



8/21/2015

**Phone:** (541) 475-7028 **Email:** kidsclub@509j.net **Location:** 410 SW 4th Street, Madras, OR 97741

# 2015-2016 PARENT INFORMATION PACKET

## MEMBERSHIP

Kids Club is open to all youth 5-years-old to 18-years-old, who are currently enrolled in school. Membership is \$150.00 for the school year, September 9 to June 9. A summer membership will be available during the summer months, and is charged as a separate membership fee.

**\*\*\*\*Parents must read and acknowledge receipt of Parent Information Packet.** If there are any questions, please ask staff at time of registration.

**\*\*\*\*Monthly Payment plans are available.**

## TRUE COST TO OPERATE KIDS CLUB

The cost of operating the club is approximately \$1000.00 per year for each member. We only charge \$150 per member (\$300 max per family) for each school year because we strive to keep our membership as *affordable* as possible so every child has an opportunity to become a member. We are a private not-for-profit 501(c)3 organization and subsidize membership by fundraising from local businesses, individuals, professionals, corporations, service clubs, parents, and other community members, as well as applying for grants. We do not receive a steady flow of government funding nor receive aid on an ongoing basis from local taxes.

The Board of Directors voted to expand the number of days the club is open this year, to include 509J and Culver School District conference, in-service, and report card work days, and additional days when the schools are closed. We have also expanded our hours to 6:00pm. Each day we are open adds costs for personnel, materials, and other related costs, so we appreciate your willingness to pay a little more this year to help with the costs associated with expanded service.

## CORE BELIEFS

Kids Club provides youth with:

- A safe place to learn & grow
- Ongoing relationships with caring, adult professionals
- Life-enhancing programs for exposure to positive avenues
- Character development experiences
- Hope & opportunity



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## **CODE OF CONDUCT**

One of Kids Club's core beliefs is to ***provide a safe place for children to learn and grow***. Positive attitudes keep Kids Club fun. Below are some simple guidelines that members are expected to follow:

- Respect yourself, play fairly, be honest, and applaud the efforts of others
- Avoid inappropriate language and dress appropriately at all times
- Running is reserved for athletics
- Say only good things about others
- Be respectful of the Kids Club staff and listen during appropriate times and assemblies
- Resolve disagreements in a positive way and be respectful of other members and their property
- Tobacco, drugs, alcohol and weapons are prohibited
- Participate only in the program areas open to your assigned group
- Take care of your Kids Club facility, grounds, and equipment

## **CLUB RULES**

Kids Club requires your child/ren to follow certain rules while they participate in our Club programs. The basic rules are:

1. Keep your hands to yourself
2. Listen to all staff
3. Have fun
4. Respect all members

## **CLUB HOURS**

**After School:** 2:30-6:00 p.m.. **All-day:** 7:30 a.m. to 6:00 p.m.

### **509J School District**

#### **2015-2016 Kids Club all-days**

September 1-4, 8	February 1, 16
October 8, 9	March 4, 7, 21-25
November 11, 23, 24	April 11, 12
December 21-23, 28-30	June 9
January 19	

### **Culver School District**

#### **2015-2016 Kids Club all-days**

September 1-4,	December 21-23, 28-30	March 21-25, 28
October 2, 9	January 29	April 8, 22
November 6, 11, 13, 23, 24	February 16	June 9



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## **LATE PICK UP**

Please be sure to pick-up your child by the posted closing time. **If your child has not been picked up by the posted closing time, Kids Club reserves the right to contact the appropriate authorities after ALL emergency contact alternatives have been exhausted.** Our liability ends when Kids Club has closed for each day. This imposed measure is for the protection of your child/ren. **A \$5 fee will be assessed for every 10 minutes past 6:00p.m.**

## **INCLEMENT WEATHER POLICY**

When school is CLOSED / DELAYED due to bad weather, Kids Club will also be CLOSED / DELAYED. Kids Club reserves the right to CLOSE / DELAY on non-school days due to bad weather. Kids Club may need to cancel programs based on availability of power, conditions in immediate vicinity of Kids Club, and other factors not related to school district closures. **We will communicate closures to you on Facebook and via email.**

## **OPEN DOOR POLICY**

Club members are NOT permitted to leave the club without 1) a parent/guardian escort, 2) an authorized pick-up escort, or 3) a walk-home release form. **Children are required to check-in and check-out of the club daily.**

## **VISITOR POLICY**

**All adult and children visitors must check in at front desk.** No adults other than staff or background checked and approved volunteers shall be allowed past Kids Club checkpoints without being escorted by an approved Kids Club staff member or volunteer.

## **TRANSPORTATION**

Transportation is provided by after school from the following schools:

Buff Intermediate School  
Madras Primary School  
Metolius Elementary School  
Jefferson County Middle School

Culver Elementary School  
Culver Middle School

Parents/guardians are responsible for contacting their child(ren)'s teacher(s) to let them know that their child(ren) will need to be transported to Kids Club after school.



