



Greater Gallatin
United Way

kidsLINK Parent Handbook

2023-2024 School Year

**Serving Out of School
Time in our Valley for
over 20 years**

Providing safe high-quality care
that focuses on academics and
enrichment for Gallatin children.





GREATER GALLATIN UNITED WAY kidsLINK Programs

Programs

BOZEMAN SCHOOLS

Emily Dickinson, Hawthorne, Hyalite, Irving, Longfellow, Meadowlark, Morning Star, and Whittier

BELGRADE SCHOOLS

Saddle Peak, Story Creek and Belgrade Middle School

SUPPORTED PROGRAMS

Three Forks, West Yellowstone, Stevensville, Monforton, Anderson, and Gallatin Gateway

Hours

BEFORE SCHOOL

7:15am to 8:00am *(at select locations)*

AFTER SCHOOL

From class dismissal- 3:15pm to 5:45pm

PIR DAYS & SCHOOL HOLIDAYS

8:00am to 5:30pm

Registration

\$35 registration fee for families with a single participant and a \$50 registration fee for families with multiple participants. This will be added to your account at registration.

AFTER SCHOOL PROGRAM ONLY

\$60 per week for 5-day rate

\$36 per week for 3-day rate

BEFORE SCHOOL ONLY

\$15 per week

SIBLING RATE

\$50 per week for 5-day rate

\$30 per week for 3-day rate

PIR DAYS & SCHOOL HOLIDAYS

\$50 per day per child

WINTER & SPRING BREAK

\$150 per camp per child



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General Information For Parents:

GREATER GALLATIN UNITED WAY KIDSLINK AFTERSCHOOL PROGRAM was established in 1997 in response to an identified need in our rural communities, to keep children safe while their parents finished their workday. Today, afterschool programming provides a bridge between out-of-school experiences and in-school learning; increasing interest in education and school itself. The success of kidsLINK Afterschool is the result of strong partnerships, loyal donors, dedicated foundations, and the ability to utilize existing community resources.

As the lead agency, Greater Gallatin United Way coordinates with the schools and school districts, government agencies, private funders, programs and others to deliver a successful, sustainable, replicable, accessible afterschool model. Greater Gallatin United Way is responsible for the administration, funding, staffing, curriculum, evaluation, and reporting, while our partner schools and school districts generously donate facilities. kidsLINK Afterschool is a fun safe environment that provides rich opportunities for learning, personal growth, and building relationships.

The program(s) are fee-based with additional resources provided by Greater Gallatin United Way.

GREATER GALLATIN UNITED WAY'S MISSION

Support working families.

KIDSLINK AFTERSCHOOL GOALS

- 1 Decrease the number of children home alone during out-of-school time.
- 2 Provide safe places for children during out-of-school time.
- 3 Foster children's academic, physical, emotional, and social success.
- 4 Provide support for working families.

ENROLLMENT:

Parents enroll students at the beginning of the year on the Greater Gallatin United Way website or via links provided by the school. Families are expected to enroll for the days they are planning to utilize the program. You can update your days on your enrollment account. Your weekly rate is based on either a half-week rate or a full-week rate and is to be paid prior to the week of attendance.

Registration Information

RE-ENROLLING FAMILIES

All families will need to enroll in our new software Enrollsy. Links open on August 1st, 2023 and can be found on the Greater Gallatin United Ways Webpage or links from the school district.

Update information if changes occurred since the 2023-2024 school year.

If needed, request Enrollsy link to update payment information from careacademy@uwyyellowstone.org.

Read and acknowledge policies and procedures in 2023-2024 kidsLNK Parent Handbook on your parent account. The handbook can also be found on the Greater Gallatin United Ways website

NEW FAMILIES

All families will need to enroll in our new software Enrollsy. Links open on August 1st, 2023 and can be found on the Greater Gallatin United Ways Webpage or links from the school district.

Provide a copy of custody arrangements, foster parent paperwork, or a restraining order to kidslink@greatergallatinunitedway.org

A link will be sent via email to enter payment information.

Read and acknowledge policies and procedures in 2023-2024 kidsLNK Parent Handbook on your parent account. The handbook can also be found on the Greater Gallatin United Ways website

PARENT CUSTODY PAPERWORK

If you have custody paperwork, please indicate this in the additional Information portion of the registration and include a copy of the legal document. Registration cannot be considered complete without this.

