

# **JEFFERSON KIDS CLUB**

## **PARENT HANDBOOK**

**2019-2020**



Jefferson Elementary School  
250 Athens Blvd  
Buffalo, NY 14223  
768-3077

Youth, Parks & Recreation Department  
299 Decatur Road  
Buffalo, NY 14223  
831-1001p 831-1006f  
nfields@tonawanda.ny.us

## Table of Contents

Kids Club Hours, Drop-Off & Pick-Up .....	2
Kids Club Daily Schedules.....	4
Payments.....	7
Online Registration & Payment Instructions .....	8
Medical Information .....	9
Jefferson Youth Center Rules & Expectations.....	11
Code of Conduct.....	12
Expectations.....	13
Member Behavior Agreement .....	16
Parent Agreement.....	16
Parent/Guardian Acknowledgement .....	17

## Kids Club Hours, Drop-Off & Pick-Up

### **Welcome**

Welcome to Jefferson Kids Club! We're glad that your child will be joining us this year. This parent handbook is designed to prepare and assist you with sending your child to our facility. Please review the rules and guidelines with your child. If you have any questions or concerns, please contact us at 768-3077 (Jefferson) or 831-1001 (YPR office) or email [nfields@tonawanda.ny.us](mailto:nfields@tonawanda.ny.us). Thanks!

### **Kids Club Dates:**

Monday-Friday, September 3, 2019-June 25, 2020

*Jefferson will be closed November 28-29, December 24-25, December 31-January 1, April 10, May 25, June 26 & Ken-Ton School District Snow Days*

### **Kids Club Hours:**

3:00-6:00pm on regular school days

12:00-6:00pm on early release days

8:00am-6:00pm on most school holidays

*We base our schedule on the Ken-Ton School District and Town of Tonawanda calendars*

### **Transportation:**

Bussing may be available through the Ken-Ton Transportation Department. Please contact them directly at 874-8611. On days there is no school, the district does not provide bussing to Jefferson. Kids Club does not provide transportation.

### **Sign-In:**

Kids Club requires that all children are to check in at the desk upon arrival from the school bus. Those being dropped off by a parent or guardian must be signed in. Kids Club does not assume responsibility for children that arrive before the start time or children that are not properly signed in.

### **Pick-Up:**

All children must be signed out by an adult when picked up from Kids Club. Children will be released only to those authorized by the parent in the child's registration packet. It is the parent's responsibility to notify Kids Club in writing of any changes in authorization. If someone other than these people must pick-up your child, a written note must be sent in ahead of time. Anyone picking up children should be prepared to show proper photo identification to security desk monitor daily. We ask that you check your child's mailbox each day, and follow up with a staff member regarding any notes/issues if necessary.

Please enter and exit through the main doors only (door 1 on Athens or door 3 from the parking lot on Oakvale).

### **Walking Home:**

If you would like your child to walk home alone from Kids Club and sign himself or herself out, you must indicate that in their registration forms or send in a note ahead of time.

**Late Pick-Up:**

Children are not to be dropped off before opening time (3:00pm on school days, 8:00am on days off) or picked up after 6:00pm, based on the Kronos clock in the entryway near door 3 at Jefferson.

You will receive a late pick-up notice and be charged a \$10.00 per child late pick-up fee for every 15 minutes a child remains at the program after 6:00pm (\$10 for 6:01-6:15pm, \$20 for 6:16-6:30pm, etc.). Chronic late pick-ups or early drop-offs will be up for review to be removed from the program at the discretion of the director. Please be considerate of our staff in following the program times, with the exception of an extreme emergency. If a parent or authorized adult will be late, it is their responsibility to notify Kids Club as soon as possible. You can reach us at 768-3077.

We understand that emergencies arise. We also understand that traffic and weather can be challenging or hectic, but expect all children to be picked up on time. When your child is picked up late, our staff is required to remain on duty, therefore unable to attend to commitments outside of work.

