The Kids Klub, Inc.

506 South A Street
Grangeville, ID 83530
(208)983-2285
www.thekidsklub.org

Parent Handbook

Updated 8/24/2026

Phone Number:

The Kids Klub – (208)983-2285

Mail Checks to:

The Kids Klub, Inc.
506 South A Street
Grangeville, Idaho 83530

You may also pay online at www.thekidsklub.org

Kids Klub Personnel:

Program Director - Kristi Keeler
Administrative Coordinator – Erin Eldridge
After School Lead Teacher -Trista Holdsworth
Pre-K Lead Teacher - Sandy Bishop
Pre-K Assistant Teacher – Jayda Burch
Preschool Lead Teacher – Shawntae Nuxoll
Preschool Assistant Teacher – Mindy Mortimer
Assistant Teachers- Liz Jackson, Mindy Mortimer, Madeline Zalewski & Gigi Hudson

The Kids Klub Board of Directors

Meranda Small - Interim Chairman
TBA - Vice Chairman
Dawn Turpin - Treasurer
TBA – Secretary
Liza Wilson – Member
Nick Stanzak - Member
Kristie Frei – Member
Dan Lustig - Member
Mark Craig - Member

The Kids Klub provides equal opportunity in education and employment, not on the basis of race, religion, national origin, gender, age, disability, or status as a Vietnam-era veteran as required by state and federal laws.

PROGRAM MISSION

The Kids Klub, Inc. is a multi-service youth development center that provides safe and enriching opportunities for Grangeville's youth.

Vision: The Kids Klub Inc. is an essential, non-profit community organization that is financially strong due to the generosity of donors and volunteers and the commitment of its board of directors. The program provides Grangeville's youth with cultural, social and educational opportunities that ensure a close tie between kids and the community. This involvement has proved to increase the educational success of its participants through expanded programs throughout the years.

OUR PHILOSOPHY

We believe that the family is the primary source for the growth, formation and education of its members. The Kids Klub is designed to assist your family in fulfilling this role.

The Kids Klub will provide opportunities to enhance your child by:

- **Increasing the development of their self-worth and developing confidence in their ability to make choices and decisions.**
- **Exploring new and creative ideas to continue to develop their abilities & skills.**
- **Increasing curiosity about their environment and encouraging their desire to learn.**
- **Providing opportunities to grow in their ability to be sensitive and supportive of others.**
- **Encouraging the continued development of trustworthiness, respect, responsibility, fairness, caring and citizenship.**

ENROLLMENT

The Kids Klub is designed to serve students in grades K-6.

Children with special needs will be accepted, within established placement priorities, if their needs can be reasonably met. If a child has an aid at school to help meet their needs, one must be provided while attending The Kids Klub programs. We will do our best to serve children in the family's primary language.

Available space will be filled on a first-come first-serve basis with preference given to full-time participants. Children enrolled for the full school year have priority for enrollment for the next year, provided the necessary forms are completed and the pre-registration fees are paid.

An enrollment packet must be completed before a child can attend. Forms are available from the Program Director or the Kids Klub Teachers or on our website at www.thekidsklub.org. The Lead Teacher will be happy to meet with you one-on-one for an orientation of our program or to share goals, concerns, etc. Please call (208)983-2285 to schedule this.

Current immunizations records must be provided to The Kids Klub upon enrollment. If your child is not up-to-date on immunizations, a waiver must be completed each year and on file.

The Kids Klub staff will contact all new participants' families within one month of enrolment to check in and make sure that we are meeting your family's needs.

REGISTRATION FEE

A $30/per child yearly registration fee is required at time of registration.

ATTENDANCE INFORMATION

Release of Children

Upon enrollment, the names of the persons authorized to pick up children must be given. We will not release children to persons who are not listed on the registration forms as "*authorized to pick up child*." You must let us know in advance if someone else will be picking up your child. Please have photo identification available for verification upon pick-up.

Absences

The Kids Klub staff must be notified when your child will be absent or late for any reason. This is for the safety and protection of your child. Parents whose children are part-time attendees need to call on the days their child will attend. This courtesy call ensures your child's safety.