MEDICATION

kidsLINK staff work closely with the school nurses to provide for your children in cases that medication is needed. If your child needs to take medication during kidsLINK hours, you will need to indicate this during registration through Enrollsy. If you have not worked out a plan with the school day staff and the kidsLINK Afterschool staff prior to your child attending kidsLINK we will not be able to administer the medication while your child is in our program.

Tuition Assistance

It is the mission of Greater Gallatin United Way's kidsLINK program to make the program affordable for all. Based on available resources and tuition assistance eligibility, United Way kidsLINK Program will provide financial assistance to families who attend Bozeman and Belgrade Public Schools. Greater Gallatin United Way provides tuition assistance based on need through an application process. The tuition assistance application can be found on your Enrollsy parent portal, or you can contact the Greater Gallatin United Way office.

Payments And Payment Options

Weekly tuition payments will be made by pre-authorized auto pay only via debit/credit card or ACH payment from a checking or savings account. Payments made by credit card will be charged a 3% service fee per transaction. Payments for the school year program are weekly and will not be prorated or credited for days your child(ren) do not attend. Invoices will be emailed on or around Friday of each week for the next week of care. You will be contacted if the auto payment is rejected. Updated payment information must be provided within three days, or your child will be suspended from the program. If you need to update your payment information go to your parent account on Enrollsy, that will allow you to update your payment information directly into the system.

CANCELLATION

Cancellation of enrollment in kidsLINK must be received two weeks in advance of cancellation date. Withdrawal notices received less than 14 business days in advance will be charged for the entire 14 day period.

CLOSING TIME

We understand that a delay may be unavoidable, but we ask that you do your best to arrive no later than 5:45pm to pick up your child. If you know that you will be late (e.g. heavy traffic, emergency, inclement weather), contact the staff as soon as possible. Children are properly supervised until they are picked up by you or an authorized person.

At 6:00pm, the staff will attempt to contact the parent/guardian at home or at work. If the staff is unable to contact the parent/guardian by phone, they will contact the authorized person(s) listed on the registration form.

At 6:30pm, if the authorized person(s) cannot be reached by phone, the police will be contacted. Children are never left unattended.

Late fees are assessed at a rate of \$10.00 for every 10 minutes after 5:45pm. Late pick-up fees will be listed on your invoice.

Three late pick-up occurrences jeopardize your child's continued participation in the program.

PROGRAM CAPS

Programs will be capped at 65 students a day at Hyalite, Meadowlark, Emily Dickinson, and Morning Star. Irving, Longfellow, Hawthorne, and Whittier will be capped at 50 students a day. This number is based on the maximum number of children we can safely serve in our spaces.

Drop-off/pick-up Procedure

Parent/Guardian MUST exit their vehicle (no exceptions), walk their child to and from the entrance, and wait for a kidsLINK staff member to let them inside. Please call or text when pulling up to the school. This procedure is for safety reasons and so you can communicate with kidsLINK staff if needed. If this procedure is not followed, we will first give a verbal warning, a written warning on the second occurrence, and suspension and/or termination of services will be determined after a third occurrence.

RELEASE OF CHILDREN

Parent/guardians must sign their children out of the program each day, including the time. Only authorized persons specified by the parent/guardian are allowed to pick up. All individuals with permission to sign out a child must be 16 years of age or older, unless special arrangements are made. Staff members may ask for proper identification until they become familiar with persons authorized to pick up your child. Please update emergency and contact information regularly so staff is always able to contact the appropriate person in case of emergency.

Early Out and Whole Day Programs

Greater Gallatin United Way's kidsLINK will provide childcare programs on most weekdays when the Bozeman and Belgrade Schools are not in session, other than recognized holidays. On these days, kidsLINK will be offered at centrally located centers. Space is limited at each center. The days below are subject to change but we will notify in advance of any changes. The fee for the Whole Day Program is NOT covered by monthly tuition and will be billed separately.

Parents wishing to utilize **kidsLINK Whole Day Programs** will be required to sign-up to reserve service for their child(ren) at least two weeks in advance of the whole day(s). Registration will be through the Enrollsy parent portal. Failure to cancel via email to the Greater Gallatin United Way kidsLINK office at least a week prior to the whole day(s) will result in you being billed for the day(s) your child(ren) did not attend.

