

# KIDS CLUB



## SUMMER BREAK

# Parent Information Handbook

Dear Neighborhood Club Summer Kids Club Guardians & Participants,

Thank you for choosing the Neighborhood Club for your child's summer experience! It is our pleasure to host a summer of fun and our goal is to make their experience, and yours, a successful and memorable one! Enclosed you will find information to help prepare both you and your participant for the summer. Whether you are a new or returning family, we hope you are as energized about Summer Kids Club as we are!

*Chad Golembiewski*

*Recreation Supervisor*

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*313.885.4600, ext. 51*

*Justin Vicari*

*Aquatic and Wellness Supervisor*

*justin@neighborhoodclub.org*

*313.885.4600, ext. 23*

Kids Club Director:

Miss Charlotte

Kids Club Counselors:

*Miss Abigail, Miss Amelia, Mr. Arieah, Miss Camden, Miss Jaide, Mr. Harrison,  
Miss Natalie, Miss Olivia, Miss Paige, Miss Sarah R., Miss Sarah S., Miss Shea, Miss Sophia*

Counselor in Training:

*Mr. Zack*

## GENERAL KIDS CLUB INFORMATION

### Guardian/Participant Meet & Greet

We want to meet our participants before Kids Club begins! You are invited to come into the Neighborhood Club and check out the preschool room that we will be utilizing throughout the summer on **Wednesday, June 14 between 5:00 - 7:00pm!** Come meet the counselors, drop off the Emergency Form and Permission Slip and pick up the Kids Club shirt. We hope this will help ease everyone into summer!

### Ratios

Participant to counselor ratio are 10:1. On field trips, additional counselors will be there to help, which reduces the participant to counselor ratios. Lifeguard certified counselors are on staff to increase the safety of participants on field trips where children may be swimming.

### Registration

Any portion of Kids Club attended must be paid in full before the child is dropped off. A proration will not be given for partial weeks. Cancellations must be requested the Wednesday prior to the beginning of the upcoming week (a \$15 administrative fee will apply). The deadline to register for each week is Wednesday prior to the upcoming week. If it is determined Kids Club is cancelled due to illness, appropriate refunds will be determined.

### Dropping Off/Picking Up – New This Year

**Drop-off:** Parents/Guardians will bring participants into the front doors of the Neighborhood Club. Counselors will greet you and to sign your child in at the Community Room. Counselors will then bring the kids in groups to the gymnasium. You **must** sign them in each morning with one of the counselors. Once everyone is accounted for, we will head up to the preschool room and/or conference room. If you are dropping your participant off after 9:15 AM, please bring them to the front desk where a staff member will be notified to bring your child up to the room.

**Pick-up:** The kids will be stationed in the gymnasium around 3:00 PM. Parents/guardians will need to come into the Neighborhood Club and go to the gymnasium for pick up. A designated pick-up person on your emergency contact form **must sign** them out before leaving. Unless you have signed up for after care, participants must be picked up by 3:15 PM.

### Lost and Found

Please label all of your child's belongings with their first and last name.

- The Neighborhood Club is not responsible for lost articles or equipment.
- We encourage parents/guardians to check backpacks and the lost and found area prior to departure (located in the Community Room)
- We collect all lost and found and keep it in a bin for the week. After that week, items will be donated.

### Field Trip Thursdays!

Trinity Transportation provides bussing to and from our destinations. All children must wear their Kids Club shirt to field trips and **don't forget to pack their brown bag lunch!** Children must arrive no later than 9am so we can leave on time, as we will not wait for late arrivals. If they miss the bus you are welcome to drive them to the destination and drop them off with us! We will then bring them home with us on the bus.

Field Trips are to outdoor destinations and subject to change due to weather.

### Lunch and Snacks

Please pack your participant(s) a lunch and snack each day of Kids Club. On Wednesdays, we will provide a pizza lunch, but please still plan on packing a snack. Please, no sharing lunch/snacks.

## Behavior Expectations

The Four Core Values of Kids Club: Caring, Honesty, Respect and Responsibility

We are excited to have your child as part of our Kids Club family! To provide the best experience for everyone, we expect each participant to respect themselves and others, as well as the facilities and natural surroundings. We work to provide positive, realistic expectations and guidelines for each child to ensure their success at Kids Club. The atmosphere created is intended to make everyone feel safe, included and positive. If issues arise, we will work with your child to resolve it and will contact you to keep you informed of the situation. Those whose conduct jeopardizes these ideals may be sent home at the discretion of the Recreation Supervisor without a refund.