Withdrawal From The Kids Klub Program

Parents must give two weeks' advance, written notice regarding withdrawal of a child from the program, or the parents will be assessed for the full fees for that two-week period. The person who signs the enrollment packet is solely responsible for all financial obligations incurred as a result of participation in The Kids Klub Program. If a refund is due, the program must receive a written request within two weeks of withdrawal.

Hours of Operation

The Kids Klub Program is open before school from 7:30-7:55 a.m. and from afterschool until 5:30 p.m. Doors open at 7:30 a.m. The Kids Klub will not operate during major holidays, spring break, Christmas vacation, or on weekends. Full day Fridays we will be open from 7:30 a.m. to 5:30 p.m.

Signing In and Out

Daily, each child will sign themselves "in" when arriving at the Kids Klub. When you pick up your child from the program you MUST come into The Kids Klub and sign your

child out. This procedure, although cumbersome, is necessary for the safety of your child.

Late Pick-Up

Parents are expected to pick up children by the contracted time. If a parent will be picking up a child later than the contracted time, The Kids Klub staff must be notified. The program closes at 5:30 p.m. daily. Failure to pick up children by 5:30 p.m. will result in a $1.00 per minute fine. The only clock that counts is the one at The Kids Klub program site.

Repeated violations of the pick-up policy will result in withdrawal of services. We understand that conditions are sometimes beyond the control of the parent (inclement weather, accidents, etc.). If these conditions arise, it is imperative that the parents notify The Kids Klub Program Director or Lead Teacher *as soon as possible*.

ARRIVAL

If you will be dropping your child off at the Kids Klub, please enter using our South A Street entrance. You may use the two-lane drop-off area or our parking lot and bring your child inside. ***Please note that the speed limit in our drop-off lanes is 5 mph to ensure child's safety. The two-lane area has a 5 minute time limit to avoid congestion.** Please ring the doorbell located inside the foyer, and staff will click you in. Please ensure that your child is signed into their appropriate class upon arrival.

Before School Arrival

Kids Klub staff will walk your child to GEMS and/or Sts. Peter & Paul prior to the start of school at 7:55 a.m.

DEPARTURE

In order the ensure the safety of all, a staff member will pick up children at GEMS and at Sts. Peter & Paul School after school. They will walk to the Kids Klub. No child should cross Court Street after school without an adult assisting them across the street.

NOTICES TO PARENTS

When you sign your child out, please check your child's mailbox located in the foyer with your last name on it every day for up-to-date information or notices. It is the parent's responsibility to check for pertinent information. The notices will be clearly posted and available for your pick-up. It is not the staff's responsibility to inform each individual family of happenings, although we will make every effort to do so. A monthly calendar will be given to you with information on upcoming events.

Each child will have a space in which to store personal belongings (cubby). Before leaving the site each day, **please check your child's cubby & mailbox and take all personal belongings with you.** We attempt to monitor cubbies to ensure that your

child's belongings are safe. Please do not send money or valuables with your child to The Kids Klub.

The Kids Klub, Inc. is very sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting personal information. The Kids Klub, Inc. will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

To ensure the safety of all, please ring the bell in the foyer and a staff member will buzz you in.

CHILD ABUSE AND NEGLECT

To prevent child abuse and neglect, this program:

1. *Trains staff to avoid one-staff-one-child situations if at all possible. If scheduling requires one adult be alone with one child, the parent is always informed at pick-up.
2. *Design our classrooms to avoid hidden and secluded areas.
3. *Makes sure interactions between children and staff can be observed and interrupted.
4. *Uses proper names for body parts.
5. *Never forces children to give affection.
6. *Tells children that if they have questions about someone's behavior, the best thing they can do is ask about it.
7. *Explains that secrets can be harmful.
8. Trains staff in Strengthening Families Protective Factor Framework and Stewards of Children Darkness to Light.
9. Requires a background check for all staff.
10. Develops positive, non-judgmental relationships with parents.
11. Is alert to signs of stress in parents and struggles in the parent-child interaction.
12. Communicates regularly with parents concerning a child's progress.
13. Provides education including offering tips for specific challenges.
14. Provides opportunities for parents to become involved in their child's care.
15. Provides information about community resources.
16. Models developmentally appropriate practices by allowing the parent observational opportunities to see their child interact with child care staff.
17. Provides an atmosphere for parents to share their experiences and develop support systems.
18. Reaches out to all family members that are involved in a child's development.

