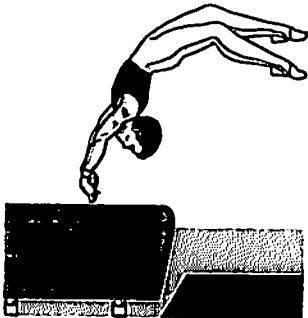


KIDS CLUB

Parent Handbook



Giguères

148 Main Street
Cherry Valley, MA 01611
(508) 892-3797
www.gigueregym.com

The Philosophy And Statement Of Purpose

Kid's Club Before and Afterschool Program strives to create a safe, healthy and positive atmosphere which will allow children to grow and learn. Our main goals are to create situations that help build self-esteem, encourage creative thinking and develop social interaction.

Giguere Gymnastics (our parent company) is excited to offer Cherry Valley and the surrounding communities one of the best Before and After-School programs around.

Organization Chart

Owners

David Giguere

Paul McCarthy

Supervisor
Mary Jo Valois

Director
Linda LeBlanc

Parent Handbook

HOURS OF OPERATION

Monday - Friday

Before-School 7:30 - 8:30 AM

After-School 2:00 - 6:00 PM

AGES

Kindergarten through Sixth Grade

5 - 12 years



COST

Annual Membership Fee - \$35

Daily - \$19

Weekly - \$85

Half Day - \$29

Half Day - \$10 (If already scheduled on that day)

Full Day - \$40

Full Day - \$21 (If already scheduled on that day)

Before-School - \$15 Per Week (with fulltime after-school care)

Before-School Only - \$30 Per Week (or with part time after school care)

CLASS SPECIAL

All full time (Mon. thru Fri.) Kid's Club students may participate once a week, in any class offered at GIGUERES, up to an hour, where space is available. For students who wish to enroll in more than one class per week or in a class longer than an hour, the tuition difference will be the parent's responsibility. Classes are billed in six week increments.

Tuition charges for any fulltime Kid's Club student participating in any team programs will be determined on a special basis.

PAYMENT & PAYMENT OPTIONS

Payment is due for all days for which the child is registered (part time or full time) without exception. The only days you are NOT responsible for payment are those during Christmas break (12/27/10 1/1/11), February and April vacation weeks if your child does not attend. Tuition will be billed on a day by day basis for days attended before and after the 40 week period which begins 8/30/10 and ends 6/10/11.

Payments may be made by cash, check, or credit card. However, a valid credit card **MUST** be on file for all students in Kid's Club. This card will not be charged unless:

1. The automatic payment option is checked
2. Your account falls 30 days in arrears.

PAYMENT DUE DATES

If your child is attending for the full week, payment is due weekly, either the Friday before the new week or the Monday of the new week. If your child attends 1-4 days per week, the payment is due monthly, at the beginning of the four week period per the following schedule.

August 30th	January 24th
September 27th	February 21st
October 25th	March 21st
November 22nd	April 18th
December 20th	May 16th

ABSENTEES

Please call before 2:00 p.m. on the day your child will be absent so that we know that they will not be getting off the bus. All payments are for the times for which you signed up and must be paid, whether your child attends or not. If you are late picking up your child you will be charged a dollar a minute starting at 6:05 p.m. You will need to pay that to the teacher that is waiting with your child.

WITHDRAWALS

Should you decide, at any time, to withdraw your child from the program, please notify the director and the front office. Refunds will be made from the date of notification to the OFFICE.

HOLIDAYS

GIGUERES is closed for the following holidays:

Labor Day

Thanksgiving Day

Memorial Day

The gym is also closed December 24– 25
and New Year's Day.

In order to receive full day care for "soft" holidays (Columbus Day, Veteran's Day, Martin Luther King Day, President's Day, Good Friday) please let the director know one week in advance. A minimum of three children are needed to run full day care. On these holidays, the normal afternoon hours will still be in effect.