If a participant is not following behavior expectations, we will go through the following steps if behavior problems persist:

1. Redirecting participant to more appropriate behavior
2. If inappropriate behavior continues, the participant will be reminded of behavior expectations, the Kids Club rules and they will make their own decision of what action steps to take next to correct their behavior
3. If the behavior is still not meeting expectations, and is affecting the experience of other participants, a behavior incident report form will be sent home.
4. The final action step if the inappropriate behavior continues will be dismissal from Kids Club without a refund.

Some examples of inappropriate behavior:

- Refusing to listen to or cooperate with Kids Club Counselors
- Physical aggression toward another participant or counselor
- Use of profane, vulgar or obscene language
- Failure to follow kids club rules
- Teasing, making fun of or bullying others
- Fighting of any kind
- Inappropriate physical action towards others

## Healthcare Information

An adult 18 years of age or older will be on staff for the day from 9am-3pm and all staff is certified in American Red Cross Pediatric First Aid, CPR and AED.

*Minor injuries are an unfortunate part of play, so superficial cuts, bumps and bruises may not be reported to parents. Please understand that children often do not report these minor injuries to counselors and continue playing.*

To help avoid minor injuries, please keep your child's nails trimmed, avoid wearing jewelry, and wear properly fitting tennis shoes with laces in double knots. In case of emergency, participants are taken to Corewell Health Hospital of Grosse Pointe and parents are notified. For this reason, it is very important you provide us with complete emergency contact information. If you are away and not able to be contacted easily, please notify us of your temporary address and phone number.

### **We contact Parents when:**

- Any illness or injury requires an emergency room/hospital visit
- Any illness or injury requires a physician's attention
- Child is vomiting and/or has diarrhea
- Child hits their head or gets a head injury
- Fever is greater than 100. F
- Child has had an exposure to a contagious disease
- If the participant asks to call their parents

Allergies: Should there be a child with a severe food allergy; parents will be asked to remove the allergen from snacks and lunches. All parents MUST comply with the request. Those who refuse to comply with the request may have their child removed from kids club without refund. The Neighborhood Club will try to provide lunches that avoid the allergies listed on the forms.

### Medications

If your child needs medication throughout the day, please send only enough medication for the week with instructions clearly written on a piece of paper with the child's name on it and put it in a sealed bag with the medication. Alarms will be set to remind Counselors of medication times.

### Swimming

We will be swimming on Monday, Tuesday, Wednesday and Friday! Two lifeguards are on duty during this time and swim tests will be conducted on Mondays each week for new participants. If a swimmer is less than five feet tall and would like to use the deep end, they must take a swim test, or wear a lifejacket.

Swim Test: Jump into the 5 ft. end of the pool, surface and swim 25 yards (one length) of the pool without touching the bottom. Please pack an extra bag, such as a plastic bag for wet items.

### Sun Protection


Please apply sunscreen on your child prior to Kids Club each day. Children should also bring sunscreen with their name on it. We prompt children to apply sunscreen before all outdoor activities, please help your child learn proper application prior to attending Kids Club. It is advised that children wear a hat outside to avoid sunburn on their scalp. Counselors are responsible for your child, but not hats and sunscreen. We will try our best to make sure your child is responsible with their belongings, but items may be lost and will not be replaced by the Neighborhood Club.

### Electronics

We are unplugged during Kids Club! Please keep electronics at home, or in their bag during the day.

### Playgrounds

We will utilize both Maire and the Tot Lot's playgrounds throughout the summer.



