

## **PHILOSOPHY**

Clubhouse Kids was created to meet the needs of students in kindergarten through fifth grade, ages 5-11 years old, who may require before and after school care who attend Central Elementary and Great Works School in South Berwick, Maine. Children enrolled in the program will be given a safe place to play and study, under the supervision of caring, trained staff members. We also offer various enrichment programs for students who do not need childcare but who wish to participate in the fun! Clubhouse Kids welcomes children of all abilities with the commitment to provide quality care to each child. We believe every child is a unique individual with varying needs, and we welcome the diversity that brings to our program. All children and families deserve to be full members of their communities, to have the opportunity for development and learning, and to experience a sense of belonging. Clubhouse Kids does not discriminate based on race, ethnicity, culture, nationality, religion, age, gender, sexual orientation, socio-economic differences, physical disabilities, or learning style.

Using open communication, Clubhouse Kids will work with parents to create the best possible care for each child. If a child needs reasonable accommodations for success, parents will meet with the Director prior to admission to share information and develop a plan. Open communication about each child helps provide quality care.

It is our policy to serve all children to the best of our ability. We will work within reasonable accommodations to include all children with special needs in the program. However, if your child(ren) needs a one-on-one specialized support person, we are not trained, nor do we have the staff to cover this need. Childcare Licensing requires we maintain a 13:1 child to staff ratio.

## **PROGRAM**

The program provides an alternative recreation program for children who require care and for those who enjoy group involvement. Activities range from arts and crafts, science projects, board games, group play, sports, to homework and quiet play. Activities in the program will include free choice that allows exploration at the child's own level and gives them a chance to develop social skills in a structured environment. Active play will be a part of each child's day, from running around outside, to climbing on the play structures on the playground, to learning and playing new sports and games. There will be fun and learning for all.

The program provides a balanced and safe environment with a sufficient amount of adult supervision to ensure quality care. While providing a safe environment, staff will encourage children to get involved, ask questions, and explore within a stable, familiar environment. The setting of learning and playing is designed for the child to develop self-esteem, initiative and leadership skills and to practice respect, responsibility, caring and honesty.

## **LICENSING**

Clubhouse Kids is licensed by the State of Maine to provide care for 100 children. Our site is subject to inspection by state licensing. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios.

A copy of "Rules for the Licensing of Child Care Facilities" is available at Clubhouse Kids. To view the licensing rules online, the website is [dhrs.info@maine.gov](mailto:dhrs.info@maine.gov) Parents always have access to view our

programs most recent licensing inspection upon request. Any licensing violations will also be available online [www.childcarechoices.me](http://www.childcarechoices.me) To contact our Child Care Licensing Specialist please call 207-215-9284. To report a licensing violation, call 1-800-452-1919.

## **MANDATED REPORTERS**

It's our mission to ensure all children in our program are safe and well cared for- not only while they are at our program, but at all times. If there is a strong reason to suspect that a child has been abused or neglected, ***all staff are mandated by law*** to contact D.H.H.S., Child Protective Services, a specialized social service to protect children when their families cannot at 1-800-452-1999.

***Our concern is the safety of the children. It is not our intent to falsely accuse any person of abuse or neglect.***

## **STAFF QUALIFICATIONS AND TRAINING**

All requirements and qualifications for staff are established in the Rules for Licensing of Childcare Facilities for the state of Maine. There is a requirement for all staff working in a licensed facility to participate in ongoing training each year. The required hours at Clubhouse Kids vary according to whether or not a staff works more or less than 20 hours per week. Our required training is 18 hours for staff 20 hours or less per week and 30 training hours for those staff that work 30 or more hours weekly. All staff are members of Maine Roads to Quality. Clubhouse Kids is also part of Quality for Maine, Maine's quality rating and improvement system. The rating system is based on four steps, each step leading to higher quality. Clubhouse Kids holds a certificate with a step 3 rating at this time.