A report of child abuse is not an accusation. It is a request for more information by a reporter who has reasonable suspicion that abuse or neglect may be occurring. A report does not mean that our employees must determine that abuse and/or neglect has occurred. In Idaho, Child Protective Services is responsible for that determination.

***These strategies are part of our sexual abuse prevention plan.**

PHONE CALLS

Your child will be allowed to use the telephone when necessary. However, each time they use the telephone they will need a The Kids Klub staff person's permission. The need to use the telephone will be assessed on an individual basis.

HANDWASHING

All children and staff wash their hands for a minimum of 20 seconds with soap and water after being outside, before and after snack, after water play, preparing food or administering medication.

SNACKS

Nutritious snacks are provided each day. It is the responsibility of the parent to inform our staff if their child has any food allergies. If the child has other food preferences that cannot regularly be accommodated by the program, the parent is asked to provide the child's snack.

LUNCH

You will need to send a sack lunch with your child on full days. Please ensure that your child has a well-balanced lunch with healthy food choices. Lunch will be eaten at The Kids Klub.

ELECTRONICS/ INTERNET USAGE

To reflect our belief that when used appropriately and safely, technology can support learning, we enable the children to use electronic devices with time constraints. At the same time, we do all we can to ensure that technology is used appropriately and that children are safeguarded against all risks attached to technology. While it is not possible to completely eliminate risk, any e-safety concerns that do arise will be dealt with quickly to ensure that children and staff adhere to safe practices and continue to be protected. Children may not use their mobile phone or other internet-enabled or electronic devices at the Kids Klub unless informed they may do so and it does not cause a problem.

DIAPERING

Kids Klub is unable to serve children who need diapering assistance as our center does not have diapering facilities at this location.

LOST & FOUND

There is a lost & found basket located inside the foyer for your convenience.

COMMUNICATION

We communicate with parents through the Remind app. You will receive an email invitation upon start of the program. If you are unable to communicate with staff in-person, we ask that you use Remind to do so between the hours of 7:30-5:30 p.m. We also have a private Facebook page. Please let us know if you would like to be added to that page.

RECESS

Your child will be going outside for gross motor play up to three times/day (full days) if it is 18 degrees or above and the air quality is less than 150. Please make sure that your child is dressed appropriately for the weather. All clothing should be labeled to avoid mix-ups and confusion. The Kids Klub is not responsible for any broken, torn or lost personal belongings.

FIELD TRIPS

Educational field trips will occasionally be part of the curriculum. Parents will be given advance notice of the date, time, and type of transportation, destination, and the activities involved for each field trip. A sign announcing the field trip will be posted. Some field trips are optional. In this case, a sign-up sheet will be posted at The Kids Klub for parents to sign their child up for a particular field trip. A form granting permission for a child's attendance on field trips must be on file. This form will be signed at the time of enrollment. Some outings we will use a bus through the local school district. Bus protocol will be reviewed with children and must be adhered to in order for child to participate.

FRAGRANCE SENSITIVITY

We have a staff member that is asthmatic and strong perfumes, colognes, lotions, smoking, and vaping may set off an asthma attack. Please consider these triggers before entering the premises.

ASSESSMENTS

Kids Klub attendees will have an Accelerated Reader (AR) goal set based on their grade level for grades 2-6th. Those goals will be monitored quarterly. For students K & 1st grades, their goals will be set on the Idaho Reading Indicator (IRI) and monitored quarterly. All children (ages 0-5) are encouraged to attend Little Britches Round-up screening each fall. Those results are then shared with the Kids Klub Program Director/Lead Teacher for KK, KRK or KS attendees.