**Emergency Notifications:**

If your child is ill or injured or if there is severe weather, a natural disaster, or hazardous environmental concerns (i.e. power or water outage), you will be notified to pick up your child. Your child must be picked up within 45 minutes of this notification. If a child has an accident and no extra clothes are provided, your child must also be picked up within 45 minutes.

Please do not call to speak to your child unless it is an emergency, as we have limited phone lines. Members are not allowed to have cell phones or any other electronic devices at Kids Club.

**Parking:**

Please drive slowly and carefully along Oakvale, Athens, Loretta, and Janes. For our members' safety, only park in designated parking spots, or along side streets.

## Kids Club Daily Schedules

This is an example of what our days look like. Schedule subject to change at any time.

### Afternoon Schedule

Upon arrival, children must sign in. Members ages 4-6 will go directly to Funland. Members 7-11 must check in with their group. Groups will rotate through rooms and activities on a set schedule. Members 7-11 can go to the Homework Room to read or complete homework quietly, have snack, go to the Cafeteria for a specialty club if they are signed up. Our clubs may include kitchen chemistry, art, drama, sports, trivia/games, and more.

### Early Release Day Schedule

12-2pm Free time:

- Homework in the Study Room
- Games, toys, video games, and movies in the Lounge
- Computer games and homework in the Computer Room
- Pool, bubble soccer, mini golf, and air hockey in the Game Room
- Sports and games in the Gym
- Sports, games, and playground time outside

2-3:30pm Movie in Auditorium

3:30-6:00pm Group/club time

- Homework in the Study Room
- Games, toys, video games, and movies in the Lounge
- Computer games and homework in the Computer Room
- Pool, bubble soccer, mini golf, and air hockey in the Game Room
- Sports and games in the Gym
- Crafts in the Art Room
- Sports, games, and playground time outside

### Full Day Schedule

8-9am Free time

9-10:30am Group/club time

- Homework in the Study Room
- Games, toys, video games, and movies in the Lounge
- Computer games and homework in the Computer Room
- Pool, bubble soccer, mini golf, and air hockey in the Game Room
- Sports and games in the Gym
- Crafts in the Art Room
- Sports, games, and playground time outside

10:30-10:45am Snack in the Cafeteria

10:45am-12pm Group/club time

12-12:30pm Lunch in Cafeteria

12:30-2pm Movie in Auditorium

2-3:15pm Outside

3:15-3:30pm Snack in the Cafeteria

3:30-6pm Group/club time

**Field Trips:**

Information about field trips will be released at least two weeks in advance. We typically schedule field trips for early release days or during school breaks, about once a month. Children must arrive with any items indicated in the newsletter (i.e. a disposable lunch, water bottle, sunscreen, etc.).

Transportation to and from trips may include transportation on a bus or walking.

If you are sending your child to Kids Club on the day of a field trip but do not want them to attend the field trip, please let us know so we can staff accordingly. If your child becomes ill or has behavioral issues during a field trip, you will be notified by a staff member and must pick him/her up from our field trip destination immediately.

If you need to cancel and your child is signed up for a field trip, you must cancel at least 5 days in advance or you will be charged a \$15 fee. Too often we have parents/guardians sign their kids up for field trips and not show up, which results in unnecessary admission, transportation, and staffing costs, and also makes it difficult for our host/destination, who often have to bring in additional staff for us or even close to the general public because of our group. We understand things come up, and we would appreciate it if you let us know of any emergency situation. We know life gets crazy sometimes, and we want to work with you! However, we cannot continue to hold spots just in case your child attends, while still striving to make our programs affordable.

If you choose to send your child with spending money for food, games, souvenirs, etc., it is their own responsibility. Kids Club staff is not responsible for lost or stolen money.

**Kids Club T-Shirts:**

Each member will receive one t-shirt for the entire school year. For safety and identification purposes, Kids Club t-shirts must be worn on field trips. If t-shirt is not worn on field trip day, your child may not be able to attend.

If your child's shirt is lost or damaged, you may purchase another for \$6.00.