## **SUPERVISION OF STAFF**

Upon hire, the Director will orient new staff, including volunteers, prior or during the first week of services in the following:

- Rules for the Licensing of Childcare Facilities
- Clubhouse Kids Personnel Policy Handbook
- Fire Drills and other emergency procedures

## **PARENT INVOLVEMENT/VOLUNTEERS**

We encourage parents to be involved with the program. Clubhouse Kids staff is available by appointment to meet with parents/guardians as needed. This enables parents/guardians to meet with staff, plan events and help evaluate the program. A strong home/program connection is important to building a good environment for your child. Parent/Guardian participation is important as it enhances the program and provides balance in the life of your child.

Clubhouse Kids will promote communication between families and staff through email and the Clubhouse Kids Facebook page. Parents/Guardians are encouraged to read all emails and to follow us on Facebook to view pictures of their children, receive updates about their day, view the weekly program and directly communicate with staff.

Clubhouse Kids has students gain community service hours volunteering during summer camp, after school and for parent night outs. Volunteers are used to enrich our programs by allowing us to expand our services and activities. It is important to note that volunteers are supervised at all times and are never left alone with children. Anyone interested in volunteering should contact the Director or staff to discuss the opportunities. Volunteers must be at least 17 years old, otherwise they are considered to be part of the program and staff ratios are affected. **All** volunteers **must** fill out a volunteer application, have a state background check completed and an orientation to our program and the rules that regulate Maine Child Care Centers.

## HOURS OF OPERATION

Clubhouse Kids is open from 6:30 am to 8:30 am and from 3:00 pm to 5:30 pm on regular school days. No care is available after 5:30 pm or on weekends.

Clubhouse Kids is open when school is open. Care is offered on Teacher Workshop Days. On these specific days, care will be provided at a daily rate. Sign-ups will occur at least three weeks prior to the day. Once you sign up for these days, you will be billed regardless of whether or not your child attends. **During All Day Care, lunch is NOT provided. Please make sure your child brings a lunch from home.**

During February and April vacations, Clubhouse Kids will be **closed**. CHK is also closed during Winter Break. **On Holidays, Clubhouse Kids is closed.** Our regularly hourly fee applies to any days that you are contracted for that fall on a holiday during a school week we are open. Clubhouse Kids will be closed on the following Holidays:

New Year's Day	Labor Day
Martin Luther King Jr Day	Indigenous Peoples' Day
President's Day	Veteran's Day Thanksgiving Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Eve
Independence Day	Christmas Day

## SNOW DAYS

Clubhouse Kids follows MSAD 35 snow day policy. When school is closed due to a snow day, Clubhouse Kids is **closed**. If schools close early due to weather or any other emergency, we **will not** provide after school programming and will be **closed**. If the school cancels all of their after-school activities, Clubhouse Kids **will** remain open and provide after care. **Please note, these days will still be charged for.** If schools have a delayed start, we **will** also have a delayed opening. Before care will open at 8:30 am and stay open until the children go to school at 10:25 am. Parents contracted for morning care hours **will be billed their contracted hours plus any additional hours for the delay, regardless if their child attends or not on these days.**

## REGISTRATION

There is a \$40.00 non-refundable registration fee **per child** required at the time of sign up. Each child must be registered before attending Clubhouse Kids. When registering your child, all registration forms provided in your packet must be completed and returned prior to your child attending

their first day of the program. **Registration form, emergency contact form, permission form and immunization records must be completed and handed in BEFORE your child can start our program.** Space is available on a first-come, first-serve basis. Once registered, space is guaranteed for the days and hours agreed upon. **Once a child is registered for specific days, this arrangement is considered contracted and the time is billed regardless of whether or not it is used.** Changes in schedule require the creation of a new contract. Additional hours may be requested with advance notice, provided space is available.

## **FEES**

When signing your child up for the program you have the option for them to attend as contracted or as a drop-in. Contracted fees are \$9.00 per hour for the first child and \$7.00 per hour for each additional child. Drop-in fees are \$10.00 per hour for the first child and \$8.00 per hour for each additional child. We charge only by the hour, **no half hours**. The next hour is charged if the child is not picked up promptly by the end of the scheduled hour.

