

MEMBERSHIP HANDBOOK



OUR MISSION

is to create a safe environment for young individuals to explore their interests, forge connections, and develop essential skills. It serves as a gathering place where young people can socialize and engage in various activities, all within a positive and supportive atmosphere that

A Before/After/School Out Program
Designed for 8 years to 13 years

The Hangout Youth Clubhouse

627 Toledo St.
Sidney, NE 69162
(308)254-7000

Kidskorner2003@gmail.com

Director: Tiffany Jones

The Youth Clubhouse is a school age program for ages 8 years to 13 years. It is an expansion under the licensing of Kid's Korner Early Child Development center, ensuring compliance with all state regulations. As the leading provider of high-quality early childcare services, Kid's Korner's vision to create a dynamic and engaging Youth Clubhouse called The Hangout is now a reality and will be a vital, necessary addition to our community and youth. It is a space designed to captivate and inspire school age children, providing them with a safe, nurturing environment where they can thrive socially, emotionally and intellectually.

Our services include but are not limited to a clubhouse cafe area that will provide healthy food and drink choices, an art room supplied with many different materials, a comfortable lounge area, equipped with a variety of games, puzzles and books. Dedicated spaces for reading, homework, relaxation and soft areas for socialization. The gym will be available as well to engage in ball games and play for physical activities. Additionally, the program will introduce leadership-inspired clubs and community engagement initiatives that will enhance our youth knowledge as well as experiences outside the school bell.

The Hangout is a facility where children don't just pass time-they thrive. It is designed to be the Favorite gathering spot for school age children and offers a dynamic, cool environment filled with activities that captivate their interests, as well as fostering their social and emotional development. We provide a safe, supportive space for growth. Age-appropriate directed activities and themes will be integrated into the program to offer a variety of choices.

Youth will have the choice to choose what they want to do freely with supervision and support from trained leaders. Child-Staff ratios will be met at a 15-1 ratio. Our staff completes 24 hours of Credit Educational Hours in the subject of children as well as CPR and First Aid certified. Our program is a Step Up to Quality participant, which has been awarded the highest achievement of a Step 5 in the Panhandle and State.

As the program moves forward, improvements and additions will be implemented such as a rock-climbing wall, indoor play structure. As well as an outdoor space developed for gross motor activities, gardening and socializing.

ABOUT THE PROGRAM

Hours and Days:

The youth program will open at 5:30AM and close at 6:30PM. Days of operation are Monday-Friday. We will observe the following Holidays:

New Years Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day and the following Friday

Christmas Day

If a Holiday lands on the weekend, the center will close either the Friday or Monday for Observation. The Hangout will make every effort to remain open during the snow and ice days. Please tune into the local radio station for updated closures, late starts or early closures for these days. We will also post on our Facebook page as well as our parent engagement app. Please be advised that if we have a low census day, we may make the decision to close or run a skeleton crew. Drop ins will not be allowed and you will still be charged if you are a no call no show for that day.

Sidney Public School Bus will pick up and drop off at our facility. Families will need to contact SPS to attain a bus pass. We will not provide transportation. We will be open for school late starts and early outs. As well as school out days and Summer for full days. Bus pick up time is 7:20AM and drop off is 3:00PM.

Eligibility:

The Hangout Youth Clubhouse is a program for children aged 8 years to 13 years. No family shall be excluded from our program due to race, color, religion, disability, sex or national origin. Only the child's parent or legal guardian may enroll children into the youth clubhouse. The responsible individual that enrolls the child(ren) will be held ultimately responsible for any accrued charges. The center must be informed of any custody situation and will request documentation of such arrangements.

Enrollment:

All necessary paperwork is required before a child can start. Forms include billing contracts, general family information, pick up consent, emergency contacts, release of liability, USDA food program forms, release to photograph, policy and procedure agreement, permission slip forms and general schedule of attendance. Enrollment also includes signing up for Tuition Express, MyProCare and Parent Engagement App.

Communication:

The Hangout believes that communication is vital to a well-run program, to enhance and ensure quality and establish relationships with families. Parents and/or guardians are encouraged to call, email or stop by if any questions or concerns arise. Our facility does use a parent engagement app through our ProCare software where you can text and keep communication open throughout the day with direct communication to your child's leaders.