# DISCIPLINARY CONSEQUENCES

## GENERAL BEHAVIOR

**Disruption of the Kids Club environment or inappropriate language (profanity or vulgar language) toward another student or staff:**

- 1<sup>st</sup> Offense Program Assistant/Administrator intervention
- 2<sup>nd</sup> Offense Time-out/Sentences and loss of activity privilege
- 3<sup>rd</sup> Offense Administrator/Member/Parent conversation
- 4<sup>th</sup> Offense Minimum one week suspension
- 5<sup>th</sup> Offense Minimum one month suspension
- 6<sup>th</sup> Offense Permanent suspension

**Lewd Conduct/Inappropriate Touching\*\***

- 1<sup>st</sup> Offense Minimum one week suspension
- 2<sup>nd</sup> Offense Minimum one month suspension
- 3<sup>rd</sup> Offense Permanent suspension

**Public Display of Affection (hugging/kissing/locking arms or hands)**

- 1<sup>st</sup> Offense Administrator/Member/Parent conversation
- 2<sup>nd</sup> Offense Minimum one week loss of privileges
- 3<sup>rd</sup> Offense Minimum one week suspension

**Vandalism/Theft (\$50 or less):**

- 1<sup>st</sup> Offense Administrator/Member/Parent conversation
- 2<sup>nd</sup> Offense Minimum one week Suspension
- 3<sup>rd</sup> Offense Minimum one month suspension
- 4<sup>th</sup> Offense Permanent suspension

**Vandalism/Theft (\$50 or more)\*\***

- 1<sup>st</sup> Offense Minimum one week suspension
- 2<sup>nd</sup> Offense Minimum one month suspension
- 3<sup>rd</sup> Offense Permanent suspension

## HARASSMENT, INTIMIDATION & BULLYING

**To students or staff:**

- 1<sup>st</sup> Offense Administrator/Member/Parent conversation
- 2<sup>nd</sup> Offense Minimum one week suspension
- 3<sup>rd</sup> Offense Minimum one month suspension
- 4<sup>th</sup> Offense Permanent suspension

## AGGRESSIVE/DANGEROUS BEHAVIORS

**Fighting/aggressive behavior, instigation of a fight or promotion of a fight\*\***

- 1<sup>st</sup> Offense Minimum one week suspension
- 2<sup>nd</sup> Offense Minimum one month suspension
- 3<sup>rd</sup> Offense Permanent suspension

## WEAPONS

**Weapons/fireworks or any object that could be used to cause harm\*\***

- 1<sup>st</sup> Offense Minimum one week suspension
- 2<sup>nd</sup> Offense Minimum one month suspension
- 3<sup>rd</sup> Offense Permanent suspension

**\*\*Possible police involvement**



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## **FIELD TRIPS**

Occasionally, Kids Club provides a variety of opportunities for our members to participate in activities that support our core beliefs and programs off of the Club property. Each excursion requires a signed permission slip and any necessary fees prior to departing. Most sign-ups are taken on a first come, first serve basis. Members and parents are reminded that all of Kids Club rules extend to field trips. Members who fail to follow our rules and general Kids Club expectations for appropriate behavior will prompt an immediate call to a parent or guardian to remove that member from the field trip at their own cost. A parent or guardian **MUST** be available by telephone at all times during a Kids Club sponsored field trip, in the event that the staff needs to contact you.

## **PERSONAL BELONGINGS**

All personal belongings brought to Kids Club by a youth are the responsibility of that youth. **Kids Club is NOT responsible for lost, damaged, or stolen items.** Necessary items, such as back packs and jackets should be clearly marked with the Member's name. Items left behind will be put in the school's lost and found.

- **ELECTRONIC DEVICES ARE PERMITTED AT THE CLUB.** Such devices include but are not limited to, 1) portable video games, 2) portable music players. Cell phones are now permitted.
- **PERSONAL TOYS ARE DISCOURAGED AT KIDS CLUB.** Kids Club is not responsible for toys getting broken, lost, stolen, or traded amongst members. If items are brought to the club, please make sure that your child's name is on the item.

## **PHONE CALLS**

Kids Club provides our members with the use of our Club phone. While we prefer that the phone is used only for emergency calls, our members are allowed to make one phone call to their Parents/Guardians during their time at Kids Club. However, phone calls to friends are not allowed at Kids Club and any special arrangements need to be made outside of Kids Club.