**Weather & Clothing:**

Please send/wear socks & sneakers daily! Outdoor play is an important part of our daily schedule. Parents are asked to dress their children appropriately for the weather conditions. In case of inclement weather, alternative indoor activities have been planned. Baggy pants, short shorts, and revealing tops are not permitted. Please label any items sent in. Members are expected to keep their belongings neatly in place on their hook/in their cubby.

**Items from Home:**

Toys, electronics, money, valuables, and other personal belongings should be left at home. We have plenty of toys and activities planned to keep your child busy! Jefferson Kids Club is not responsible for lost, stolen, traded, or damaged belongings. No gum or hard candy allowed.

**Lost & Found:**

Items left behind are put in the lost and found. Unclaimed items will be discarded or donated periodically throughout the year, so please check it if you are missing something.

**Snack & Lunch:**

You may send your child with a snack each afternoon. Food may only be eaten in the Art Room, Study Room, Cafeteria, or Funland. On days off, you must send your child with a lunch, drink, snacks, and utensils. We do not provide lunch or snack. Do not send soda or glass containers. Please mark all lunches and containers. Please do not send your child with food that will need preparation, cutting, heating, or microwaving. Kids Club staff are not responsible for food preparation or pre-heating meals. Children are not permitted to share or trade lunches or snacks.

Lunches may be kept in one of the refrigerators in the Cafeteria or in the child's backpack. We throw out leftover food at the end of each day, so please be sure to check the fridge at pick-up if your child brought in a lunch. Members are not permitted to use the vending machine to purchase soda before lunchtime.

An allergy table monitored by a staff person will be set up for those with food allergies. Please make sure you indicate any food allergies or dietary restrictions in your child's registration information.

**Food Provided by Kids Club:**

From time to time, we may have treats like freezie pops. We may also provide food for certain special events (such as popcorn at a carnival). We will notify parents of this, and ask that you let us know if your child is not allowed to have any. Other than these circumstances, we do not provide food to members and do not keep a "stock" of extra snacks.

## Payments

### **Monthly Memberships:**

*Monthly membership includes all regular school days & early release days that fall within the month.*

Due by the 1<sup>st</sup> of each month – Your child cannot attend Kids Club until their membership fees for that month have been paid.

**Monthly Membership Fee:** \$140 (\$135 with current Access Card)

**Multi-Child Monthly Membership Fee:** \$125 (each child must have a current Access Card and reside in same household)

### **Drop-Ins:**

*If you just need your child to come once in a while*

Due on or before day of attendance – Payment must be processed before child is dropped off at Kids Club.

**Afternoon Drop-In Fee** (on regular school days when we are open 3-6pm): \$10

**Early Release Day Drop-In Fee** (when we are open 12-6pm): \$20

### **Vacation Club:**

*Vacation Club will run on full days that school is closed when Jefferson is open 8am-6pm (ie. February break)*

Must sign up two weeks in advance.

**Vacation Club Member Fee** (must have a current membership in that month): \$25 per day

**Vacation Club Non-Member:** \$35 per day

### **Payment Methods:**

- Cash, check, or credit card in-person at the Town of Tonawanda Youth, Parks, and Recreation office (299 Decatur Road, open Monday-Friday 8am-4pm).
- Cash, check, or credit card in-person at the Aquatic and Fitness Center (1 Pool Plaza, open Monday-Friday 6am-9pm, Saturday 8am-6pm, and Sunday 9am-5pm).
- Check by mail to the Town of Tonawanda Youth, Parks, and Recreation office (please use attached form or indicate child's name and month on check memo line).
- Online at [www.ttypr.com](http://www.ttypr.com) (instructions attached).
- A receipt will be sent to you once payment is processed.
- We cannot accept monthly membership fees on-site at Jefferson or over the phone.
- Please make checks payable to Town of Tonawanda and include child's name on memo line.

## Online Registration & Payment Instructions

Visit [www.ttypr.com](http://www.ttypr.com).

Select Online Registration from the main menu.

If you already have an account, you may log in with your existing username and password. If you have an account but do not know your username or password, or if you do not have an account, you will need to contact the Youth, Parks and Recreation office at 831-1001 during business hours (Monday-Friday, 8am-4pm) to have your login information emailed to you.