There will be no charge for school vacation weeks (Winter Break, February Vacation, April Vacation) as Clubhouse Kids is closed. **You will be charged for sick days, personal vacations and any snow days/delays and holidays that fall on your contracted days.**

## **PAYMENT**

You are required to pay by **EACH** Friday of the week attending. You have contracted for the total school year and are obligated to pay each week. A reminder notice or phone call will be made if payments are not received in a timely manner. After this point if payments are not made you will not be able to continue in the childcare program. **ACCOUNTS ONE WEEK DELINQUENT WILL BE TERMINATED. If payment is not received by the close of childcare on Friday, a \$50.00 late fee will be assessed to your account balance and your child will not be able to attend until the balance is paid.** Continued late payments will result in termination of your contract. All accounts must be kept up to date at all times.

Clubhouse Kids welcomes the use of credit cards, debit cards, checks, cash and accept Venmo (CHK2004). Please note, payments made with a debit or credit card will be charged 3.75 %. There will be a \$40.00 fee assessed for any checks returned by the bank. After the first returned check, cash payments will be required thereafter.

## **SUBSIDIZED CHILDCARE**

For assistance, Individuals need to contact the State of Maine Department of Health and Human Services, Office of Childcare Subsidy Program. (Formally known as the Voucher Program) It is your responsibility to complete all the necessary paperwork before the Childcare program begins. Their offices are located at 2 Anthony Ave. in Augusta or you can contact them at 1-877-680-5866.

ASPIRE and TRANSITIONAL parents must bring in their childcare packet(s) from the DHHS and complete the payment authorization release form allowing the payments to be directly deposited into the Clubhouse Kids account. TRANSITIONAL parents **must** supply the amount of their parent co pay to the childcare office staff. ASPIRE parents must bring with them a **childcare packet** from Aspire to us and we

will confirm eligibility. **Until verification of these benefits, Parents are responsible for paying the full weekly childcare fees or Parents will have to wait to start the program until eligibility has been determined.**

CHILDREN IN FOSTER CARE- DHHS caseworker must sign the enrollment paperwork. Must supply the child's Medicaid (A number) so we can create an invoice to bill DHHS for care.

### **LATE PICK UP FEES**

Your child looks forward to your arrival at the end of the day. Please make every effort to pick your child up on time. If you know you can't arrive on schedule, please arrange to have your child picked up by another adult who has been authorized to do so on your child's emergency form. If a late pick up is unavoidable and you're unable to reach your designated emergency contact, please notify us immediately.

Each Parent/Guardian is to pick up their child by 5:30 p.m. If you are picking up your child past 5:30 p.m. you will be assessed a late pickup fee of \$10.00 per child for the first 15 minutes. After 5:45 p.m. the fee increases to \$1.00 for every minute that you are late.

If it is your first time being late and it is only a couple of minutes, staff will issue you a warning. If the first time you are over 10-15 minutes late you will be charged the late fee.

Staff will issue a late pick up form at the time of pick up. The late pick is to be paid before your child attends the next day.

### **REFUNDS/WITHDRAWAL**

Clubhouse Kids does not give refunds for days missed. Fees will not be refunded due to a child's absence or withdrawal from the program. Fees will also not be refunded when a child is removed from the program due to disciplinary actions.

You may disenroll your child at any time. However, in order to assure accuracy, **two-week's notice is required** prior to withdrawing your child from our program. Parents wishing to withdraw a child but fail to provide a two-week notice will be liable for the two weeks of before or after care fees.

Clubhouse Kids reserves the right to disenroll any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program. Occasionally disenrollment occurs when a family's or child's needs cannot be met. Refusal or inability to follow Clubhouse Kids policies on the part of the family or child may also result in disenrollment. We strive to foster and maintain a safe, nurturing environment for all children and a professional environment for staff and families alike. Loud or abusive language or inappropriate conduct on the part of a parent or visitor will not be tolerated and may be grounds for disenrollment. We encourage parents to resolve issues with us amicably, professionally, and privately.

## TAX STATEMENTS

Due to the number of families we serve, we do not automatically send out year-end Childcare Tax Statements. Upon request you may obtain a copy of your account journal for tax purposes. Please give 48-hours' notice.