DISCIPLINE

It is important to the well-being and development of young children that they have clear, consistent, and appropriate limits set on their behavior. Our discipline policy is based on the worth and dignity of each child. Any form of discipline that impairs the student's self-respect will be avoided. It is our teacher's role to be a strong leader, helping each child grow toward self-discipline and self-direction.

Teachers should administer such discipline within the program as would be exercised by a kind, firm, judicious parent at home. Corporal punishment is prohibited in all circumstances. At no time will a child be struck, roughly handled, or verbally abused as a disciplinary measure.

When inappropriate or unacceptable behavior is exhibited, the staff will deal with the individual or individuals involved. If necessary, "time-outs" will be used to help the child gain self-control. Time-out is not a punishment and is not intended to humiliate the child. It merely helps the child gain self-control, reassess the situation, and re-establish some inner control. Time-out also gives the child an opportunity to discuss his/her feelings.

If a child creates a physical mess, he/she will be responsible for cleaning it up. If a child purposefully breaks or damages property or equipment being used in the program, the parents will be responsible for replacement.

All recurring or serious behavior problems will be discussed with parents in order to establish a joint plan for changing the undesirable behavior. An Incident Report will be completed for each undesirable behavior incident. The Program Director or Lead Teacher will discuss these problems, as they occur, with the parent and have the parent sign the Incident Report.

If a child's behavior continues to be such that it has a negative effect on the other children or staff, the parent will receive written notice that the child has been placed on probation, and the parent may be required to withdraw the child from the program. Depending on the behavior problem, suspension may be imposed.

If a child has the intent to cause harm or intent to threaten other children, himself/herself, or staff, the child will be removed from the program immediately. The Program Director will determine the length of suspension. Readmission to the Kids Klub will be dependent upon a parent meeting with staff.

If a child needs to be removed from the program, the Program Director will make the decision. The Program Director will notify the parents of the dismissal.

Things may happen at home that affect your children's behavior. Please, feel free to discuss these matters with the Staff, if you think we might be able to help.

The Kids Klub, Inc. reserves the right to deny, cancel, sever, or suspend a child's enrollment at any time The Kids Klub, Inc., in its sole discretion, deems such action to be in the best interest of the child or The Kids Klub, Inc. The Kids Klub, Inc. reserves

the right to immediately expel any child for nonpayment, or if a child, their parent, or designated pick-up person uses offensive language, is abusive or threatening, or poses a direct threat to any child, parent, volunteer or employee. This policy applies to, but is not limited to all verbal, written, or electronic means of communication. In such event, any unused tuition will be refunded minus any outstanding charges for late fees, costs, etc.

In order for us to instill self-discipline, we need cooperation and support from every parent.

WEAPONS POLICY

No Weapons Allowed - To keep everyone safe, students may not bring, carry, possess, or use any weapon on Kids Klub property or at any Kids Klub-sponsored activity, whether on or off site.

A "weapon" includes:

- **Firearms of any kind**
- **Knives or other dangerous objects**
- **Any item that could be used to hurt someone**
- **Any item that could cause damage to property**
- **Any object used in a threatening or unsafe way, even if it normally has a school-related purpose**

If an item is used to threaten, intimidate, harm someone, or damage property, it will be treated as a weapon under this policy.

Consequences
Students who violate this policy will face serious disciplinary action, which may include suspension or expulsion.

Any dangerous item will be confiscated. Firearms will be turned over to law enforcement. Other dangerous items may be given to a parent/guardian or turned over to law enforcement, depending on the situation.

EMERGENCIES

In the event of an emergency or natural disaster, the following procedures will be initiated:

1. **All children in the program will be kept at the site until they are picked up by parent or authorized person. Staff is to remain with children until all children are checked out.**
2. **Should it be necessary to evacuate the children from the site, staff will walk your child to the Grangeville Elementary Middle School field.**

ILLNESSES & ACCIDENTS

It is the parent's responsibility to monitor the daily health and physical condition of their child and to determine their child's ability to actively participate in school and in The Kids Klub.

