



CROOK COUNTY KIDS CLUB

The place to be after school

PARENT INFORMATION PACKET

The Crook County Kids Club is open to all youth ages K-13. We offer engaging and interactive activities within our program areas of focus. We are a non-profit 501 (c)3 organization. We are funded by contributions, fundraising, grant monies and program fees.

Mission Statement: *To expand the opportunity for Crook County youth to participate year round in supervised, engaging and interactive activities, that promotes learning and confidence necessary for life-long success.*

PROGRAM FEES 2018-2019

We strive to keep our tuition rates as low as possible, and program fees (tuition) account for only 35% of our overall revenue.

After School Program: 2:45pm-6:00pm Monday through Friday

\$375 per year per member (**MUST BE PAID IN FULL BY SEPTEMBER 30 TO RECEIVE YEARLY RATE**)

\$45.00 per month per member (3rd child and so on is free), needs to be paid by the 2nd Thursday of current month, **OR** \$6.00 daily rate which will be tallied and must be paid the 2nd Thursday of the next month. **If monthly tuition is not paid by the 2nd Thursday of the current month, you will be charged the \$6.00 daily rate and billed the next month.*

Non-School Days: 7:00am-6:00pm MOST non-school days.

\$17.00 per day per member

\$8.00 per half day (under 4 hours) per member, \$12.00 per 5.5 hours per member

Payment is due at drop-off. If payment is not received at drop-off, you will be called.

Pre-registration is required for Fridays. 20 + participants are needed to be open on non-school Fridays. Forms and deadlines will be available 1 month before the anticipated non-school Friday.

2019 Summer Program: Begins Monday, June 17 and ends Friday, August 16. We are CLOSED Monday, July 1 through Friday, July 5.

Full Summer: \$680 per member due June 17 June: \$170 July: \$306 August:\$204 OR \$17 per day.

*Club hours and days are subject to change



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LATE FEES: Please be sure to pick up your child by posted closing times. LATE FEES WILL BE CHARGED at \$5.00 per minute for members who are left after closing time. Late fees must be paid before member will be allowed to return.

If needed, Kids Club reserves the right to contact appropriate authorities when members are not picked up by a reasonable time AND after all emergency contacts have been exhausted.

REFUND POLICY: The Crook County Kids Club will refund or credit accounts that have not been used up to 30 days. Discounts will not be refunded. Please allow thirty days' notice before refund is issued.

CORE BELIEFS: The Crook County Kids Club will provide all members with a safe place to learn and grow ongoing relationships with caring adult professionals, life enhancing programs, character development experiences, and hope and opportunity. We are not a childcare facility.

CODE OF CONDUCT: One of our club's core beliefs is to provide a safe place to learn and grow. Positive attitudes keep our club fun. Below are some simple guidelines members are expected to follow.

- Respect yourself, play fairly and be honest, applaud the efforts of others
- Avoid inappropriate language and dress appropriately.
- Running is reserved for gyms and outside activities
- Say only good things about others
- Be respectful of CCKC staff
- Resolve disagreements in a positive way and be respectful of other members
- Tobacco, alcohol, drugs and weapons are prohibited
- Participate only in the program areas open to you and assigned group
- Take care of your club

CLUB RULES: Crook County Kids Club requires your child(ren) to follow three simple rules while at the club.

1. RESPECT CLUB STAFF
2. RESPECT CLUB MEMBERS
3. RESPECT CLUB EQUIPMENT

DRESS CODE follows Crook County School District dress code



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DISCIPLINE POLICY: The safety of our members is the utmost importance. Crook County Kids Club strives to keep the consequences for unacceptable behavior clear, appropriate, and timely. Our standards, along with expectation that all members use good common sense, exist to ensure that your child and every other child at the club can safely enjoy the club's activities. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. **If your child receives an in or out-of-school suspension, he/she will not be allowed to attend Kid's Club the day(s) of the suspension.**

Disciplinary actions may include, but are not limited to, the following:

- Verbal warnings
- Club service
- Time outs
- Misconduct Notices

If a member at the club misbehaves towards a fellow member or staff member, the staff will issue a warning followed by the saying: "if this behavior continues, you will receive a write up." If the behavior continues, the member will receive a write up. Write ups remain in the member's file for one year. Please note that if a member hits, kicks, pushes, or does something out of the ordinary to put themselves or others in danger, or exhibits sexual inappropriateness they will receive an automatic write up without warning. Here is how the system works:

- If the member receives 1 write up, the parent will be notified.
- Write ups expire after 30 days.
- If the member receives 2 write ups within 30 days, a meeting will be set up with the parent and club director. Members cannot attend until the parent and club director meet. This can be over phone or in person.
- If the member receives 3 write ups within 60 days, they will be suspended for one day or days depending on the behavior.
- If the member receives more than 5 write ups within the school year and plans to attend Kid's Club's summer program, a limited or no attendance behavior plan will be established at the Director's discretion.