## TERMINATION POLICY

The Clubhouse Kids Program reserves the right to suspend and/or terminate childcare services within one week notice to the family. When the health, welfare and safety of other children are at risk, the program reserves the right to terminate services immediately. Services may be suspended and/or terminated for the following:

1. Overdue fees; failure to pay for care as scheduled
2. Child's inappropriate behavior at the program
3. Chronic tardiness when picking up the child from the program
4. Lack of parental cooperation/compliance with handbook regulations
5. Failure of child to adjust to the program after a reasonable amount of time
6. If a child has needs that require services that are beyond reasonable accommodations.
7. Parents or child(ren) are physically or verbally abusive to staff and/or other children.
8. Failure of parent or child to follow the program policies and procedures.
9. When the Childcare Director, at her discretion, believes that the continued service is not in the best interest of the child and/or Program.

## DROP-IN CARE

Drop-in care is available on a first-come, first-serve basis as space allows. Drop-in care requires notice. Hours of care requested will be billed regardless of whether or not the child actually uses any or all of the hours. If a parent calls and requests hours and calls back to cancel, the requested hours will be charged. Full payment is due on the day that care is provided.

## ATTENDANCE

Communication between the child's teacher, the parent and staff at Clubhouse Kids is of maximum importance to the child's safety. If your child's schedule changes due to illness, other activity that day, travel, a doctor's appointment, special after school activity or other absences, **please notify us immediately**. All phone calls should be made to our site location at 384-2533. A voicemail system will record messages during hours that Clubhouse Kids is not operating. We take our responsibility to care for your child seriously. Unless your child is absent from school or you have made other arrangements, we are going to expect your child each day you have registered them for Clubhouse Kids.

## DAILY SCHEDULE

### AM PROGRAM

6:30-8:00 am	Check in, attendance, free play
7:00 -8:15 am	Daily planned activity (arts + crafts, games), gym, outside play, free play
8:15-8:25 am	Clean-up/Dismissal

## PM PROGRAM

3:10-3:15 pm	Check in, attendance, snack time
3:15-5:00 pm	Homework time, daily planned activity (arts + crafts, games), gym, outside play
5:00-6:00 pm	Free time, games outside, inside or in gym

\*All activities are elective; the children have the choice of what they want to participate in. ALL children are required to go outside each day, per childcare licensing regulations for at least 30 minutes.

## ARRIVAL AND DEPARTURE

We want to make sure your child begins and ends his or her day with us on a happy note. Every morning and afternoon, we require you to sign your child in and out using our time clock system. Parents are required to escort their child into the building in the morning. **Children will not be allowed to enter the building without an adult.** To ensure correct billing, staff must know the exact times you arrive and pick up your child. Staff is trained to greet each parent upon entrance and help the child transition from parent to program. Once a child is signed out, the parent/guardian is responsible for the safety and supervision of the child.

We ask when picking up your child you refrain from being on your cell phone. Staff may need to talk to you regarding your child or give you information.

## PICK UP AUTHORIZATION POLICY

Parents are required to complete and update as necessary, a current list of people who are authorized to pick up their child, or who can be called in case of an emergency. **Adults not on the list will not be allowed to pick up children from the program.** If someone other than the parent or those adults listed on the child's record is to pick up the child, please notify the staff and inform the individual of our procedure. Proof of identity will be requested. Remind the person to bring proper identification. Persons bringing in or picking up children must be **18 years** of age.

## CUSTODY ORDERS AND VISITATION

Some families have legal custodial orders that address whether an individual is permitted to pick up or visit a child. If custody orders relating to your child exist, a copy must be provided to the Director for inclusion in your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the Director when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted while a child is at Clubhouse Kids. Please discuss questions about custody arrangements with the Director.

## ALCOHOL, DRUG AND WEAPONS POLICY

We are committed to fostering and maintaining a healthy and safe environment for everyone. Staff, family members, and guests are prohibited from smoking on our site and its grounds. Clubhouse Kids reserves the right to deny any authorized person under the influence or suspected of being under the influence of alcohol or any other substance, from taking a child home when Clubhouse Kids feels to do so would be placing a child at risk. If the parent/authorized person becomes belligerent, and staff feel there is a possibility of injury to the child, other children to the program, or Clubhouse Kids staff; the childcare

staff will be required to call the police. Clubhouse Kids reserves the right to deny services to persons who abuse this policy.

