

# KIDS CLUB 2018-19

**PLAY TOGETHER**  
**LEARN TOGETHER**  
**SPENCER FAMILY YMCA**



**AUGUST 24, 2018 – MAY, 2019**

**HOURS:** M - F | 6:30 - 7:30a & 3:30 - 6:00p

**GRADES:** K - 5th

**FEES:** \$2.75/hour (billed/paid weekly)

**SNACK:** \$1.50 / day (3 healthy components)



Kids Club provides a fun and safe environment for school age children with before- and after-school planned curriculum, including outdoor play, art projects and games.

## HOW TO REGISTER

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ALL students who plan to attend Kids Club MUST register prior to arriving the first day. Obtain and complete a Kids Club Registration Form for each child and return to the Member Services Center.

## FEES

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Kids Club students check in when they arrive and fees are billed at \$2.75/hour (min. 1 hour). In addition, the Y provides 1 healthy snack per day at \$1.50/snack. Fees are billed weekly on Mondays for the previous week and payments are due by Friday of the same week.

## PAYMENT POLICY

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Statements are available on Monday for attendance the previous week. Payment in full is required by Friday of the same week. Automatic bank draft (ACH withdrawal) is available for your convenience. Bank draft forms are available at the Y at Member Service Center.

## SNACKS

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The Y provides a healthy, 3-component snack every afternoon at 3:45p. Snacks cost \$1.50 and are in addition to the hourly rate. Please do not send your own snack with your child.

If your child requires extra precaution due to allergies or a medical condition, please talk with the Kids Club Director in advance to determine safe alternatives.

## MEAL TIMES (NON-SCHOOL DAYS)

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**9:30a** ..... Snack

**12:00p** ..... Lunch at the Y (children are required to bring a sack lunch)

**3:30p** ..... Snack

**NOTE** ..... Snacks are assessed at \$1.50/snack if the student is checked in during snack time.

# KIDS CLUB REGISTRATION FORM

## 2018 - 19 School Year

REGISTRATION MUST BE COMPLETE BEFORE ATTENDING KIDS CLUB THE FIRST TIME  
→ ONE REGISTRATION FORM FOR EACH CHILD

CHILD'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Child's Primary Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Male | Female (circle one)

Child's School: \_\_\_\_\_ 2018-19 Grade: \_\_\_\_\_

Bus Number / Animal: \_\_\_\_\_

Primary Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Employer: \_\_\_\_\_

Birthday is REQUIRED for key card. Each family receives 2 | Replacement card = \$5.00

Current email: \_\_\_\_\_

(We communicate primarily with email. Please keep your email address updated with us.).

Second Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Employer: \_\_\_\_\_

Birthday is REQUIRED for key card. Each family receives 2 | Replacement card = \$5.00

Current email: \_\_\_\_\_

(We communicate primarily with email. Please keep your email address updated with us.).

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**EMERGENCY CONTACTS:** Please provide contact information for TWO (2) adults in case of emergencies:

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NAME	RELATIONSHIP	HOME PHONE	WORK PHONE
1.	_____	_____	_____
2.	_____	_____	_____

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**CHILD PICK UP INFORMATION:** By signing this form, I give permission for my child to leave the Y with the person(s) named below. NOTE: Anyone picking up a child from Kids Club must produce a picture ID, upon request. It is the responsibility of the parent to notify the Center of any changes, in writing.

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NAME	RELATIONSHIP	HOME PHONE	WORK PHONE
1.	_____	_____	_____
2.	_____	_____	_____

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If there is a separation, divorce, or custody problem of which Kids Club staff should be aware, please explain below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**NAME OF PERSON(S) WHO MAY NOT PICK UP THIS CHILD:**  
NOTE: We place great value in the protection of the children in our care. Please keep this information updated!

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**MEDICAL INFORMATION:** NOTE: ALL Medical Information must be complete BEFORE this child can attend Kids Club for the first time.

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Yes | No Does this child's school have up-to-date immunization information?

Yes | No Is this child free of any communicable disease?