Once logged in, select Search/Shop. You can then search for the program by keyword (Jefferson or Kids Club), category (Family & Youth Activities), or activity number (516044).

Once you find the Jefferson Kids Club listing and the month/day you are looking for, click the Add to Cart icon on the left. A green bar will appear at the bottom of the screen. If you are ready to pay, click Enroll Now. Otherwise you may add other programs to your cart (if you want to register and pay for multiple months/days at a time, or sign up for other activities).

After clicking Enroll Now, you will need to select the family member(s) that you are enrolling and then click Add to Cart.

You must Agree to terms and conditions.

On the next page, you can review the items in your cart and add a note for staff if you wish. Proceed to Checkout.

Select your credit card type and enter your billing address. You will need to enter your credit card information on the next page and then click Submit Payment. You will be emailed a receipt.

## Medical Information

### **Illness:**

Children must be healthy enough to participate in our daily routine. If your child is not feeling well, please keep them home until they are better and no longer present the danger of passing on their illness. If we notice your child arrives sick, we will send them home.

If your child becomes ill at Kids Club, we will notify you as soon as possible. If we are unable to reach you, other guardians and adults authorized to pick up your child as indicated in your child's registration packet will be contacted in the order listed. Your child must be picked up within 45 minutes of notification.

Please notify the Kids Club Supervisor if your child or another member of your immediate household develops a communicable condition, such as pink eye, chicken pox, or lice.

Here are some examples of when to keep your child home from Kids Club:

1. If a child has diarrhea, runny nose (colored discharge), or vomiting.
2. If a child's temperature is over 101 degrees.
3. In the event that your child contracts a case of head lice. *It is our policy that a child must be treated for lice before returning to Kids Club.*

### **Accidents & Emergencies:**

All precautions will be taken to prevent serious health risks to our members.

In the event that a minor injury occurs, First Aid will be administered by staff.

In the event that a major injury or health problem arises and professional medical care is required, staff will administer First Aid, contact you, call 911 if necessary, file an incident report, and notify the Erie County Department of Health.

Please notify us immediately if there is a change in your emergency contact information. Jefferson Kids Club does not incur the cost of medical treatment.

### **Emergency Plan:**

- Evacuating indoor facility: Signs are posted in each room indicating quickest escape route. All exits have ramps. Fire drills will occur throughout the year.
- Inclement weather/thunderstorms: Counselors will assemble group and take attendance. The children will walk to Thomas Jefferson Elementary School or nearest shelter and remain there until the storm passes.
- Lost child plan: All staff will be notified and check entire activity area. If not found, entire campus will be checked. If no results, parents and police will be notified and given full description. When on field trips, park officials and other employees will also be notified. Local officials will be notified if child is not found within one half hour.

### **Allergies:**

It is very important that you notify us of any allergies your child has (food, environmental, or drug). Separate tables for children with food allergies or dietary restrictions will be set up and monitored by a staff member.

**Bathroom Needs:**

All children must be fully toilet trained to attend Kids Club. Staff can verbally help children but are not permitted to physically assist them.

If your child is young or is prone to having accidents, we require that you send a labeled bag of spare clothes to keep at Jefferson. If no extra clothes are sent in, we will call home and the child must be picked up or brought in new clothes within 45 minutes.

Members must also be able to get themselves changed into and out of activity/weather-specific clothing (bathing suits, snow suits, etc.) in a timely fashion, without assistance, and be able to get themselves cleaned up/maintain proper hygiene.

**Let Us Know!**

It is very important that you notify us of any allergies, food restrictions, physical limitations, and medical or behavioral issues your child has so we can prepare and provide the best experience possible.

## Jefferson Youth Center Rules & Expectations

Rules will be established and taught to children at the beginning of the school year and regularly reviewed. Please review these rules and expectations with your child.