Family members, children, and guests are strictly prohibited from possessing firearms or other weapons on our site. If children are found to be in possession of weapons, the Director will confiscate the weapon and notify proper authorities.

When a particular child's or parent's behavior threatens the safety of others, or if a child or parent becomes abusive toward other children, parents, or staff in the program, we may disenroll the child immediately.

## **STUDENT RECORDS**

Clubhouse Kids is a state licensed facility and certain records must be kept. At time of registration, each family must provide information on emergency phone numbers, and other pertinent information. Parents are responsible for updating any new information such as any new phone numbers or who is authorized to pick up the child. **Parents must inform CHK of any medical conditions, allergies or special needs their child may have.** All individual files are confidential and kept in the childcare director's care. Parents shall, upon request, have access to their child's records at any time. A parent/guardian has the right to add or remove information in his/her child's record at any time by making the information in writing available to the director.

**Immunization Records** must be kept on file for all children registered in the Clubhouse Kids program. All records must be obtained within thirty days of registering and records must be updated at all times. This is a state license requirement. A child will not be allowed to attend the program without their immunization records.

## **RIGHTS OF CHILDREN**

Children receiving childcare from Childcare Facilities have the following rights.

1. Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided Child care services without discrimination to race, age, national origin, religion, disability, sex or family composition.
5. Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.



## **DEVELOPMENTAL SCREENINGS/RESOURCES**

Developmental milestones matter! How your child plays, speaks, acts or moves is important to their growth. All young children need both developmental monitoring and screening to ensure they are on track for a healthy life. Clubhouse Kids staff will work together with you to help your child regarding educational and behavior areas. We will help link you to services, and supply ongoing support when needed. We can do a referral, participate in IEP meetings and help collaborate on your child's plan.

Child Developmental Services, provides free screening for children who might need extra help. If CDS approves services for a child, outside therapists may provide those services at Clubhouse Kids. The central referral line for CDS is 1- 877-770-8883 and website is: <http://www.maine.gov/doe/cds>

## **CLOTHING**

Children in the program are active and involved in a wide variety of activities, both indoors and outdoors. They should wear clothes that are comfortable, practical and appropriate for the weather conditions. Children should be dressed in casual, comfortable clothing that allows them to explore and play without fear of getting dirty. Clothing that is appropriate for the weather should be brought to Clubhouse Kids daily. We recommend a warm jacket, snow pants, hat, mittens, and boots in winter; sun hat and cotton shirt in summer; an extra sweater or jacket for spring and fall.

When boots are worn, please make sure that your child has shoes at Clubhouse Kids. In the summer when the children like to wear sandals or "flip-flops" they still need to have sneakers to participate in sport activities. If a child does not have the appropriate footwear they **will NOT** be allowed to participate in any gymnasium or outside sports activities.

Accidents can happen, so we like to keep an extra set of clothing on site. To help keep everything organized and to minimize losses, please label bags containing your child's possessions.

## **POSSESSIONS FROM HOME**

Clubhouse Kids asks that any toys, electronics, and personal belongings stay in children's backpacks each morning and afternoon. We take no responsibility for personal belongings that become damaged, lost, or stolen during our programs.

Our Programs are "Unplugged" experiences. Children are not given time to use cell phones, watches or personal media/electrical devices during our programs. The goals of these programs are to build community, create real-life experiences, and to encourage hands-on fun. We hope that you share our "Unplugged" vision!

## **FOOD**

A nutritious, light snack is provided at the beginning of the afternoon session each day. Each child is also welcomed to bring his/her own snack from home. Morning session attendees may bring food from home for breakfast if they wish. Central School serves breakfast each morning beginning at 8:05 am.

