Kids’ Clubhouse Handbook
Tuition Policies & Procedures

Tuition Payment Days:
Monday thru Friday

(Payment is taken at the front desk only during office hours: 7:00 a.m. - 6:30 p.m.)

Payment Methods:
Check, Cash, Money Orders, Visa/MC

Payment Due Dates:
All payments are due by Friday for the following week. Before your child’s first day of attendance, the fee for the first week must be paid in full.

Late Payment Fee:
If payment in full is not received by 6:30 p.m. on Friday, a late payment fee of $5.00 per child for the 1st week and $10.00 per child for the 2nd week may be added to your account, unless payment arrangements have been previously determined. After the second week of non-payment you will be referred to our finance office to discuss your status. Your child will not be able to return until the bill is paid in full, or an appropriate payment plan/arrangement has been made. The Club will notify the school that the child will not be picked up.

Responsible Parent/Guardian:
The person responsible for paying the bill is the parent/guardian who enrolled the child in the program and signed the enrollment form. We can provide itemized statements upon request.

Absence from the Program:
If your child is going to be absent from the Kids’ Clubhouse program for one week or longer, it is your responsibility to notify us, in writing, of your child’s absence at least two weeks prior to the absence. If we are not notified, you will be charged the weekly fee for that time period.

Enrollment & Withdrawal
We welcome you to visit our program at any time. You will be given a tour of the facilities and have an opportunity to observe the Club programs. If at any time, after enrollment, we have concerns about a child, the parent/guardian will be asked to meet with the Program Director. Parents/guardians may ask for a conference with Kids’ Clubhouse staff at any time.

Enrollment:
Prior to attending the Kids’ Clubhouse program, the following must be completed and on file in the office: the enrollment form, emergency information, up-to-date immunization record (if not enrolled in a public school), completed physical form (if not enrolled in a public school), payment for the first week of the program and membership dues. Before the end of the first day of enrollment, the following must be returned: handbook acknowledgement and discipline policy.

Withdrawal/Disenrollment from Program:
1. The person who enrolls the child must be the person who removes them from the program, giving the office one week’s notice in writing which includes date of withdrawal, authorized parent signature and reason for leaving. This information must be given by the authorized parent to the front desk or Program Director. Special arrangements may be made on a case by case basis, depending on the circumstances.
2. According to the Department of Children, Youth and Families (DCYF) regulations, the Boys & Girls Club of Newport must adhere to a 1 to 13 adult-child ratio for all children, and we take this responsibility seriously. If one child’s behavior continually prevents that from occurring, or if a child demonstrates repeated aggressive behavior toward others, the parent/guardian will be requested to withdraw the child, and will be given one week to do so.

3. Any child absent for two consecutive weeks, without notification to the office, will be considered withdrawn. If you would like to withdraw your child, please notify the office as soon as possible to avoid extra charges. You will not be able to re-enroll your child until all fees are paid in full.

4. We reserve the right to remove a child if the parents/guardians do not cooperate with Kids’ Clubhouse policies and procedures. One week’s notice will be given.

5. We reserve the right to remove a child after the THIRD occurrence of Late Pickup after 6:30 p.m. A late fee of $10.00 will be charged for each child that is picked up after 6:30 and is due at time of payment.

6. We reserve the right to remove a child if payments are not made when due. Please see our payment policies.

Vacation Weeks
The Newport School Department vacation weeks in December, February and April are considered part of the Kids’ Clubhouse programming and your child will be automatically enrolled in these weeks. If your child will not be attending during these weeks, you will need to notify us, in writing, of your child’s absence at least one week prior to the absence. If we are not notified, you will be charged the weekly fee for that time period. Please see the front desk for information and scheduling during other vacation days or school closings.

Food and Nutrition Program
We know how important it is for each child to have a healthy and nutritious meal each evening. As such, dinner served by the Kids’ Clubhouse program is of sufficient quantity and quality to provide for the nutritional needs of each child as established by the USDA and Department of Education Child Care Food Program. Additionally, our menus abide by the State of Rhode Island Department of Health Regulations for the Child and Adult Care Food Program. Menus are available upon request. The USDA is an equal opportunity employer and provider.

Medical History:
We do not require a copy of your child’s immunizations or Pediatric Health Form, however, if there is a medical need (food allergies, ADD/ADHD etc.) we should be aware of, please make note of it on the Kids’ Clubhouse Registration Form.

Special Needs:
In the case of a child with special needs, a determination shall be made prior to enrollment in the program as to the extent those needs can be adequately met by the program. This review will be done by parents/guardians and Kids’ Clubhouse staff, and may involve appropriate specialists. The Director of Programs shall decide whether or not to admit the child on a trial basis.
If it is determined following enrollment that your child has special needs which cannot be met in our Kids’ Clubhouse program, we will request that you find alternative before/after-school care program within a 2 week timeframe.

**Child Abuse/Neglect:**
Suspected cases of child abuse and/or neglect will be reported to DCYF as required by law.

**Fire Drills:**
A fire drill and building evacuation will be conducted at least 15 times yearly during the hours of child care services.

**Illness at the Club:**
Should a medical issue arise the Boys & Girls Club of Newport will make every effort to contact someone at the emergency numbers provided before any medical action is taken. However, in the event of an emergency contact cannot be reached; the Club will take your child to the nearest hospital or the hospital determined best by service of the local rescue squad. Serious injuries will be addressed immediately.