**Please do not  
bring money,  
electronics or  
weapons**

# KIDS CLUB



## SUMMER BREAK

### Daily Packing List

- Swim suit
- Towel
- Sunblock
- Hat
- Athletic Shoes
- Extra outfit
- Refillable Water Bottle
- Snack
- Lunch
- Backpack to store personal items
- Kids Club shirt on field trip days
- A favorite book or small toy

### Schedule of Daily Fun!

Monday - Wednesday & Friday

8:00-9:00 AM:	Before Care
9:00-9:30 AM:	Power Up!
9:30-10:00 AM:	Snack
10:00 - 10:45 AM:	Outside/Organized Free Play
10:45 AM - 12:15 PM	Swim
12:15 - 1:00 PM:	Lunch
1:00 - 1:30 PM:	Outside/Room Games/Movie
1:30 - 2:00 PM:	Arts & Craft/Movie/Outside
2:00-2:45 PM:	Outside/Gym
2:45-3:00 PM:	Power Down & Clean Up
3:00-5:00 PM:	After Care

### Thursday - Field Trip Day!\*

9 AM - 3 PM- Bus will promptly leave by 9:15 and be back to the Neighborhood Club by 3 PM

Date:	Field Trip Destination:	Theme of the Week:
Week 1: June 19 - 23	Kensington Metropark	Safari
Week 2: June 26 - 30	Stony Creek Metropark	Beach
Week 3: July 5 - 7	No Field Trip	Stars and Stripes
Week 4: July 10 - 14	Lake St. Clair Metropark	Music
Week 5: July 17 - 21	Farmington Hills Nature Center	Summer-Ween
Week 6: July 24 - 28	DNR Adventure Center + Riverfront	Superheroes
Week 7: July 31- Aug. 4	Bowling	Space
Week 8: Aug. 7 - 11	Lake St. Clair Metropark	Camping

*\*Schedule and Field Trips are subject to change.*





## Emergency Information Form

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Parent's Name \_\_\_\_\_

Phone \_\_\_\_\_

Parent's Name \_\_\_\_\_

Phone \_\_\_\_\_

Emergency Contact /Phone Number/Relation \_\_\_\_\_

Others who may drop off or pick up your child \_\_\_\_\_

### Optional Information

**Photos allowed** (*Photos are used for Neighborhood Club purposes such as in the brochures or on the website*)

- Yes
- No

**Allergies** \_\_\_\_\_

*If life-threatening allergies are present, please note.*

**Medical Conditions** (asthma, arthritis, etc.)

\_\_\_\_\_  
*If your child needs medication, please put in a zip-lock bag with his/her name on it and clearly written instructions on dosage. If your child needs medication while at kids club, we can only hand him/her the medication. He/she will need to take in on his/her own.*

**Other information you feel is important:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This information will be filed away and will be shredded at the end of kids club. The information provided will only be used should an incident occur. You are not required to provide allergies and other medical information

I, undersigned, have thoroughly read and understand the contents of the Parent Information Handbook.

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

\_\_\_\_\_  
Date

# Neighborhood Club Summer Break Kids Club

## Field Trip Permission Slip

The following is a general permission slip for field trips below. By filling out this form, you give your child permission to attend field trips on Thursdays, the week they are registered for Kids Club, between 9am-3pm. Please make sure your child arrives to kids club on time, as the bus will leave at 9:15 am. If the child is late for the bus, you are welcome to drive your child to the destination. Proration's/refunds will not be given for missed field trips.

**This form must be complete and turned in for your child to attend a field trip.**

### Field Trip Schedule:

Week 1: June 19 - 23	Kensington Metropark
Week 2: June 26 – 30	Stony Creek Metropark
Week 3: July 5-7	No Field Trip
Week 4: July 10 - 14	Lake St. Clair Metropark
Week 5: July 17 - 21	Farmington Hills Nature Center
Week 6: July 24 - 28	DNR Outdoor Adventure Center + Reading and Rhythm on the Riverfront
Week 7: July 31 – Aug. 4	Bowling
Week 8: Aug 7 - 11	Lake St. Clair Metropark

Participant's Name(s): \_\_\_\_\_

Main contact in case of Emergency: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I, undersigned, assumed all responsibility for risks and hazards incidental to participation in the Neighborhood Club Kids Club field trips

I assume all responsibility for the behavior of my child and grant the Neighborhood Club Kids Club personnel permission to discipline my child for any misbehavior.

I do not hold the Neighborhood Club or the Neighborhood Club Kids Club personnel responsible for any injuries or accidents of any kind, or loss of personal property.

I grant permission to the Neighborhood Club Kids Club Counselors to authorize and obtain medical care in case of emergency when neither parent nor guardian can be contacted to grant authorization for emergency treatment.

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

\_\_\_\_\_  
Date