## **MEDICATION POLICY**

To administer any type of medication (prescription or over the counter) Clubhouse Kids must have a signed "Medical Authorization Form" on file. You can find this form at Clubhouse Kids. Prescription medications must be in their original container with the current pharmacist label on it. Clubhouse Kids does not have trained medical professionals on staff. All medications will be self-administered. A written record of the administration of any medication will be kept in the child's file.

## **FIRST AID + ILLNESS POLICIES**

All Clubhouse Kids staff members are child and adult CPR and First Aid certified. Any accident requiring first aid treatment will be reported by staff on an accident/incident report. Parents/Guardians are asked to read, sign, and return the report to Clubhouse Kids staff. A copy of the report is filed in the child's folder. Minor accidents such as small cuts, scrapes, skinned knees, etc. are cleaned and covered with a bandage. Bumps and bruises are treated with ice packs. Parents/Guardians are notified immediately of accident's that may require a doctor's care. If an accident occurs that requires immediate medical care, the child will be taken to the nearest health care facility in the company of a staff member. The emergency procedure form in the registration packet authorizes Clubhouse Kids to obtain medical care when your child must be treated in your absence.

If a child becomes ill while they are at the before school program, the parent/guardian will be notified, and the child will be brought to the nurse once school begins. If a child becomes ill during the afterschool program, we will contact the parent/guardian to come pick up their child. Should your child be absent from school on a day where they go to aftercare, please call the program at 384-2533.

## **COMMUNICABLE DISEASE**

Clubhouse Kids provides children with a clean and healthy environment. However, we realize that children become ill from time to time. It is extremely important for you to notify us immediately of all contagious diseases your child contracts other than the common cold. We ask that you please not bring a sick child to the program. They will be sent home! If Clubhouse Kids becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, then Clubhouse Kids shall notify parents of both of the following: the name of the communicable disease and the symptoms of the disease. If a child shows any unusual symptom or indication of potentially communicable illness, parents MUST acquire a written permission form from a licensed physician, who is not the child's parent, before the child is permitted to return to Clubhouse Kids.

Please inform Clubhouse Kids if your child is diagnosed with a communicable disease or any unusual skin rash. The program will inform parents in writing of communicable illnesses in the program. Clubhouse Kids follows the Maine Disease Control and Prevention Notifiable Diseases and Conditions List to best decide exclusionary periods for illnesses.. Clubhouse Kids is required to report by phone, any case or suspected case of notable diseases to the Division of Infectious Disease at 800-821-5821.

## **SERIOUS INCIDENT/INJURY REPORTING**

In the event of a serious illness, injury, an imminent risk or death, Clubhouse Kids is to report to Child Care Licensing within 24 hours as required by Maine State Licensing Rules and procedures. Clubhouse Kids will use a Serious Injury/ Accident Reporting Form to report accidents as required by licensing rules. A copy of the completed form will be kept in the child's file and provided to the parent/legal

guardian. Parent/Legal Guardian signature will be secured on the Reporting form within the required 48 hours of the event.

## **COVID-19 HEALTH AND SAFETY PROCEDURES AND PROTOCOLS**

Clubhouse Kids will be following the Childcare Guidelines as outlined by the State of Maine. Our policies and procedures will change in the event that there are alterations to the guidelines.

Currently, children will **not** have to wear masks. If conditions change with the spread of Covid-19, we may need to reinstitute our mask policy for children and staff so they are required to wear masks indoors, on the bus and to field trips. In this scenario, children will not be required to wear masks in most circumstances outdoors when they are playing sports and participating in activities. The vast majority of a child's time, including eating snack, will be spent outside.

- **Cleaning and Sanitizing:** Tables, benches, program equipment, water coolers, bathrooms, and other equipment will be done using approved wipes and disinfectants throughout the day. All staff will be trained on proper cleaning and disinfecting techniques. All equipment will be cleaned and sanitized.
- **Hand Washing and Sanitization:** Staff and children will wash or sanitize hands will before and after every snack, lunch, and activity, as well as upon entry and exit of the program. We will have hand sanitizer throughout the program.
- If a child is feeling ill during the day, the parent/guardian will be notified, and expected to pick up their child within 45 minutes.
- **Please keep your child home if they have the following symptoms:** Fever (100.4 F) - Shortness of breath - Loss of taste or smell - Nausea - Diarrhea - Sore Throat - Runny Nose/Congested

**-If positive for COVID-19 or symptomatic**, regardless of vaccination status, stay home for at least 5 days and isolate from others in your home before returning to camp. Wear a mask for ten days.