It is essential that every parent/guardian cooperate fully with the Kids’ Clubhouse health program policies. When there are symptoms of illness or other indications that a child is not well enough for group activities, arrangements must be made for his/her care at home. The Boys & Girls Club of Newport has no provisions for the care of children who are ill. We do not administer any medications. However, if your child is responsible for taking their own medication, we require written parental authorization and a copy of the prescription label(s) before they can bring the medication to the Club.

Exposure to communicable diseases and any infectious illnesses of other family members should be promptly reported so that the Boys & Girls Club of Newport may be alerted to early symptoms.

A child with a temperature of 101.5°F or higher, rashes, diarrhea, and/or vomiting will be sent home.

**Returning after illness:**
The following must be adhered to when returning from an illness:
1. Simple cold - When a child is absent for a simple cold, s/he may be readmitted to the Club as long as there is no temperature.

2. Temperatures over 101.5°F, diarrhea, vomiting - Following an illness accompanied by a rise in temperature, diarrhea and/or vomiting, a child must be excluded from the Club until 24 hours after the temperature has returned to normal and/or bouts of diarrhea and vomiting have stopped.

3. Unidentified rashes – A child may return to the Club when the office has received a doctor’s note stating that s/he is not contagious and may return to the Club.

4. Chicken Pox - All scabs must be gone before a child returns to the Club.

5. Head Lice - A child must be lice/nit free to remain at the Club. A doctor’s note is required before a child may return to the Club.

6. Pink Eye - After treatment, a child must have a doctor’s note stating that they are no longer contagious and may return to the Club on file in the office.
Outside Play:
Our policy is that if your child is well enough to attend the Club, s/he is well enough to join other children in the daily outside play.

Children go outside when the temperature is +32 degrees Fahrenheit or above. Please dress your child accordingly.

Emergency Contacts:
Children will be released only to those persons whose names are listed on the emergency list. Children are only released to individuals, 18 years or older who are not under the influence. Parent/Guardian must bring in a copy of any custody or restraining order relating to the child. Parents/Guardians are to advise the office in writing or call in advance if a person not listed on the emergency form is to pick up the child; positive identification must be shown at the time of pickup and no child will be released to anyone without Club staff members verifying their identity with a photo id. Any changes to the pick-up list must be verified with the primary contact listed in the system before they are authorized to pick-up. Please update phone numbers and contacts whenever a change is made to be sure we have up to date information.

Drop Off/Sign-In Sheets:
All children must be brought into the building before 7:45 a.m. and signed in with the program leader daily by an adult to ensure on-time arrival to school. For safety reasons we need to know where a child is at all times. Children may not be dropped off in the parking lot. In addition, all parents must enter the Club and sign out their child at dismissal.

Weather
IMPORTANT: During freezing rain, icy road conditions, etc., the Kids’ Clubhouse program typically closes when the Newport School Department closes. Always check ahead to see if the Club is open! The Boys & Girls Club of Newport will announce cancellations with local media and our website. Parents/guardians, or a designated representative, must pick up their children upon announcement of program cancellations within 1 hour of said cancellation. The Club will not provide transport during inclement weather.

What to Bring, What Not to Bring & What to Wear
Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle their pants and belts without a struggle.

All jackets, sweaters, coats, hats, boots, mittens, purses and umbrellas must be clearly marked with the child’s name. Many children wear identical clothing and without a name in each garment, it is almost impossible for program staff to identify to whom it belongs.

A sweater or jacket at the Club is recommended since the temperature changes from morning to late afternoon.

Any item left behind will be donated after 30 days of not being claimed.

What to bring to be left at the Club:
1. Children prone to accidents should have a change of clothes: pants and shirt or dress, socks and underwear. The child’s name must be on each item.

2. A plastic shoe box with a lid in which to keep the change of clothes.
3. Boots or rainwear - these items are optional. Our program is dependent on some outside time each day, even when the grass is wet from a recent rain (this does not mean we will be playing outside in a rain storm). If you do send boots, be sure the child’s name is on them.

4. Participants will have access to the pool. Any child interested in swimming must bring their own suit and towel. Sharing is not permitted.

**What not to bring to the Club:**
1. Candy and other goodies - We do not recommend sending these items except on special occasions. If they are sent, prior arrangements must be made with the program staff.

2. No guns, knives, or any other kind of weapon or items that may be mistaken for a weapon will be allowed.

3. Children may not bring cell phones, MP3 players, game boys etc….to the Club. We are not responsible for any item that may be lost, broken or stolen.

4. There will be no contraband materials allowed at the Boys & Girls Club of Newport.

**Birthdays:**
A birthday is a special day. The program will always acknowledge each child’s birthday. If the parent/guardian wishes to provide a special treat on this day, please make arrangements with the program staff. All food must be in a store bought sealed package and be peanut free.

**Orientation and Staffing Guidelines**
All childcare staff is required to comply with the DCYF regulations concerning Employment Background Checks, CANTS clearance, immunizations, and qualifications. These records are kept on permanent file with our personnel records. A copy of our Staff Policies & Practices document is included at the end of this packet for your reference.

A program calendar will be made available to all parents in the spring, winter and fall. Additionally, information about summer programs will be available in the spring. Additional programs and services are available throughout the year for an additional fee. Check in with the front desk regularly for upcoming services.

Program surveys will be administered to Club members (ages 9-18) in March. Program surveys will be administered to parents/guardians of Club members in December and June. Information relating to these surveys is available upon request.

**Contact Information**
Boys & Girls Club of Newport
Parent Handbook Acknowledgement

Parent Signature_________________________________ Date__________________

Name of Child_________________________________________________________