- **Listen and follow directions.** Be cooperative, kind, and well mannered. When a counselor or supervisor is speaking or giving instructions, children should be silent and listen.
- **Children should not be alone at any time.** No leaving the camp area unless accompanied by a staff member or signed out by a parent or authorized adult. Children may not cross the street unless accompanied by a staff member.
- **No fighting!** If you have a problem, walk away from the situation and tell a counselor. There is no swearing, bad language, name-calling, bullying, taunting, lying, screaming, shouting, gossiping, making fun of, threatening, or verbal abuse of other members, staff, or visitors.
- **Keep your hands to yourself.** No physical abuse, horseplay, intimidation, or inappropriate or unwanted touching of staff or other members. This includes, but is not limited to, pushing, hitting, kicking, biting, pinching, spitting, stomping, punching, or kissing.
- **Appropriate clothing and footwear must be worn at all times.**
- **Respect our space.** No running inside the building, climbing trees, picking leaves, grass, or flowers, or throwing sticks or stones.
- **Keep Jefferson clean.** Children must help clean up and organize before leaving or moving to another room/activity. Food is only to be eaten in designated area during lunch and snack times. Trash must be thrown away in receptacles. Littering will not be tolerated.
- **Respect our equipment.** Center equipment will be used in the proper manner and will not be damaged, destroyed, stolen, or mistreated. Children must ask a staff member before using equipment (including the telephone). Theft of equipment or other personal property may result in removal from the program. No sitting on tables, counters, or other furniture not designated for seating.
- **No cell phones or electronics allowed.**
- **Zero tolerance.** There is no use of tobacco, alcohol, or drugs permitted. No weapons allowed on the property. We do not allow toy guns, shooting games, or other such things of a violent nature.
- **Members should always strive to be caring, honest, respectful, and responsible, and have a positive attitude.**

Jefferson Kids Club reserves the right to change policies or to add, amend, or delete rules at any time.

Jefferson Kids Club reserves the right to refuse entrance to or dismiss any person who does not comply with these guidelines, the direction of staff, or whose behavior is considered inappropriate. A parent or authorized adult must be available to pick child up if he/she is not complying.

Inappropriate behavior may result in a call home, dismissal for the day, parent meeting, suspension, or removal from the program.

By participating in the Jefferson Kids Club, you are agreeing that you have read these rules and expectations and agree to follow them. Not following these rules may result in suspension or removal from the program. These rules will be posted at Kids Club and copies will be available upon request. It is your responsibility to know them and follow them.

## Code of Conduct

To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in Jefferson Kids Club. This applies to staff, members, and their parents/guardians. We expect people using our building to behave in a mature and responsible way and to respect the rights and dignity of others.

Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. This includes:

- Angry or vulgar language including swearing, name calling, shouting, and negative remarks (ie “shut up,” “dumb,” “stupid,” etc.).
- Physical contact with another person in an angry or threatening way.
- Any demonstration of sexual activity or sexual contact with another person.
- Harassment or intimidation with words, gestures, body language, or other menacing behavior.
- Behavior which intends to or results in the theft or destruction of property.
- Carrying or concealing any weapons or devices that may be used as weapons.

Please be responsible for your own personal comfort and safety. If someone’s behavior threatens your personal comfort or safety, please ask that person to refrain. Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance.

Town of Tonawanda Youth, Parks & Recreation will investigate all reported incidents. Dismissal from a program or termination of membership privileges may result from any violation of the code of conduct. No refunds will be given.

## Expectations

Members are entitled to a pleasant and safe environment while participating in Jefferson Kids Club. We know that everyone is not always going to get along or agree on things, but we expect these disagreements to be handled in a non-violent and non-threatening manner. We want everyone at JYC to feel that they are in a safe environment where they are valued. All members should get the attention of a counselor if any altercation happens.

Jefferson Youth Center reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our schedule and program.

All program expectations and guidelines will be covered and explained by staff on the first day. Please review with your child the types of behaviors that we expect and their importance, so that we may all have a successful and enjoyable time at Kids Club.

**Friends help friends:** Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Say please and thank you often. Be kind with the words you use. Inappropriate language, verbal threats, fighting, and tactics used to humiliate or intimidate another will not be tolerated.