Yes | No Is there a major illness or surgery that the Director should be aware? If yes, please explain:

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Yes | No Does this child have any allergies to food, medications or substances, etc? If yes, please explain:

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Yes | No Is there any other medical/health information that the Director and staff should be aware? If yes, please explain:

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## **CONSENT FOR TREATMENT**

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**No medication will be dispensed by Y Staff to an enrolled child without prior written consent and the appropriate medication release / log form, except in a medical emergency. All medication MUST be in the original container, including the original pharmacy label with the child's name, prescription number, dosage information, and physician's name.**

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By signing this registration form, you agree that in the event that you and/or your designee cannot be reached and your child requires emergency medical, dental and/or surgical care, the Y Staff may use their best judgement to seek treatment for this child. Treatment may include doctor/hospital care. In addition, you agree to pay all costs and fees acquired in the transportation and treatment of your child, as secured or authorized under this consent.

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## PERMISSION

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- Yes | No I give my consent to allow my child to be photographed by the Y staff and their image to be used in the Y program brochures, social media posts, local newspaper, and marketing materials.
- Yes | No I give my consent for the Y staff to apply sunscreen/bug spray on my child.
- Yes | No I give my consent to let my child go on field trips & be transported by bus with Kids Club.
- Yes | No I give my consent to the Y staff to admit my child to a medical facility for emergency treatment or to give necessary first aid, if I cannot be reached.
- Yes | No I have read the Parent Handbook and Payment Policy and understand that I am responsible for the policies stated therein.
- Yes | No I understand that I am responsible for payment for fees associated with my child's care and I must pay my bill weekly to keep it current. The Y has the ability to suspend care of my child if childcare payments are late or fees are unpaid.
- Yes | No I have read the Discipline Policy and agree to abide by it. Kids Club reserves the right to suspend care for a child temporarily or permanently, for behavioral and/or disciplinary issues, or if the child is of danger to themselves or other Kids Club children or Y staff.

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Parent / Guardian Signature

Date

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Print Name

SPENCER FAMILY YMCA | 1001 11TH AVE W | SPENCER, IA 51301  
712.262.3782 | WWW.SPENCERYMCA.ORG

## WALKING BUS | BUSSING

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The Y is a designated bus stop for all schools in Spencer. In the morning, all kids board the same bus at the Y and then switch to their school's designated bus at the Spencer Middle School. The reverse occurs after school.

If a child attends Johnson School, a supervised walking bus to and from Johnson is provided by Y staff.

## WHAT TO BRING

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***Please dress children appropriately for active play... no flip flops or crocs for gym or outdoor play.*** Students will have the opportunity to swim at the YMCA on scheduled days off. Please send a swim suit and towel if your student wants to swim on early dismissal and no school days.

- ◆ Tennis shoes or closed-toed shoes
- ◆ Swim suit and towel (*Non-School Days & School Breaks*)
- ◆ Snow gear—outside activities will continue as it gets cold

## WHAT NOT TO BRING

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The Y provides toys, games and craft activities for Kids Club students, so please do not send the following items with them.

- ◆ Hand-held electronics (Tablet, Nintendo DS, iPod, iPad, Kindle)
- ◆ Money for vending
- ◆ Personal snacks
- ◆ Private birthday invitations

NOTE: If your student needs a cell phone for communication with you, we will ask them to leave it in their backpack/bag.

Our staff is here to serve the children in our care. We build relationships with the entire family, reinforcing values taught at home. To ensure we meet the needs of your child, please let us know of any special needs we should be aware of.

QUESTIONS? Contact Amy Kuehler, School Age Director | [akuehler@spencerymca.org](mailto:akuehler@spencerymca.org)



### FROM THE DIRECTOR...



It is our goal to provide quality care for our children and our families. We provide every child with a fun, safe and exciting environment. We encourage our children to grow and experience a wide variety of activities through play, crafts and field trips. Our staff love what they do and we accept all children with open arms.

Amy Kuehler, School Age Childcare Director

### SCHOOL AGE ASSISTANT...



Jill Naber is the School Age Assistant who works with Kids Club and pre-school youth alongside the Director. She has been with the Y for 7 years. During this time she has taken on greater responsibility. Most recently, she took the lead in organizing the 3-component, healthy snack option that supports the Y's Mission to promote Healthy Living. She has been pursuing a Masters program in School Counseling and will complete her degree in May, 2019.



### SPENCER FAMILY YMCA

1001 11th Ave W  
Spencer, Iowa 51301  
P 712.262.3782

[www.spencerymca.org](http://www.spencerymca.org)