SCHOOL VACATIONS

The Kids' Club will only be open for full days during school vacations if three or more children need full day care. The cost for the week of full days is \$190. The time for a full day is 7:30 a.m. – 6:00 p.m. You will not be charged if your child will not be at GIGUERES during school vacation.

Children are allowed to bring in personal items during our full day programs (i.e. gameboys, dolls, ipods, etc.) However, Kid's Club staff reserve the right to limit the children's use during their time at the program. Kid's Club assumes no responsibility for any lost, stolen or broken items.

CANCELLATIONS

In order to receive day care during school cancellations, the director needs to be notified now as to whether or not your child will be coming to GIGUERES on those days. Again, a minimum of three children need to be signed up for full day care to be provided.

In the event of extreme weather conditions, GIGUERES will close. Listen to WSRS, 96.1 for the closing or call the office (508-892-3797). If you hear that GIGUERES is closed the Kid's Club may still be open for day care.

TRANSPORTATION PLAN

Parents are responsible for providing transportation to and from GIGUERES. If you live in Leicester, your child can be bused to us. Talk to your school or the bus company to make arrangements.

DAILY SCHEDULE (sample)

Middle School bus arrives at: 2:10

Memorial School bus arrives at: 2:45

Primary School bus arrives at: 3:15

3:20 - 3:50 - Gym Time (we may play organized games or have free time)

3:55 - 4:10 - Snack time (each child is allowed to choose one snack and one drink, provided by Kid's Club. Water is available at any time.)

4:10 - Start homework. When a child finishes their homework, he/she may have free time providing they are quiet and respectful of others who may still be working.

BEHAVIOR MANAGEMENT

Our approach to discipline at Kid's Club is to use a positive and consistent manner to maximize growth and development. We help the children to deal with their feelings by encouraging the use of words over actions. Our goal is to protect the group as well as the individuals within the group. Our rules set positive and reasonable expectations that encourage self-control through understanding. We try to anticipate problems or disruptions before they arise so they may be avoided. The children will learn to be responsible for their own behavior. We also work with parents to implement this positive, consistent approach at home.

Never do we:

Use corporal punishment

Force a child to eat or deny food as a form of punishment

Subject a child to cruel or severe punishment

Punish a child for accidentally wetting or soiling.

All children are asked to respect themselves, teachers, other children, and property of Kid's Club at all times.

TERMINATION POLICY

Reasons for termination:

1. Non-Payment of tuition.
2. The developmental needs of the child are not being met.
3. The safety of the child and/or other children in the group cannot be guaranteed.

Termination Process:

Non-payment of tuition - After tuition has not been paid for two consecutive weeks, a notice will be sent home stating that the balance must be paid immediately. If payment is not made by the end of the third week the child will be terminated from the program.

Prior to termination of any child from the program, every effort will be made to work with the child and the child's parents to improve the situation. The referral process will be implemented first. If after a reasonable amount of time, significant improvement is not observed by the staff, the child will be terminated from the program. The Director will meet with the child's parents to inform them of the decision. They will be given two weeks to find alternate care arrangements.



Termination Process (continued)

If a child is terminated from the program, he/she will be prepared for the termination in a manner consistent with his/her ability to understand. The child will be encouraged to express his/her feelings concerning the departure. Other children in the group will be given a reasonable explanation for the departure by the teacher.

SUSPENSION POLICY

If a child behaves disrespectfully towards a teacher, and/or another student in such a way that may be threatening or dangerous to others or themselves that student may be terminated or suspended from the program.

GRIEVANCE PROCEDURES FOR PARENTS

If a parent or guardian has a question or concern they should speak to the staff member on duty first to try and resolve the situation. If they are not satisfied or still have a question or concern they would then speak with the Director of the program, within a few days. If those efforts are still not satisfactory then a meeting will be setup with the owner of Kid's Club.

NON DISCRIMINATION POLICY

Kid's Club has a positive attitude towards staff employment and caring for children regardless of race, religion, cultural heritage, political beliefs, national origin, marital status, disability, or sexual orientation.