**-If exposed to COVID-19 and are NOT vaccinated**, quarantine for at least 5 days, get tested and watch for symptoms. Take pre-cautions until day ten and wear a mask for a full ten days.

**-If exposed to COVID-19 and are vaccinated**, you do not need to quarantine or need to stay home unless you develop symptoms. Get tested, even if you don't develop symptoms, at least five days after you last had close contact with someone with COVID-19. Watch for symptoms until ten days after you last had close contact with someone with COVID-19. Take precautions for ten days and wear a mask for all ten days.

**-If exposed to COVID-19 and tested positive for COVID-19 within the past 90 days** you do not need to quarantine or stay home unless you develop symptoms. Watch for symptoms and wear a mask for ten days.

**\*Covid-19 recommendations are fluid and changes rapidly. Policies and practices are subjected to change. Clubhouse Kids reserves the right to change policies to adhere to the guidelines.**

## EMERGENCIES

Under certain unsafe conditions, we may be instructed to or feel it necessary to perform emergency evacuation or lockdown procedures to ensure the safety of the children and adults. Understanding each situation is unique, and that no one plan will accommodate the many different possibilities that may occur while the children are in our care; we have outlined an in-depth plan to protect the children and adults at our facility. Contingency plans and procedures have been developed by Clubhouse Kids to deal with fire, natural disasters, the loss of power, heat and water and other emergency situations. You may review a copy of the Clubhouse Kids Emergency Response Plan Manual upon request but below is a brief explanation of the plan. Please contact Clubhouse Kids staff with any questions.

- In an emergency situation like a natural disaster or lock down, adults and children will remain here at Clubhouse Kids unless instructed by emergency personnel to leave the premises. If conditions remain hazardous due to environmental factors, all children and adults will be relocated to the safest location in the building. Everyone will stay put until we are informed it is safe to do otherwise.
- In an emergency situation, like a fire or gas leak, and we are asked to relocate to a nearby location, Clubhouse Kids will relocate children to the Town Hall parking lot across from Central School located on Main Street in South Berwick. If the emergency makes it unsafe to wait nearby at the above location, we will move the children to The South Berwick Fire Department (71 Norton Street, South Berwick, ME). Both locations will be a safe location for pick up. If we are calling from one of these locations, we need you to come and get your child upon receiving the call. We will remain present with the children until all have been picked up.
- In the event of a civil emergency evacuation, local police, fire, hospitals and radio stations will be contacted immediately to inform the public of the evacuation. Clubhouse Kids staff will be responsible for informing the appropriate authorities. If the town instructs us to vacate the town, we will follow the town wide evacuation procedures as instructed. Clubhouse Kids staff will make every effort to contact parents/guardians as soon as they are physically able to do so. If time permits, parents/guardians will be contacted prior to the evacuation. As the safety of the children and staff are paramount, notification may occur after any evacuation.
- In the event that the children would be safer remaining indoors, we would shelter them inside the program facility. If our building was not considered to be a safe place for the children, we would relocate to a designated space. Next, we would begin calling parents to advise them of our location and to request that the children be picked up as quickly and safely as possible. For cases where parents cannot be reached, we would begin to call your emergency contact numbers.

Fire drills will be practiced on a monthly basis at a variety of times to ensure that all children who attend the program and staff working within the program will be able to participate and become familiar with the drill. Other emergency evacuation drills will be practiced as well, annually.

## TRANSPORTATION

During the summer months and days when Clubhouse Kids is open all day, fieldtrips may be taken, and a bus will be used for transportation. Clubhouse Kids uses Ledgemere Transportation, Inc. located at 1025 US Route 1 York, Maine; phone number 207-363-1555. Clubhouse Kids also may use Student Transportation located at 47 Emery Street Portsmouth, NH; phone number 603-433-1761. Each bus service company performs their own background check on each driver. Parents who have concerns or questions regarding our bus transportation services may contact them at any time using the contact numbers listed in this handbook.

