other children or staff, abuse of staff, ignoring or disobeying the rules which guide behavior during the day at school and program time.

WINTHROP AREA YMCA KIDS CLUB

Code of Conduct

At Kids Club we are committed to providing a safe, enjoyable, and respectful environment for everyone. To maintain this environment, our participants are expected to always follow the code of conduct below. Participants are also empowered to raise concerns about situations at the program that may make them feel unsafe or that may not feel "right." Staff are here to listen and help navigate these situations or circumstances at the program.

As a participant in Kids Club I will:

- Abide by all the Kids Club policies and procedures.
- Abide by core values of the YMCA programs of Respect, Responsibility, Honesty, and Caring
- Demonstrate respect in my speech and actions for all people, facilities, nature, and camp rules.
- Be responsible for my belongings.
- Keep my hands to myself and maintain appropriate boundaries by avoiding any physical violence, fighting, or pranks.
- Not verbally abuse others by using inappropriate language, gossip, threats, teasing, exclusion, or harassment.
- Refrain from unsafe or harmful behaviors towards myself and others, including self-harm.
- Take care of equipment and toys from the program or other participants
- Be honest in working with other participants and staff.
- Be responsible for your own actions.
- Clean up after activities, putting away equipment they get out and cleaning after snack time.
- Listen to and respect all adults.
- Inform staff of any health or medical conditions.

If a child cannot adjust to the program and behave appropriately, we will take the following action:

First Violation of Code of Conduct: Parent will be informed by staff at pick up and you will receive an email making you aware of the first violation.

Second Violation of Code of Conduct: Parent will be called by staff to come and pick up child., they will be suspended from participation in Kids Club for 1 week, from the day of the violation. You will receive an email making you aware of the second violation and when they are able to return.

Third Violation of Code of Conduct: Parent will be called by staff to come and pick up child., they will be suspended from participation in Kids Club for remainder of the school year. You will receive an email making you aware of the third violation and we will inform the school they are no longer able to attend Kids Club.

Violence or threatening behavior towards other participants or staff will be cause for immediate dismissal from the program. Parents would be called and until the child is picked up, we will remove them from the program.