INTAKE PROCEDURES

Kid's Club services children from the ages of 5 through 12 years. Parents and children are encouraged to visit and learn about the program prior to attending. This can be accomplished by making an appointment with the Director. At the time of enrollment and before attending Kid's Club, parents are given an enrollment packet that will need to be reviewed and filled out. The enrollment packet will include a Parent Handbook which can be used for reference purposes.

PARENT HANDBOOK

As parents, we value your input in the development of the policies and procedures of the Kid's Club Program. Please feel free to discuss your ideas and suggestions with the owners, Director or any staff member.

THE DEPARTMENT OF EARLY EDUCATION AND CARE REGULATIONS ARE AVAILABLE UPON REQUEST.



PARENT INFORMATION, RIGHTS, AND RESPONSIBILITIES

Chapter 28, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Office Of Child Care Services the legal responsibility of promulgating rules and regulations governing the operation of day care centers (including After-School Programs)

The licensee (day care center owner) is required to inform all parents of specific information about their rights and responsibilities at the time of admission of their child to the center. Section 7.04 of 102 CMR 7.00, the regulations which govern day care centers, contains more information.

PARENTS RIGHTS

Right To Visit

You have the right to make unannounced visits to your child's center while your child is present.

Parent Input

The program must have a procedure for allowing your input in the development of the program's policy and procedure. The program must allow you to make suggestions, but it is up to the program to decide whether or not they will be implemented.

Conferences

You have the right to request an individual conference with the program's staff. The licensee has the responsibility to make the staff available.

Meeting Prior To Admittance

The licensee shall assure that the administrator or his designee meets with you prior to admitting your child to the program.

At the meeting, the licensee in addition to the information contained in this fact sheet, must provide you with; the center's written statement of purpose, types of services provided, referral policy, behavior management policy, termination and suspension policy, a list of suggested nutritious foods you could send for snacks and meals, the policy for identifying and reporting child abuse and neglect, the transportation plan, a copy of the health care policy (if requested), procedure for administration of medication, procedures for providing emergency health care and illness exclusion policy, and a copy of the fee schedule. All of this information may be contained in the "Parent Handbook".

You should also be given the opportunity to visit the Before and After-School Program either at the time of the meeting or prior to the enrollment of your child.

YOUR CHILD'S RECORDS

Information contained in your child's records is privileged and confidential. The Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for your child without your written consent. You must be notified if your child's record is subpoenaed.

Access To The Records

You should be able to have access to your child's records. The Center must provide access within two business days, unless they have your permission to take longer. You must be allowed to view your child's entire record, even if it is located in more than one location. The Center must have procedures regarding access, duplication, and dissemination of children's records. They must maintain a written log which identifies anyone who has had access or has received any information out of the record. This log is available only to you and the people responsible for maintaining the program's records.

Amending The Record

You have the right to add information, comments, on data, or any other relevant material to your child's record; you also have the right to request deletion or amendments of any information contained in your child's record. Such request shall be made in accordance with the procedures described below:

1. If you are of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to have a conference with the licensee to make your objections known.
2. The licensee shall, within one (1) week after the conference, give you a decision in writing stating the reason or reasons for the decision. If this decision is in your favor, he shall immediately take steps that may be necessary to put the decision into effect.

Charge For Copies

The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

Transfer Of The Record

Upon your written request, when your child is no longer in care, the licensee can give you your child's record or transfer them to any other person that you identify. The Center should ask you to sign a form verifying that you have received the record.

RESPONSIBILITIES OF THE PROGRAM

Providing Information To The Office Of Child Care Services

The licensee must make available to the Office of Child Care Services any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. This includes information in your child's records. Authorized employees of the Office are not to remove identifying

case materials from the program premises and are required to maintain the confidentiality of individual records.

Reporting Abuse Or Neglect

All program staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

Notification Of Injury

The licensee must notify you immediately of any injury which requires emergency care. They must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Availability Of Regulations

The Program must have a copy of CMR 102 7.00, Standards for Licensure or Approval of Group Day Care and School Age Child Care Programs, on the premises, available to any person upon request. If you have questions about any of the regulations, ask your center to show them to you.