- **CELL PHONES ARE NOW PERMITTED AT KIDS CLUB AT YOUR OWN RISK.** There are no lockers or secure places to store belongings, so it is as your own risk that you allow kids to bring their cell phones to Kids Club. The Kids Club staff will not monitor the activities of children on their phones during club hours, however staff may take the phone as a disciplinary action (until the parent/guardian picks them up at the end of the day). We recognize that Kids Club is supposed to be fun, and that we live in an electronic age.
  - Kids will have access to the club phone for emergency calls, and parents/guardians may contact their children via club phone.
  - Other electronic devices are not permitted (see below).



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## VOLUNTEERS

Volunteers are an integral part of Kids Club experience. We welcome volunteers who wish to share their time and/or talents with the children. If you or someone you know would like to volunteer at Kids Club, please stop by Kids Club to pick-up a Volunteer Application.

\*\* Criminal background checks and/or drug testing are required of all volunteers prior to any volunteering assignments.

## COMMUNICABLE DISEASE

1. Any person with open sores or lesions will be sent home and can only return with proof of current treatment for the infectious process.
2. Any person with a fever (temperature greater than 100.4) will be sent home until free of fever for 24 hours.
3. Any person, who is ill, prior to coming to Kids Club, should stay home until reasonably well.
4. Kids Club should be advised if a person has exposed others to a communicable disease such as: Measles, Rubella, Chickenpox or Meningitis.
5. Any person with vomiting and/or diarrhea should remain at home until symptoms subside (absence of fever, vomiting and diarrhea). This also includes persons diagnosed with Hepatitis A.
6. Kids Club should be notified when anyone at Kids Club exhibits signs of tuberculosis and/or has a positive PPD (tuberculin skin test) so that all contacts may have a PPD test. Kids Club should also be notified if any household members have recently been diagnosed as having tuberculosis.
7. Anyone having head and/or body lice or nits (eggs) must be sent home and may return only after being treated with a product recommended by their doctor, pharmacist and/or the Health Department and after all nits have been removed.
8. Kids Club staff reserves the right to send youth home if it is determined that the child is too ill to remain at Kids club.

## MEDICATIONS

Due to insurance restrictions, Kids Club staff cannot administer prescription drugs to children. We suggest a phone call to your child, at Kids Club, as a reminder. **We do NOT store any medications in our facility**, so children are responsible for bringing their own medication. Staff can remind youth to take medications, if the parent calls each day as a reminder. The club is not responsible for lost, stolen, or inappropriate use of medications.



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## **YOUTH DRESS CODE**

- SHIRTS WILL COVER BELLIES
- NO EXPOSED UNDERGARMENTS
- SHIRTS & SHOES ARE REQUIRED AT ALL TIMES
- NO LOW CUT SHIRTS/TANK TOPS.
- SKIRTS/DRESSES/SHORTS MUST BE LONGER THAN YOUR FINGER TIPS AT YOUR SIDE
- INAPPROPRIATE LANGUAGE, LOGOS, AND PICTURES ON CLOTHING ARE NOT ALLOWED
- DANGEROUS OBJECTS AND PARAPHENALIA ARE NOT PERMITTED

\*\*\*Staff reserves the right to require youth to remove or cover any inappropriate clothing (logos, hats, etc.

## **PROGRAMMING**

Kids Club comprises five core areas into our daily programming. The five core areas include:

### **CHARACTER AND LEADERSHIP DEVELOPMENT...**

Empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities.

### **EDUCATION AND CAREER DEVELOPMENT...**

Enables youth to become proficient in basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a career.

### **HEALTH AND LIFE SKILLS...**

Develops young people's capacity to engage in positive behaviors that nurture their own well being, set personal goals and live successfully as self-sufficient adults.

### **THE ARTS...**

Enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

### **SPORTS, FITNESS, AND RECREATION...**

Develops fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills.





# 2015-16 MEMBERSHIP APPLICATION

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Sex: \_\_\_ M \_\_\_ F  
 School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Sex: \_\_\_ M \_\_\_ F  
 School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Sex: \_\_\_ M \_\_\_ F  
 School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Sex: \_\_\_ M \_\_\_ F  
 School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

Child Lives With (Circle): Both Parents Father Father & Step-parent Mother Mother & Step-parent Guardian(s) Grandparent(s)

Father's (Guardian) Name: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Mother's (Guardian) Name: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## AUTHORIZED PICK-UP & EMERGENCY CONTACTS

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Does your child have any ALLERGIES / SPECIAL CONDITIONS? Please list: \_\_\_\_\_

In case of emergency, The Kids Club staff may administer First Aid until EMS arrives: \_\_\_ Yes \_\_\_ No

### CONFIDENTIAL Information for Grant Resources:

Child's Ethnicity: \_\_\_ African-American \_\_\_ Asian/Pacific \_\_\_ Caucasian \_\_\_ Hispanic \_\_\_ Native American \_\_\_ Other  
 Total Family Income (circle one): \$0-12,000 \$12,001-17,000 \$17,001-25,000 \$25,001-35,000 \$35,001-45,000 Over \$45,000

