

MISSION STATEMENT

The mission of V.I.K. Club is to provide a safe, educational, and recreational learning environment for school-age children ages 5-12.

HOURS OF OPERATION

The hours of V.I.K. Club are from 7:00 a.m. to 6:00 p.m., Monday through Friday. The doors will be closed promptly and will be open no longer than 6:00 p.m., so we kindly request your arrival beforehand. We also request that you keep the hours you have contracted. If a problem arises, please call the **V.I.K. Club at 723-3247** during operating hours, and we will assist you to the best of our ability with any scheduling conflicts or changes.

BEHAVIOR GUIDANCE POLICY

A guidance policy is set to ensure the safety of the children and V.I.K. Club staff. It is tailored to children's developmental levels. **The behavior guidelines and expectations include respect for oneself, respect for individuals, respect for the facility, and the use of appropriate language.** We expect VIKers to follow three simple rules; Be KIND, Be NEAT, Be SAFE. All behaviors fall under these three expectations. Because of behavior problems during the school year, a "Three Strikes" policy was put into effect and will continue into the summer. Consequences for inappropriate behavior(s) include the following:

- ◆ **FIRST OFFENSE:** Verbal warning
- ◆ **SECOND OFFENSE:** Verbal warning and parents are notified at pick up
- ◆ **THIRD OFFENSE:** Parents will be notified and child will miss the next day's main event.
- ◆ **NOTE:** This policy resets itself each day. If a verbal warning is given, we expect that the same behavior or a similar one doesn't happen again.

GENERAL INFORMATION

What to bring to V.I.K.

Following is a checklist of things your child should bring to the Club. Some items may be kept in your child's cubby. Remember to keep toys at home.

_____ Swimsuit (plan to leave one at V.I.K. or bring it everyday)

_____ Beach Towel

_____ Sunscreen

_____ Bug Spray

_____ (Optional) Money for entrance to the pool and treats

Make sure to label everything!!

Shoes

The V.I.K. Club takes every opportunity to enjoy the path provided for walking to the pool and/or parks. We also plan for outdoor activities such as jump rope, kickball, or tag on a daily basis. For these reasons we request that all children wear appropriate shoes for walking, running, jumping, skipping, etc. **ALL SHOES MUST HAVE A SECURE**

HEEL AND TENNIS SHOES ARE RECOMMENDED.

Flip flops will be permitted for pool trips only. If bringing flip flops, they need to stay in your child's cubby until the scheduled pool time.

Breakfast

Breakfast will be served from 7:00am-8:30a.m. in V.I.K.

Snacks

Please make sure your child has breakfast before he/she comes if arriving after 8:30. We will be having afternoon snack after our main event.

Lunch

St. John's Dietary Department will prepare a nutritious lunch for your child/ren every day. A menu will be posted on our entry bulletin board. Your meal fee has been calculated into your weekly rate and you will not be charged separately for lunch. Lunch will be served at 11:30am and will be eaten in St. John's Rec. Room. **SACK LUNCHES ARE NOT ALLOWED AT V.I.K. UNLESS APPROVED.**

Pool

The V.I.K. Club enjoys using the walking path from St. John's Lutheran Home to the Springfield Pool. We ask that each parent please visit with the teachers regarding their child's swimming abilities. Is your child able to use the water slide? Can your child swim in the deep? Can he/she use the diving boards? Would you prefer to have your child in the wading pool? We will be traveling to the pool three to four times a week and encourage parents to purchase a season pass or a punch card for their child/ren. If your child has no pass, he/she will need to have money for pool entrance available each day. All children are welcome to bring money if they wish to purchase treats. Snack money can be given to staff in the mornings and they will label it and put it with our pack that travels to the pool.

Field Trips

On the last page of your handbook, please sign and turn in the attached permission slip as soon as possible. This slip gives permission for V.I.K. staff to take your child on any walking field trips to the swimming pool, park, the library, or playground. When other field trips arise, permission slips must be signed in order for your child to attend (i.e.: car field trips). We ask that your child please wear their V.I.K. Club T-shirt which you will receive after enrollment and will be charged on your bill, on all field trip days to ensure the safety of each child staying with the group.

SUMMER RECREATION/SWIMMING LESSONS

It is important to provide current schedules of activities to staff regarding your child's summer involvement during the scheduled hours of V.I.K. Club. This can be done by bringing a written note telling staff your child's schedule. If there needs to be a change in your child's schedule, please tell us in the morning or call us between the hours of 7:00 a.m. and 6:00 p.m. at 723-3247. We rely on your information and adjust the class schedule to meet your child's needs.

Parents will be notified if children do not return from an activity in an appropriate amount of time if walking alone. Please review bike safety if your child will be biking to summertime activities. Also, keep in mind those rainy day transportation alternatives for your child both to and from events. A walker is available again this summer for children traveling to summer rec. activities. It is your responsibility to work out a payment schedule with the walker if you chose their services. If interested, please talk directly to Chris in Grandkids.

DAILY DETAILS

SIGN-IN SHEETS/RELEASE OF CHILDREN

The V.I.K. teachers will be responsible for recording your child's attendance and turning it into the billing office. Children are released from the center only to persons for whom there are a **WRITTEN AUTHORIZATION** to do so. If unable to give written notification of an unplanned pick-up, please phone us at 723-3247 and provide the name of the adult who will accompany your child from the center. This is for the safety of your child.