IMPORTANT PARENT INFORMATION

Arrival/Departure Procedures

Parents must escort their child/ren into the classroom every morning. You will be expected to sign your child in and out of the program every day on the attendance sheets located near the entranceway. Do not leave your child unattended, we are not responsible for a child until a parent makes contact with the staff member.

Parents are responsible for keeping the program staff informed of any changes in address, telephone numbers, emergency numbers, unusual daily schedules and other pertinent information.

Authorization To Release A Child

- **CHILDREN WILL NOT BE RELEASED TO ANYONE THAT IS NOT LISTED ON THE AUTHORIZATION RELEASE FORM.** The Director must be informed, in writing, if possible, or by phone if someone new will be picking up your child. Once that person arrives they will be asked to produce a picture I.D.
- **A complete change of clothing should always be available for your child including; socks, underwear, shirt and pants appropriate to the weather. If center clothes are used they should be returned clean and in a reasonable time period. All clothing should be marked with your child's name. Soiled clothing will be sent home in a bag and should be replaced the next day.**

- A two week notice is required for anyone dropping out of a program. If a child is withdrawn without notice, two weeks payment will be due.
- We try to promote healthy eating, so we ask that you not send candy, gum, or soda to the program.

HEALTH CARE POLICY

A. Emergency Telephone Numbers

Health Care Consultant	Mary Davis (508) 757-3725
Fire Department	911 (508) 892-4351
Police Department	911 (508) 892-3241
Ambulance	911 (508) 892-3241
Poison Control	(800) 682-9211
Hospital	Worcester Medical Center 20 Worcester Center Blvd. (508) 363-5000
Designated Adults	Linda LeBlanc (978) 928-1133 David Giguere (508) 892-1068

B. Procedures For Emergencies And Illness

Parents will be notified about a child's illness or emergency at home or work. If they cannot be reached, the emergency contact person will be called. The second teacher (if applicable) will be applying first aid. In an extreme emergency an ambulance will be called. If parents cannot arrive in time to take the child to the hospital, the after-school program has permission to have the Director or person in charge transport the child

Before going on field trips the director will locate the nearest telephone, hospital and emergency numbers. A designated teacher will have a file that will contain all children's emergency contact information, local emergency numbers and a first aid kit.

C. Procedures For Using And Maintaining First Aid Equipment

Location of first aid kit: Desk area to the right of the bathroom. The first aid kit is kept supplied through monthly checks by the Director. Teachers with current First Aid and CPR will administer first aid. The location of the fire extinguisher will be clearly marked and all staff are aware of location of fire extinguishers.

D. Plan For Evacuation Of Kid's Club In Emergency

1. The Lead Teacher is responsible for taking attendance in case of an emergency.
2. The children are instructed to meet at the front or back door depending on the area of emergency and proceed with the teacher up the stairs and out the front or back door.
3. The meeting area for an emergency exit is the parking lot to the left of the building.
4. The Director or (Lead teacher in her absence) will check the bathrooms and all other areas/rooms for children and call 911.

HEALTH CARE POLICY CONT.

E. Injury Prevention Plan

1. All teachers will be responsible for daily monitoring of the program both indoor and outdoor areas for hazards. If any hazards are noticed, they will be taken care of immediately by the owner.
2. In case of injury, a written incident report will be filled out by staff and a copy will be given to parents and put into the child's file.
3. An injury log will be located in the attendance notebook for the teacher to log the injury.

F. Plan For Managing Infectious Disease

1. If a child becomes seriously ill (fever, vomiting, etc.) every effort will be made to contact the parent. If a parent cannot be reached, we will contact the person listed on the emergency contacts. A child should be picked up within an hour of the center's phone call. Any child sent home because of illness must stay home the next day.
2. Children must be kept home if they have the following:
 - a. Fever over 100 degrees or have had one in the past 24 hours.
 - b. Cold with heavy nasal discharge or constant cough.
 - c. Diarrhea
 - d. Vomiting
 - e. Communicable illness (measles, chicken pox, salmonella, impetigo, scarlet fever, strep throat, pink eye, head lice, or a noticeable rash, etc.)