### PARENT / GUARDIAN APPROVAL

I/We the parent(s)/ guardian(s) of the applicant for membership in the The Kids Club of Jefferson County, hereby give my/our consent to his/her being given a physical exam or emergency treatment by a physician or hospital in case of an emergency and his or her participation including transportation to and from the activity. I/We hereby waive, release, absolve, indemnify and agree to hold harmless The Kids Club of Jefferson County, the organizers, sponsors, participants and persons transporting my/our child to and from activities from any claim arising out of injury to my/our child, whether the result of negligence or any other cause. I/We further authorize the above named for pictures and videos, which may be used in Club publicity. I/We permit information to be exchanged with the county juvenile departments and partner agencies to determine eligibility for some grant-funded programs. I/We authorize the Club to access my child's school grades, attendance records and other academic performance indicators to use in evaluating Club programs. Club hours may vary due to special circumstances. The Kids Club of Jefferson County requests that parents ask their child to stay inside the building unless they are going home. The Kids Club of Jefferson County does not sanction or approve of Club volunteers participating with members outside the control of Club professional staff.

Parent / Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_





# 2015-16 PARENT AGREEMENT CONTRACT

1. I UNDERSTAND THAT THE **SCHOOL MEMBERSHIP FEE CAN BE PAID IN FULL OR IN MONTHLY PAYMENTS**. SHOULD I CHOOSE A PAYMENT PLAN, MY MONTHLY PAYMENT WILL BE DEDUCTED FROM A CHECKINGS ACCOUNT OR CREDIT CARD ON THE 20<sup>TH</sup> OF EACH MONTH.

\_\_\_\_\_  
Please Initial

2. I HAVE READ AND UNDERSTAND THE **LATE PICK UP** POLICY AND AGREE TO ITS TERMS. I AGREE TO PAY THE LATE PICK UP FEE OF \$25 FOR EVERY 10 MINUTES THAT I AM LATE PICKING UP MY CHILD.

\_\_\_\_\_  
Please Initial

3. I HAVE READ AND UNDERSTAND THE **DISCIPLINE** POLICY AND AGREE TO ITS TERMS.

\_\_\_\_\_  
Please Initial

4. I HAVE READ AND UNDERSTAND THAT THE KIDS CLUB IS **NOT RESPONSIBLE FOR MY CHILD'S BELONGINGS**. THIS INCLUDES BUT IS NOT LIMITED TO ELECTRONICS AND CELL PHONES.

\_\_\_\_\_  
Please Initial

5. I HAVE READ AND UNDERSTAND THE **CELL PHONE** POLICY AND AGREE TO ITS TERMS.

\_\_\_\_\_  
Please Initial

6. I UNDERSTAND THAT A KIDS CLUB MEMBERSHIP IS FOR THE SCHOOL YEAR ONLY AND A SUMMER MEMBERSHIP WILL BE AN ADDITIONAL FEE.

\_\_\_\_\_  
Please Initial

I HAVE RECEIVED AND UNDERSTAND THE **PARENT INFORMATION PACKET** AND WILL WORK WITH MY CHILD TO ENSURE A FUN AND SAFE YEAR AT THE KIDS CLUB.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

## Walk-Home Release

My child is authorized to walk from the club: \_\_\_ No \_\_\_ Yes  
\_\_\_ only with prior notice given by parent/guardian

If my child checks out of the Club against staff instruction and/or the above conditions are not followed by my child, I understand that I will be notified of such violations in a timely manner. Club staff will make every reasonable attempt to discourage Club members from violating the conditions listed above, however, it is our Club policy that staff will not chase, tackle, or restrain Club members in an attempt to uphold this release form and/or restrict the child from leaving the Club. In the case of a child pre-maturely leaving the Club or violating the conditions listed above, Club staff will notify parent / guardian and/or the appropriate authorities as deemed necessary.

By signing below, I am releasing The Kids Club of Jefferson County of any and all liability for my child after he/she has checked out of the Club. Finally, parent / guardian acknowledges that the Club is giving no legal advice concerning the validity of the Walk-Home Release Form. Parent / Guardian agrees to indemnify, defend, and hold harmless the Club, its employees, officers, and directors or successors and assigns, against damages, claims, losses, liabilities, and expenses of any kind, arising out of or connected with this Walk-Home Release Form.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

## Permission Slip for Field Trips

I/we give permission for my child (ren) to leave Kids Club campus to attend outings during the Kids Club hours. These include but are not limited to the Jefferson County Library, Sahalee Park, Dairy Queen, Madras Aquatic Center, and Madras Cinema. I understand that my child (ren) will return to Kids Club no later than 5:30pm each day and will be supervised by Kids Club staff.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date