If a child is too sick to go to school, the child is too sick to attend The Kids Klub.

When a child shows signs of illness the parent will be contacted and must pick up the child immediately. The child will be isolated and made comfortable until the parent or other authorized person can pick up the child.

Children are considered ill when exhibiting any of the following symptoms (<u>presently or within the last 24 hours</u>):

Fever of 100˚+ or Chills	**Undiagnosed Rash**	**Vomiting**
Mattery Eyes/Nose	**Severe Cold**	**Diarrhea**
Inflamed or Sore Throat		

At the Lead Teacher's request, a child who does not appear to be fully recovered from an illness shall not be readmitted to The Kids Klub unless there is a statement by an attending physician indicating that the child is able to return and participate in the activities.

If a child has a contagious disease, for example, lice, pinkeye, chicken pox, the child must be removed from the program until proper treatment has been completed and/or a doctor releases the child. Appropriate verification of treatment may be requested of the parent. If a child has been exposed to a communicable disease, The Kids Klub Staff must be notified. Parents of enrolled children will then be notified. The exposed child's name will remain confidential.

If pink eye (Conjunctivitis) has been diagnosed, your child must have received optical antibiotic ointments or eye drops for 24 hours or more and not have tears or discharge in order to be readmitted.

MEDICATION POLICY

If a child is on medication, which must be taken during his/her stay at The Kids Klub, it will be necessary to have, on file, a medication authorization form (either prescription or non-prescription) from the parent. All medication must be in the original container with the doctor's and/or pharmacist's instruction label. Only over-the counter medication approved by the parent on the Medication Form will be administered. If your child uses an inhaler or an epipen please provide one for staff to keep on site.

SUPERVISION/ ACCIDENTS

Safety is of the utmost importance. Staff will supervise children while always keeping safety in mind. State-mandated adult/child ratios will be maintained at all times. If a

child has an accident that is serious enough to require <u>any</u> special attention, the staff person attending the child will send home an accident report. If an accident occurs which might need medical attention, the staff will contact the parent (or if they can't be reached the emergency contact person) immediately so he/she can take the child to the doctor or dentist.

In an emergency, when immediate attention is needed, the staff will call 911 and then contact the parent/emergency contact person. After 911 have been called, it is up to the paramedics to decide what to do. If they and/or the parent(s) decide the child needs emergency treatment, they will take him or her to the hospital, and the parent or other individual who signed The Kids Klub agreement will be responsible for the medical charges. <u>THERE MUST BE A CURRENT, SIGNED PERMISSION FORM FOR EMERGENCY MEDICAL TREATMENT ON FILE AT ALL TIMES.</u>

KIDS KLUB SEX OFFENDER POLICY

Kids Klub is committed to the safety of students and other persons on Kids Klub property. In order to maintain a safe environment, all Kids Klub personnel shall enforce the provisions of this policy at all times.

REGISTERED SEX OFFENDERS BANNED FROM KIDS KLUB PROPERTY AND EVENTS.

Any person currently registered or required to register under the sex offender registration act as set forth in Chapter 83, Title 18 of the Idaho Code, (hereinafter "sex offender") are expressly forbidden to be present on any property owned or operated by Kids Klub including both during and after regular Kids Klub hours of operation. In addition, such persons may not attend or be present at any Kids Klub function or field trip on or off Kids Klub property. This policy applies to all covered sex offenders regardless of their relationship to or affiliation with a student in the Kids Klub program.
ENFORCEMENT.

Should Kids Klub personnel become aware that a sex offender is on Kids Klub property or at a Kids Klub event, the Kids Klub personnel shall direct the sex offender to leave the area immediately. All Kids Klub personnel shall immediately report the presence or suspected presence of a known registered sex offender on Kids Klub property to law enforcement.

POLICY DOES NOT CREATE A DUTY.

This policy shall not be construed to create a duty on the part of Kids Klub personnel to review any Sex Offender Registry or to screen individuals coming on or about Kids Klub property to ascertain whether they are on any sex offender registry.