If your child has a communicable illness please notify the Director immediately so that other parents at the center can be notified to watch for symptoms. A doctor's note will be required before the child returns to the program. If a child is placed on an antibiotic he/she must have a full 24 hours of treatment before returning to the afterschool program.

G. Emergency Situation

1. **FIRE** - Children and staff will follow fire drill procedures and if the afterschool program cannot be reentered, we will proceed to the Discovery School building where parents will be notified and asked to pick up their child.
2. **NATURAL DISASTER** - Children and staff will be evacuated and the Fire Department will be called to arrange for school buses to transport children and staff to the Leicester High School where parents will be called to arrange for pick-up.
3. **LOSS OF WATER** - If loss of water cannot be corrected within an hour parents will be contacted to pick up their children. In the meantime bottled water that is kept at Kid's Club will be used to flush toilets, hand sanitizer and wet wipes will be used to wash hands.
4. **LOSS OF HEAT** - If the heat goes below 65 degrees in the winter months and the problem cannot be resolved within an hour parents will be called to pick up their child. Staff and children will go next door to the Discovery School, until heat is restored or parents are called.

HEALTH CARE POLICY CONT.

5. **LOSS OF POWER** - A determination will be made by the Director and owners, in consultation with the power company or electrician, as to whether parents will need to be called to pick up their children. The decision will depend on things such as length of time power will be off, time of day, season of the year, etc.

H. Plan For Infection Control

1. All staff and children will be required to wash their hands with liquid soap and running water and dry them with individual, disposable paper towels.
 - a. before eating
 - b. after eating
 - c. after toileting
 - d. after cleaning
2. All staff will be required to clean with a disinfectant commercially prepared to kill bacteria, or a daily self-made solution of bleach and water. All disinfectants will be stored in a secure place out of the reach of children.

Disinfectants will be used daily on:

- a. toilets & toilet seats
- b. sinks and faucets
- c. water tables (if applicable)
- d. table & chairs
- e. play areas (where applicable)
- f. computers & counter space
- g. homework counter space
- h. tables and counter space before and after eating

After each use:

- a. thermometers
- b. mops used for cleaning

Monthly:

- a. mats, sheets, and blankets (when applicable)

3. All staff must wear gloves when situations arise due to possible exposure to bodily fluids and the potential of being infected with HIV.
4. Gloves will be used when carrying out disinfecting procedures especially where contact with blood spills, bodily fluids and waste is a possibility.

I. Plan For Meeting The Needs Of Mildly Ill Children While In Care

Children who are or have become mildly ill are placed on a mat or in a quiet area away from the other children. Parents are called and a decision is made as to the necessity of picking up the child.

HEATH CARE POLICY, CONT.

J. Plan For Administering Medication

1. Medication may be administered at the Kid's Club Afterschool program. A parent must come in and sign a form stating the date, time to be given, amount of medicine and the length of time the child will be on the medication. The Doctor's original prescription must be on the medication bottle.
2. Non-prescription medicine may only be given when a letter from the child's Doctor gives the afterschool program permission to administer that particular medication and parents are notified before the medicine is administered.
3. Medication will be administered to any child provided that a Parent Authorization has been completed. Children on prescription medicine may not return to the afterschool program until he/she has been on the medication for twenty four (24) hours. All medication records will be placed in the child's file. All medication will be stored in the refrigerator or in a container on top of the refrigerator. All leftover medication will be returned to parents. It is parents responsibility to bring medication to the afterschool program daily.

K. Plan For Meeting Specific Health Care Needs

A parent is required to fill out a medical history background which will include information on any allergies. This form is completed at the time of enrollment. All children who have allergies will have his/her name, the specific allergies and food posted, and all staff will be made aware of this list.