Arrival and Departure:

The party responsible or parents must accompany their child into the facility and are responsible for clocking them in and out. Every authorized person to drop off and pick up may be given access to a code. The center will clock out for morning bus pick up and clock in for afternoon bus drop off. Children will not be released to anyone under the age of 16. Adults must make sure that the child's leader is aware of their arrival and departure.

The center reserves the right to not let anyone that has caused problems on premises. Anyone not recognized by sight will be asked for a picture id.

Youth must be picked up by closing time, 6:30PM. If you are running late a phone call is appreciated.

Membership:

Upon enrollment into The Hang-Out Youth Clubhouse, your child will be given a lanyard with their name. This will assist staff in knowing who has a Clubhouse Membership vs CCCC membership. Children will not be allowed to leave the facility without guardian. Only YC members may utilize the Hang-Out rooms.

Teacher and Supervisor Rights:

The State of Nebraska requires The Hangout-Youth Clubhouse to be on the lookout and report all cases of suspected abuse and or neglect to the proper authorities. We are all mandatory reporters.

Grievance Policy:

It is the intent of The Youth center to provide all parents and guardians with an avenue for discussing and resolving any concerns that they have regarding the supervision and care provided by the center. When a concern has been identified, the parent is asked to discuss the issue with the teacher first. It is suggested that to facilitate the conversation, an appointment should be scheduled to discuss the issue. If either one of the parties involved feels that the issue was not addressed properly or it was not solved, the Director will get involved to assist in the solution.

Home Materials:

The center will allow children to bring in toys, electronics, books, etc. We will not be responsible for broken or lost items. Please note that electronic usage is at the discretion of the leaders. If these become an issue, we do have the right to forbid them from being used. Please note that we would like to see children spending their time socializing and playing rather than screen time. Supervisors will limit electronics at their discretion.

Meals, The Clubhouse Cafe:

The center participates and complies with the United States Department of Agriculture (USDA) nutritional standards for meals. Children will have choices of fresh vegetables, dairy products and fruits along with whole grain items. Upon enrollment and annually families will be asked to fill out an income form. This is an income for our facility and helps us with food costs. This is a confidential form and only viewed by USDA staff and director. During school out days and summer the Sidney Public Schools will cater in lunches. Your full day submitted schedule will determine meal counts and assist us in planning and preparing. Please let us know if your child has any food allergies.

The following are times meals will be provided:

*Breakfast	7:00AM to 9:00AM
*Lunch	11:00AM to 1:00PM
*Snack	2:00PM to 3:30PM

Illness:

The Hangout will not take children who are ill. Please keep them at home and make other arrangements. A student that is absent from school cannot attend the program. For the health and well-being of all students, we ask families to abide by the following:

- A temperature of 101 degrees or more
- Vomiting
- Diarrhea (more than 2 episodes)
- Undiagnosed Eye Infection/Drainage
- Upper respiratory infection, cold with severe cough and drainage
- Strep
- Any variation in a child's behavior that is "out of the normal behavior"

The center requests that a child is fever free and has been on an antibiotic (if prescribed) for 24 hours before returning.

Incident Reports:

Your child(ren)'s safety is our number one priority, although accidents or incidents may arise. If your child gets hurt in our care, an incident report will be filled out and signed by proper admin. Parent's will be asked to sign as well and a copy will be sent home and carbon copy will be filed in your child's folder.

Injury and Evacuation Procedures:

NON-LIFE THREATENING

Non-life-threatening injuries will include things such as stitches, general illness (i.e. flu) etc. These injuries or illness either need medical attention or the child will need to go home. In these cases, every effort will be made to contact the parents first. If the parent cannot be reached, an emergency contact person that has been designated will then be contacted. If parents and emergency contacts cannot be reached, and the child needs to seek medical attention, the teacher and director will see to it that the child receives proper care. Teachers will follow the instructions given on the child's information sheet concerning which doctor to be utilized. If the physician cannot be reached, the child will be taken to ER and provided care as instructed by the attending physician and/or nurse. We will continue to call parents and emergency contacts during this process.

LIFE THREATENING

If a child becomes ill or injured and it is life threatening, the providers will handle the injury from their training in First Aid. They will call the ambulance and notify the Director. When the response team arrives, the provider will notify the parents. If the parents cannot be reached, the staff will notify the emergency contacts and continue to do so until someone is notified. The hospital staff will continue to provide proper care until a parent arrives.