EMPLOYMENT.

Notwithstanding any other policy, individuals currently registered or required to register under the pro-vision set forth in Chapter 83, Title 18 of the Idaho Code are

ineligible for employment in any position with Kids Klub; provided however that the Kids Klub Board of Directors shall have discretion, to hire an individual whose name has been expunged from the Sex Offender Registry.

General Fees Information:

In order for The Kids Klub to operate, it is imperative that fees be paid on time. **All fees are payable by the first day of the month that services are provided.** A secured payment box can be located in the foyer. If you are paying with cash, please give it to a staff member and they will write a receipt. You may also pay these fees at www.thekidsklub.org.

Monthly rate for full-time attendance is $145 per month per child (before & after school M-F), $185/month M-Th before & after school + full day Friday, regardless of actual hours in attendance. Monthly rate for part-time attendance is $7.00/per child per day (M-Th) or $23/full day Friday. Refunds are not available if your child does not attend on any given day, for any reason. Priority is given to full-time attendees.

Due to program planning, it is important that you adhere to the days of attendance that you signed your child up for. If something comes up, please notify staff as soon as possible.

In the event an account becomes ten days or more past due, services for the involved student (s) will be terminated until the account has been paid in full. In the event that your account should become 60 days or more past due, you will lose your financial scholarship, if applicable.

There will be a $30 service charge on each check returned by the bank due to insufficient funds or related deficiencies. Future payments must then be made in cash or online.

If financial assistance is desired, you will need to first apply for assistance through Idaho Child Care Program (ICCP). If ineligibility for ICCP has been determined, you may then apply for a financial scholarship. Your child must attend The Kids Klub, Inc. on a full-time basis and meet income guidelines. Please see staff for an ICCP application.

Checks must be made payable to The Kids Klub, Inc.

Checks may be dropped off at The Kids Klub during operating hours, or may be mailed to:

The Kids Klub, Inc.
506 South Idaho Street
Grangeville, ID 83530

***You may also pay online at www.thekidsklub.org**

Any questions regarding financial payment should be directed to the Program Director at the above address, or at (208)983-2285.

The Kids Klub Administrator, in conjunction with The Kids Klub Inc. Board shall have final authority to resolve any matters concerning fees, which are not addressed in these policies and procedures.

A registration/insurance fee of $30 will be collected on all participants, regardless of full-time or part-time attendance.

Parent Participation

It is important to the well-being of all children, parents, and staff that a safe, secure, and harmonious environment be maintained. Good communication is essential to our being an extension of your home and family.

We encourage you to visit the site at any time. However, please make an appointment prior to arriving at The Kids Klub if a conference is desired.

Estimated daily schedule for the program is as follows:

	Before School
7:30-7:55	Children arrive at the Kids Klub
7:55 a.m.	Children will be walked to school by a staff member
	After School
3:20 (M-Th)	Children arrive at the Kids Klub, put away things, and sign-in
3:30 – 4:30	Outside time and snack
4:30 - 5:00	Homework, special tutoring, computer and individualized learning activities (Monday through Wednesday)
5:00 – 5:30	Continued help with homework and free choice activities
7:30-5:30 (Fridays)	Special outings, STEAM activities, Outside Time

Please communicate openly about your child. Let us know how we can make The Kids Klub better for you, your child, your family and…our community! Some suggestions for your involvement:

- Visit often…for birthdays, enrichment activities, whenever your busy schedule allows…

- **Schedule a conference…in addition to the regular ones…discuss your observations, your child…set up a ten-minute visit when you come to pick up your child….**

- **Talk…with us…with your child…with each other…**

- **Ask questions…share ideas…give input…share concerns…tell us what's working…what's needed….**

- **Let us know of health problems…It's a good preventative…We'll do the same…**

By signing this, I agree with the policies contained in this parent handbook.

_____

Child's Printed Name

_____ _____

Parent/Guardian Signature **Date**

PLEASE RETURN THIS FINAL SHEET TO KIDS KLUB STAFF MEMBER ONCE SIGNED.