L. Procedure For Identifying And Reporting Suspected Child Abuse And Neglect To The Department Of Social Services

1. DSS Office
340 Main Street
Worcester, MA 01608
(508) 929-2000
2. Teachers may recognize signs of abuse and/or neglect by behavior unusual for the child or visibility of marks on the child's body. All observations are to be documented and given to the Director.
3. The Director will contact DSS, document information asked on 51A, mail in 51A within 24 hours of phone call or FAX said information. All documents will be photocopied and kept on file with a copy added to the child's file.
4. Parents of the child of suspected abuse must be informed of the 51A being filed by the Director or agency. Filing is done first, then parent is notified.
5. A parent should be confronted if marks or other injuries are observed upon arrival or when injury is observed, confront parent as soon as possible by telephone but preferably face to face, showing injury observed.
6. Allegations of abuse/neglect by staff members are taken very seriously. There will be a meeting between the staff member, Director and the owner immediately following allegations. The staff member will have no contact with any children at the center until a thorough investigation is completed. At that time a determination will be made as to the employment of the staff member.

WRITTEN PLAN FOR REFERRAL SERVICES

Kid's Club will use the following procedures for referring parents to appropriate social, mental health, educational and medical services should the program staff feel that an assessment for such additional services would benefit the child.

Referral Process

Whenever any staff member is concerned about a child's development or behavior and feel that further evaluation should be done, they will report it to the administrator in charge.

If the administrator agrees, the staff member will complete an observation report and review the child's record prior to making a referral.

The administrator will maintain a current list of referral resources in the community for children in need of social, mental health, educational or medical services. This list will include the contact information for Chapter 766 and Early Intervention Program referrals.

Referral Meeting with Parents

The director will schedule a meeting with the parents to notify them of the center's concern and prepare a current list of possible referral resources.

At the meeting, the director will provide to the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the center's observations related to the referral and any efforts the center may have made to accommodate the child's needs.

The director will offer assistance to the child's parents in making the referral.. Parents will be encouraged to call or request in writing an evaluation. If parents need extra support, the center will, with written parental consent, contact the referral agency for them.

If a child is at least 1 1/2 years of age, the director will inform the child's parents of the availability of services and their rights, including the right to appeal, under Chapter 766.

Follow Up To The Referral

The Director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of or is ineligible for service, the center will review the child's progress to determine if another referral is necessary.

Record of Referrals

The Director will maintain a written record of any referrals as well as the parent conferences and any results. A referral checklist will be kept in the child's file.

REFERRAL RESOURCES

Massachusetts Department of Children and Families (DCF)
340 Main Street
Worcester, MA 01608
(508) 929-2000

MA Society for the Prevention of Cruelty to Children (MSPCC)
Early Intervention Program
335 Chandler Street
Worcester, MA 01602
(508) 753-5540

Department of Transitional Assistance
9 Walnut Street
Worcester, MA 01608
(508) 767-3100

Worcester Public Schools
20 Irving Street
Worcester, MA 01609
(508) 799-3115

Leicester Superintendent of Schools
Superintendent: Paul Soojian
1078 Main Street
Leicester, MA 01524
(508) 892-7040

Spencer Pupil Services Department
306 Main Street
Spencer, MA 01562
(508) 885-8500

MA Department of Mental Health
Central Office
25 Staniford Street
Boston, MA 02114
(800) 221-0053
www.mass.gov/dmh

KIDS CLUB

(Parent Agreement)

Parents:

Please read the handbook completely and carefully and then sign and return this agreement to the Kid's Club staff. Thank You!

I have read and agree to comply with the policies of Kid's Club including but not limited to registration, payment, schedule, weekly payment procedures, late payment fees, withdrawal notice and late pick up fees.

Date: _____ Signature: _____

Date: _____ Received By: _____

I give permission for the staff at Kid's Club to photograph or videotape my child during school activities for school use only.

Child's Name: _____ Date: _____

Parents Signature: _____