CODE BLUE

A code blue is called when someone is not breathing or his or her heart has stopped. In this case the provider will begin CPR while another provider notifies the ambulance. The director and parents will then be notified. Other children in the room will be relocated to a different room immediately.

FIRE EVACUATION

The children will be escorted outside the south doors and across the parking lot to wait on the grass. A head count will be done and will remain outside until an all clear has been given. If a fire is in the south entrance the children will proceed out the north entrance door.

CODE BLACK

Code black is known as a bomb threat. The children will be removed from the center and transported to an undisclosed location. Once everyone has arrived at our “safe haven” teachers will then notify parents.

LOCK DOWN

A lock down will be warranted when an unwanted person that may be harmful enters our facility or there is a problem in the community. We will determine which level to go into depending on the severity of the matter.

- Level One: Teachers will be notified to lock room doors. Staff will be on alert and aware of the surrounding happenings and who is present in the building always.
- Level Two: In addition to level one the doors will be closed and locked. Parents picking up will need to call the center for access to the building.
- Level Three: In addition to level one and two the children will be placed in the bathroom or closet and away from doors and windows. Authorities will be called immediately, and parents will be notified as soon as possible.

If the center needed to evacuate to a safe location, we would notify parents by cell phone and through Parent Engagement App to ensure safe reunification of parents and their children. Special needs children will be transported in our handicap accessible bus.

Termination of Enrollment:

- If the parent or child is physically or verbally abusive to a staff member or other children.
- If the child poses a hazard to the safety and/or the health of other children or adults.
- If payment for care is delinquent. (See payment policy)
- Continual tardiness by the parents to pick up their child by closing time.
- Failure to turn in attendance schedule and abide by it.

**** Parents or legal guardians may terminate services with a 2-week written notice. Without written notice given the parents will be responsible for the accrued billing charges.**

All decisions by the center to terminate care are made in the best interest of everyone involved. The center will try to assist the family in finding alternative care for the child that will better meet his or her needs.

Student Behavior Expectations:

We want our students to succeed and were here to help them do just that. In all situations, each student is accountable for their own actions. Students will follow the Code of Conduct:

- Show proper manners and courtesy to everyone
- Keep proper voice levels when indoors or outdoors
- Show respect and consideration for fellow students
- Respect the authority of staff and leaders
- Respect supplies, equipment and facilities
- Communicate needs or concerns
- Respect other peers' belongings and space
- Listen and follow instructions
- Clean up after self
- Treat others the way they want to be treated

Behavior Management:

To maintain a friendly, fun and safe environment, the following behavior management steps will be enforced. The goal is to ensure that each student will achieve the most positive experience. Please review these with your child. Leads are trained to recognize and act swiftly and appropriately to correct misbehavior.

Unacceptable behaviors include, but are not limited to:

- Use of violence, force, intimidation, fighting or inappropriate language
- Bullying, excluding, name calling, teasing or profanity
- Destroying, defacing or stealing supplies or property
- Leaving the building without an adult
- Bringing prohibited items including drug-related paraphernalia or any item intended to use as a weapon.

Corrective action will be taken in appropriate measure to the unacceptable behavior as determined by the Director or teacher. Some behaviors (violence, stealing, leaving site,

inappropriate touch, illegal activity or bullying) may warrant automatic suspension or dismissal.

Health and Human Service Subsidy Families:

The Hangout does participate in the childcare subsidiary program. It is required to have DHHS authorization papers before care begins. Families will be automatically put on a Private Pay Status until then. Parents should let the director know if the status of the authorization is subject to change. Family Fees are due at the end of each month. Failure to pay the amount in full will result in reporting the amount to Health and Human Services and care will be terminated until balance is paid. DHHS families are not exempt from any additional charges stated in this handbook. Our center is also an MLTC Provider. The child's needs are addressed based off the service authorization.

Schedules:

If your child needs to attend the club house on school out days, parents will need to submit a schedule in their MyProCare App. This assists the center to staff accordingly as well for an accurate count of meals. This is extremely important for school - out days.

Closed Days and Hours:

Children will NOT be allowed in The Hangout's dedicated rooms during closed hours and days. Failure to abide by this will result in termination of membership.

Club Rates:

Fees for the Hangout are set at competitive rates and meet the financial needs of the program. Rates are reviewed annually, and increases may be applied in the month of September.