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OPEN DOOR POLICY, CHECKING IN & OUT: Youth (K-13) are welcome and supervised in our club in the terms of respecting club staff, members and equipment. We also coach our members on safety and good sportsmanship. Members are not required to attend their club every day. Members are advised to stay on club premises; however, we cannot legally require a member to stay. Crook County Kids Club is a school aged program recorded with the State of Oregon and not responsible for the time or manner in which your child may arrive or leave the club. The club is a drop-in program with an open-door policy. Members are allowed to enter and leave the club. If you wish for your children to remain at the club, it is your responsibility to make sure your child understands your wishes.

CUSTODY AND PICK UP: If you have any protective order or documentation through DHS, please provide the Crook County Kids Club with the proper documentation. Please inform the club if someone other than you is going to pick up your child. Make sure they are on the pick-up list and please remind them to have proper ID ready.

INCLEMENT WEATHER POLICY: When the school district is closed due to weather, our club will strive to stay open, although this may not happen. In the case the club is closed; we will notify the appropriate media for updates. CCKC may need to cancel programs based on the availability of power, conditions in the immediate vicinity of the club, and other factors not related to school district closures.

ATTENDANCE: Crook County Kids Club works closely with the school district to ensure safety and growth with our members. If your child does not attend school due to suspension, expulsion, sickness or they just do not go, then your child will not be able to attend the Crook County Kids Club.

The Crook County Kids Club does provide transportation from the following schools:

Powell Butte Charter School, via school bus

Crooked River Elementary, via school bus

We offer our "Kid's Cab" to any youth who need transportation to and from activities outside of our club. The fee is \$3 per trip, and we ask you let us know when transportation is needed 4 hours in advance.

FIELD TRIPS: The Crook County Kids Club provides a variety of field trips for our members to participate in activities outside of our club. Each excursion requires a signed permission slip and any necessary fees before departing. Most sign-ups are taken at a first-come first-serve basis (meaning eligible members who return fees and permission slips). Members and parents are reminded that all of our club rules extend to field trips. Members who fail to follow our rules on field trips will prompt an immediate call to parents to remove that member from the field trip at their own expense. A parent or guardian MUST be available by telephone at all times during a field trip, in the event a club staff member needs to contact you.



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PHONE CALLS: Crook County Kids Club does provide our members with the use of our club phones. While we prefer that the phone is used only for emergency calls, our members are allowed to make one phone call to parent/guardian during their time at the club. However, phone calls to friends are not allowed and special arrangements need to be made outside the club.

PERSONAL BELONGINGS: All personal belongings brought to the club, by a youth, are the responsibility of that youth. CCKC is NOT responsible for lost, damaged, or stolen items. Please discourage your child from bringing anything into the club that is not completely necessary, especially money. **Electronics ARE PERMITTED FOR CHILDREN 4TH GRADE AND ABOVE, FOR ONE HOUR PER DAY. IF USE IS NOT APPROPRAITE, PRIVLEGES WILL BE TERMINATTED WITH NO WARNINGS.**

MEDICATIONS: Due to insurance restrictions, club staff CANNOT administer prescription drugs to children. We suggest a phone call to your child, at the club, as a reminder. Also, we CANNOT store medications in our facilities, so children must bring them each day. Staff can remind youth to take medications, if the parent calls each day as a reminder.

VOLUNTEERS: Volunteers are a great asset to our club. We welcome volunteers who wish to share their time and talents. If you, or someone you know would like to volunteer, please stop by and pick up a volunteer application. Background checks are required of volunteers prior to working with our members.

PROGRAMMING: Crook County Kids club comprises of four key areas, Character and Leadership, Education, Physical Play, Arts and Arts Education we input daily into our activities. Calendars and newsletters are printed monthly. Subject to change.