IF YOU ARRIVE AND WE ARE GONE...

Because we leave the building for field trips, visits to the pool, library, or playgrounds, we may be gone when you arrive. There will be a poster placed outside the door that will tell you where we have gone. If you are dropping your child off please come find us and if you are picking up your child you can clean out his/her cubby and come and pick your child up.

CUBBIES

Cubbies will be provided and labeled for each child. Towels, swimsuits, art projects, and theme related toys from home should be kept in these. Please remember to empty these cubbies daily, as it keeps the cubby area so much neater and prevents the loss or destruction of your child's possessions. Sunscreen will be gathered and placed in a communal cubby out of the children's reach.

DONATIONS

Unwanted items like dress up clothes, old jewelry, magazines, toys, old Barbie's, cars, and dolls are great treasures to children at V.I.K. Club. If you are looking to "unload" any items, please speak with Chris. We greatly appreciate your generous donations.

COMMUNICATION WITH STAFF

VIK has an open-door policy. This means that if you have any concerns or questions we welcome your discussions at any time. The V.I.K. Club works hard at distributing a monthly newsletter to inform you of themes, field trips, events, and important information. Please look for this item at the beginning of each month. More informal reminders will be sent out weekly if needed.

TENTATIVE DAILY SCHEDULE

7:00-8:30	Breakfast
8:30-9:15	Free Play
9:15-9:30	Calendar
9:30-10:00	Thematic Activity
10:00-10:15	Bathroom Break
10:15-10:45	Energy Release
10:45-11:15	Centers
11:15-11:30	Lunch Prep.
11:30-12:15	Lunch
12:15-12:30	Rest Time
12:30-1:00	Main Event Prep.
1:00-3:00	Main Event
3:00-3:30	Snack
3:30-3:45	Quiet Time
3:45-4:15	Outdoor Play
4:15-5:00	Centers
5:00-6:00	Clean-up, Organized Games, and Departure

MAIN EVENTS

Our main events will vary between a field trip day, a library/park day, and multiple pool days. Through the rotation your child should be able to take part in each of these activities throughout the summer. Library trips will be scheduled twice a month. Any books or movies due back between those two weeks are your responsibility to return. Children may check out 2 books, or one book and one movie. If you prefer your child not to check out movies, please let staff know

RESIDENT VISITS

Because of the wonderful location of V.I.K., our kids are blessed to have many “Grandma’s and Grandpa’s” close by. Especially this summer, we will be spending quite a bit of time with our resident friends. We will cook, play games, and socialize with the St. John’s residents. We are lucky to be able to form such wonderful relationships with these special people that we see daily!

THEMES

Our activities and projects will all tie into themes for the week. If you, as parents, ever have anything to add to our theme, or have ideas which you would like to see us tackle, we would love to hear your great ideas or see any of your talents.

QUESTIONS AND ANSWERS

WHO DO I CONTACT IF I HAVE A QUESTION ABOUT BILLING?

Any questions regarding billing should be directed to Deb Beyer in the office at 723-3200. Any contract questions should be discussed with Chris at 723-3227

WHAT IF MY CHILD NEEDS TO TAKE MEDICATION?

Ask staff, and we will provide you with a form to complete which requires your signature. Please keep medication in their original containers. Medication should be given directly to the teacher for safe storage. For the safety of all children, teachers **MUST** store and give the required dosage of medication to the child. **Children are NOT allowed to administer medication to themselves.**

IF I HAVE AN UNEXPECTED PROBLEM ARISE, CAN I DROP MY CHILD OFF?

Most likely, yes! Please CALL FIRST and talk to staff to make sure that we have a safe teacher to child ratio. Also, it is a good idea to call in case we are away from the site.

WHAT IF MY CHILD HAS ALLERGIES, AND A PET IS VISITING FOR THE DAY...

If we are planning a special visitor, we will surely post it on the parent's information board. If anyone has any allergies or phobias, PLEASE do not hesitate to talk with us about your concerns! We can arrange to have the visitor on a different day (when your child is not present), or we can arrange for an alternate activity for your child during the visit. We will not put your child in harm's way!

WILL MY CHILD BE SUPERVISED AT THE POOL?

ABSOLUTELY! The V.I.K. Club teachers take all necessary precautions to keep all children safe. However, the swimming pool is a very busy place and we can not watch ALL children ALL of the time therefore it is important that you visit with the teachers about your child's swimming abilities and also with your child about pool safety.

ANY OTHER QUESTIONS OR CONCERNS CAN BE DISCUSSED WITH CHRIS IN GRANKIDS. IF IT IS A POPULAR CONCERN, WE MAY CREATE A NEW LIST OF “QUESTIONS/ANSWERS” TO BE PLACED IN YOUR CUBBY.

Once again, we welcome all families, both new and returning, to another fun-filled summer at V.I.K. Club! We invite any questions or comments and hope to serve both you and your child as best we can! Please check your child’s folder and the parent information board for further updates and notices as the summer continues! We are happy you have decided to spend your summer with us!!!

Wishing you a safe and happy summer!!!!