Months of September-May

Monthly: \$120.00

Months of June-August

Monthly: \$320.00

Additional Fees and Notes:

*Fees are charged monthly, regardless of how many days are attended. Fees will not be refunded or pro-rated due to absence

*Payments are due on the first day of the month.

*If a balance is left on account by the 5th of the month, membership will be cancelled, and your child will not be able to attend.

*A non-refundable \$25.00 enrollment fee applies to each time a student is enrolled. If there is a 2-week lapse of attendance without prior authorization or knowledge, you will need to re-register your child(ren) and pay the registration fee. Your spot will no longer be guaranteed.

*Late fee of \$25.00 will be assessed to accounts with a balance after the 10th of each month

*An Annual Activity fee of \$25.00 per child will be added to accounts every September. This will help us with purchasing new equipment for our facility annually. Such as art and gym equipment. (Non-Refundable)

*We request a debit card, flex card or checking account information be shared to be automatically deducted.

*A 3% charge will be assessed in the use of a credit card.

*A charge of \$35.00 will be applied in the case of insufficient funds. (Non-Refundable)

*With arrangements, payments can be paid through online Tuition Express.

*Summer extra activity fees (pool pass, movie pass, snack packs, etc.) are not included in the cost of tuition.

*Late pick ups after closing times will be charged \$1.00 per 5 minutes after 6:30PM

The HangOut Youth Clubhouse Membership

Name of Child _____ Date of Birth _____

Home Address _____ Zip Code _____

Home Phone (____) _____ Alternative Phone(____) _____

E-Mail _____

Payment type: DHHS Childcare Subsidiary or Private Pay

Date Attendance will begin _____

Attendance will be approximately ____ a.m. to ____ p.m. On the following days:

Mon.____ Tue.____ Wed.____ Thu.____ Fri.____

Mother's Name_____ Occupation_____

Employer Address_____ Work Phone(____)_____

Mother Drivers License Number_____ Mobile Phone(____)_____

Father's Name_____ Occupation_____

Employer Address_____ Work Phone(____)_____

Father Drivers License Number_____ Mobile Phone(____)_____

OTHER PERSONS TO WHOM The HangOut IS AUTHORIZED TO RELEASE CHILD TO: Under no circumstances will the clubhouse release a child to anyone not identified below or otherwise known to a staff without specific authorization from the parent or guardian.

Name_____ Relationship_____

Address_____ Phone (____)_____

Name_____ Relationship_____

Address_____ Phone(____)_____

PERSONS WHOM YOU AUTHORIZE The HangOut TO CONTACT FOR GUIDANCE IN AN EMERGENCY: Such as medical or another emergency, when the parent or guardian is unavailable.

Name_____ Relationship_____

Phone (____)_____

Name_____ Relationship_____

Phone(____)_____

HEALTH: Please specify any health or special situations concerning the child of which The Clubhouse should be aware of such as allergies, food allergies, existing / pre-existing illness, injuries, disabilities, or hospitalizations during the past twelve months, or any medications prescribed for long-term use.

CHILD'S PHYSICIAN_____

Address_____ Phone(____)_____

DENTIST _____

Address _____ Phone(____) _____

STATUS OF CHILD'S PARENTS: Married _____ Seperated _____ Divorced _____ Other _____

Stepmother _____ Stepfather _____ If the child is adopted, do they know? _____

GENERAL AUTHORIZATION- We hereby grant Kid's Korner permission for the above child to:

- (a) take part in all program activities including the use of all indoor and outdoor equipment.
- (b) be photographed or videotaped in connection with daily program activities.
- (c) be transported to or from premises of The HangOut to take part in planned educational field trips or activities supervised by the staff of Kid's Korner.
- (d) participate in water activities on and off The HangOut premises.
- (e) participate in activities within The Cheyenne County Community Center.
- (f) can leave premises under supervision of staff members for neighborhood walks; and
- (g) In case of a bomb threat, permission to transport to a safe place.

Information in the child's file must be kept current – The parent of guardian is required by state law to update information furnished herein as necessary, with changes initialed and dated by parent and the Director.

This Enrollment agreement will remain within the files of The Hangout-Youth Clubhouse

Guardian/Parent _____ Date _____

Accepted: Director _____ Date _____