**Social inclusion:** Teamwork and cooperation will be the basis for including every one. Politeness and kindness go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs. Show respect. Everyone is important! Keep your hands and feet to yourself at all times.

**Building a community:** Every child is part of the Jefferson Youth Center. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill, and just have fun. Respect all staff, counselors, members, and visitors. The proper use and cleanliness of the building, restrooms, park, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your help. We are all responsible for our words and actions. Stay in program areas with your counselor; running away is not acceptable. Cooperate with staff and follow directions.

### **Bullying Policy**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying is not acceptable at our facility. We will address all issues of bullying. We want our members to feel safe, and to approach a counselor if they ever see or are a victim of bullying.

### **Discipline**

Members are entitled to a pleasant and safe environment while at Kids Club. We will make every effort to help your child adjust to our program and facility. Jefferson Kids Club reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our schedule and program.

Good behavior will be encouraged in a positive manner. Staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. We follow a behavior modification system to award positive and appropriate behavior. For children who need a more structured behavior plan, we use a point system to keep track of member behavior

throughout the day. Failure to follow the rules will result in the loss of points, which may result in the loss of special activity or field trip privileges. Counselors will issue warnings before taking away a point.

If a child continues to be non-compliant, they may be escorted to the office to speak with a supervisor. If necessary, the Recreation Coordinator may be asked to speak with a child and determine the appropriate action.

If your child needs to be disciplined, acceptable measures may include: stern verbal warnings, time-out from activity, removal from activity, suspension from the program, or removal from the program.

The following disciplinary policy will be followed for general misbehavior:

1<sup>st</sup> offense: Child will be redirected and given a verbal warning.

2<sup>nd</sup> offense: Child will lose a point and will be asked to take a time-out.

3<sup>rd</sup> offense: Child will lose some or all of the privilege of participating in a special activity.

4<sup>th</sup> offense: Child will talk with the supervisor and parent will be called to discuss a positive plan for change.

5<sup>th</sup> offense: Parent will be called to pick up child early.

6<sup>th</sup> offense: Child will be suspended based on severity of the offense.

7<sup>th</sup> offense: Child's enrollment will be terminated for the remainder of the summer.

### **Zero Tolerance Policy**

Jefferson Youth Center has a zero-tolerance policy for serious behavior infractions since our goal is to provide a healthy, safe, and fun environment for every child. The behaviors below are grounds for immediate removal from Kids Club for the remainder of the current day and additional days as deemed necessary by the recreation coordinator. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at Kids Club. The supervisor will meet with the child's parents to determine a course of action and the length of suspension. If a child is removed from the program no refunds will be given.

Serious behaviors that may result in immediate suspension:

- Any behavior that endangers the health and safety of children, staff, or visitors.
- Leaving Jefferson Youth Center without permission, or refusing to remain with assigned group.
- Inappropriate touching of other members or sexual misconduct.
- Theft, defacing, or destruction of property belonging to Jefferson or others.
- Any kind of physical assault such as hitting, kicking, or biting.
- Gang-related activity.
- Possession of weapons, tobacco, alcohol, or illegal drugs.

### **Child Abuse Policy**

The safety, support, and care of our children is very important. Our staff is trained to watch for the following signs or symptoms amongst all members: neglect, abandonment, withdrawal, malnutrition, bruises, sexual assault, and body trauma. If any of these symptoms are evident, or staff witnesses any questionable interactions, counselors are directed to notify the supervisor. At this time the proper procedures will be followed which may include contacting the police and/or Child Protective Services.



## Member Behavior Agreement

*Found on page 2 of the membership registration packet*

- I will listen to the staff and follow their directions.
- I will respect the JYC's equipment and other people's belongings and not use them without permission.
- I will not hit, fight with, or touch others in an inappropriate or unwanted manner.
- I will not leave the activity area without asking for permission from a staff member.
- I will help clean up when I am finished with an activity/meal time.
- I will not run inside, climb trees, pick grass, leaves, or flowers, or throw things.
- I will use appropriate language (which does NOT include swear words or negative remarks, ie. "shut up," "stupid," etc.).
- I will leave my electronics, valuables, personal items, and toys at home or in my bag.
- I will always strive to be caring, honest, respectful, responsible, and have a positive attitude.