## **WATER SAFETY PLAN/POLICY**

Excursions and field trips involving water activities, including swimming at state parks, water parks, pools, beaches, etc. occur weekly during our summer camp program. The following safety measures are part of Clubhouse Kids water safety policy.

- \* Child/Counselor ratio lowers to 10:1 while on field trips.
- \* Staff is CPR/First Aide & Water Safety certified.
- \* Counselors supervise children in water & on beach. Each counselor is assigned a specific group of children and is responsible to watch them at ALL times. Children are within sight and sound of staff always.
- \* No children will be allowed to swim on any fieldtrip where a lifeguard is not present.
- \* Counselors walk with children to playground, restrooms & picnic areas.
- \* All counselors that are supervising the children while in the water are over 18 years of age.
- \* 3 counselors are in the water with the children and 3-5 are on the beach line watching the children in the water, while other staff is assisting children in the bathroom and playground area.
- \* Parents are asked on the enrollment form to list their child's level of swimming ability.
- \* At any pool we attend ALL children are tested by a certified lifeguard to see what level of swimmer they are. If they do not pass the swim test, they must wear a certified flotation device when swimming. The two pools we visit provide Coast Guard approved flotation devices for all non-swimmers and for those who do not pass the swim test.
- \* All non-swimmers are visually marked with a neon colored bracelet.
- \* All non-swimmers are only allowed in water up to their knees when at a lake or beach.
- \* No children are allowed in water past their chest. At beaches children are allowed in water up to their waist. At lakes children are allowed in water up to their chest. Only intermediate/advance level swimmers will be allowed these rules while in the water.
- \* All children are contained within a buoy/rope and coned swim area.
- \* All children must wear colored camp shirts whenever out of water.
- \* Water safety rules are discussed with the children before arriving at the designated swimming area and once again before they enter the water.
- \* Written parental permission is obtained before a child is allowed to participate in swimming activities at lakes, beaches and parks.
- \* Onsite water activities sometimes may include wading pools. A staff trained as a water safety attendant will be on duty at all times and hold a valid CPR and first aid certificate.

## **DISCIPLINE/BEHAVIOR POLICY**

In order to provide a safe and enjoyable before and after school experience for everyone, we have established a discipline policy and procedure for participants to follow while in the Clubhouse Kid before and after school program.

The discipline procedure will be followed when a child is misbehaving (i.e. not following directions, exhibiting profanity, being disrespectful to others or staff, jeopardizing the safety of others or self, and/or using threatening or bullying behavior).

**Phase 1:** A verbal reprimand or 'cue' will be given by the staff member to re-direct the child to a more appropriate form of behavior.

**Phase 2:** The child, under staff supervision, will be removed from the group for a few minutes and will re-join the group then the staff person has determined that they can do so without further disruption.

**Phase 3:** Should the behavior not change, the Director will be notified, and the incident will be documented. The parent will have to sign the incident report upon pick-up that afternoon. A copy of this report can be given to the parent if requested.

**Phase 4:** If a problem persists, the parent/guardian will be notified, and the child will be dismissed from the program for a period of time. The amount of time will be decided on a case- by-case basis by the Director. When possible, we will work with the parent to develop a system of discipline that will work for the child.

\*\*This procedure will be used when there is a gradual progression of inappropriate behavior. In extreme cases, Clubhouse Kids reserves the right to establish an appropriated consequence immediately. No refund will be given should your child be removed from the program for any period of time due to disciplinary reasons. \*\*

**The primary goal of our program is to provide a loving, safe, stimulating environment for your child. It is important that we work together and that we feel comfortable discussing your child's needs. We all look forward to a long and rewarding friendship with your child and family. As provider, we reserve the right to make changes in the childcare environment without advance notice to parents, as long as any change remains within state licensing requirements and regulations. There may be updates to this parent handbook occasionally. Communication is the key; please feel free discussing your concerns with any of the staff. Thank you for your interest in finding the best possible care for your child!**