## Parent Agreement

*Found on page 3 of the membership registration packet*

- I, the undersigned, certify that my child has my permission to take part in the program conducted by the Town of Tonawanda Youth, Parks & Recreation department. I allow my child to participate in all walking and bussed field trips. In consideration of the acceptance and enrollment of my child in the program, I do hereby expressly waive any claim for injuries sustained by said child participating in the program.
- I understand this is a well child program. I will not send my child to the program if he/she is ill. I understand my child must be picked up within 45 minutes of notification in case of injury, illness, emergency, or other issue.
- I have read and agree to all terms in this application. I understand specific information relating to program operations, including but not limited to program hours, cancellation and refund policies, and behavior guidelines, which may be obtained in the parent handbook (separate).
- I understand that my child cannot be dropped off before the listed opening time or picked up after 6:00pm and will be signed out by an adult on my authorized pick-up list. A \$5.00 late pick-up fee per child will be issued for every 15 minutes a child remains at program past 6:00pm. I will receive a late pick-up notice from Kids Club staff. Chronic late pick-ups or early drop-offs may result in removal of membership privileges.
- I understand I am responsible for my child's transportation to and from the Jefferson Youth Center. I will take all steps necessary to insure that any/all individuals authorized to pick-up my son/daughter will be drug/alcohol free and will conduct themselves in a courteous/respectful manner when they arrive on site.
- The included health form is complete and correct. I understand this will be kept confidential and only used to provide appropriate care for my child.
- I have provided the staff with any pertinent information which may assist Town of Tonawanda Youth, Parks & Recreation in caring for my child, including, but not limited to: allergies, previous or existing illness or condition, sunburn sensitivity, diet requirements, long-term medications, disability or limiting conditions, emotional, developmental, or behavioral challenges. I agree to notify Town of Tonawanda Youth, Parks & Recreation immediately in writing of any changes in address, phone numbers, emergency contacts, etc. I understand that not providing the information above may put my child's health and safety at risk.

- Town of Tonawanda Youth, Parks & Recreation has my permission to use photos, videos, and audio recordings or other likenesses taken of my child(ren) for the purpose of publicizing its programs and activities.
- I understand I must send my child with a snack each day, and a lunch, drink, and snack on early dismissal days and non-school days. I will be contacted to bring in food/drink, or to arrange for food/drink to be delivered, if my child does not arrive with any.
- I understand that my child must come dressed in appropriate clothing. I will be contacted to bring in appropriate clothing if needed.
- I understand that I must pay for my child's membership prior to the start of service (ie monthly membership fees are due by the 1st of each month).
- I understand the Jefferson Youth Center Kids Club is not considered a daycare, after school program, or childcare and therefore I may or may not be able to claim my membership fees on my taxes and must consult my tax preparer for advice.
- I authorize Town of Tonawanda Youth, Parks & Recreation staff to act for me according to their best judgment in the event of a medical emergency and/or routine medical care. I grant permission for emergency medical treatment and/or routine medical care by the JYC Kids Club staff, a rescue squad, or private physician and/or hospital or emergency health care facility staff, under the same circumstances as above, if needed. Any such action will be taken in the best interest of my child and will be reported to me as soon as possible. My signature waives and/or releases Town of Tonawanda Youth, Parks & Recreation from any and all liability and/or financial responsibility for any medical expenses incurred.
- I understand refunds are not issued for non-attendance.

### Parent/Guardian Acknowledgement

By sending your child to the Jefferson Youth Center, you acknowledge the policies and procedures that all participants and their family members are expected to follow. This handbook is available in print and electronically for your convenience; it is your responsibility to familiarize yourself with the materials. You also acknowledge that the program may change, add, or delete any policies, procedures, or provisions in this handbook as it sees fit.