PIR DATES that camp is available for the Bozeman and Belgrade families are:

September 25th, 2023
 October 2nd, 19-20th, 2023
 November 9th & 10th, 2023
 December 1st, 2023 | half day
 January 26th, 2024 | half day
 February 9th, 19th, 2024
 May 24th, 2024

WINTER BREAK CAMP will be held December 20-22nd

SPRING BREAK CAMP will be held March 11th-15th

No Program Days and Holidays

Greater Gallatin United Way's kidsLINK Programs Does Not provide programming on the following days and recognized holidays:

September 4th, 2023
 November 22-24th, 2023
 December 25-29th, 2023
 January 1-2nd, 2024
 January 15th, 2024
 May 27th, 2024

Greater Gallatin United Way's kidsLINK Programs will be closed on the afternoon of the last day of school, June 7th in Belgrade and June 6th in Bozeman.

School Closures Due to Weather and/or Delayed Starts

If the schools are closed because of severe weather or any other unscheduled or emergency situation, kidsLINK Afterschool programs will also be closed. Morning Programs are closed as well if the school start time has been delayed because of severe weather or any other unscheduled emergencies. Parents will be notified by the school districts of any school closures or delayed starts. If Greater Gallatin United Way kidsLINK opens an emergency child care site during these times families will be notified via email.

Food and Snacks

MORNING PROGRAM

Unless the school has a breakfast program in place, children will be fed in the morning. If breakfast is served at the school site, parents will work directly with Food Services to take advantage of this program.

AFTERNOON PROGRAM

Nutritious snacks will be served in the afternoon. Parents may want to provide a treat in honor of a child's birthday. In this case, they should contact the kidsLINK staff to determine the number of children to be served, learn of any dietary restrictions, and plan the date.

FIELD TRIPS

KidsLINK will not be engaging in field trips.

Absences and Illness

No credit will be given for absences. The staff is certified in CPR/First Aid. If a child experiences a minor, non-emergency injury, a staff member will inform the parent/guardian upon pick up. In case of serious injury or illness, staff will make every effort to contact a parent/guardian or an authorized person. If a parent/guardian is unavailable, the designated emergency contact person is notified. If all designated emergency contact persons are unavailable, the child's physician will be consulted. In severe cases emergency medical services (911) will be contacted for the administration of first aid and/or emergency medical treatment that is in the best interest of the child. The parent/guardian is responsible for payment of emergency medical treatment.

Infectious Disease Mitigation Policy

TOO SICK FOR SCHOOL - LAKE WASHINGTON SCHOOL DISTRICT (LWSD.ORG)

Greater Gallatin United Way is committed to protecting the workforce and those served by reducing the risk of spreading infectious disease by implementing various mitigation measures as deemed appropriate to factors including but not limited to disease prevalence, disease incidence, disease virulence, risk to vulnerable populations, and burden on the healthcare system. This commitment is not limited to the COVID-19 pandemic, but rather stands for all infectious diseases that threaten the health and well-being of the community and the UWYC workforce.

Infectious diseases, according to Center for Disease Control and Prevention, is defined as disorders caused by organisms – such as bacteria, viruses, fungi, or parasites. Some infectious diseases can be passed from person to person. Some are transmitted by insects or other animals. And you may get others by consuming contaminated food or water or being exposed to organisms in the environment. Infectious diseases that may require mitigation decisions include, but are not limited to: COVID-19, Norovirus, Influenza, Meningitis, Hand, Food & Mouth Disease, Pertussis, E. coli, Salmonella, and Measles.

GUIDELINES

Disease-related factors to be considered in making mitigation decisions include:

- Transmissibility and virulence of the infectious agent(s) in question.
- Incidence rate in Yellowstone County and surrounding areas.
- Test positivity rate for the infectious agent, especially for symptomatic persons.
- Rate of change (ie: rate of increase or decrease) of disease incidence, prevalence, and hospital burden.
- Impact of the infectious disease on UWYC to serve its mission and deliver services, such as staff availability, absenteeism due to staff illness, capacity to redeploy staff, etc.

Activity-related factors to be considered in making mitigation decisions include:

- Location of the activity (i.e.: indoors or outdoors).
- Density of the activity (i.e.: room size, duration of activity, number of persons attending, “come and go” vs. same people for the entire time, movement during the activity vs. staying in one spot for the entire time, ability to maintain physical distancing).
- Attendees (internal staff or external participants).
- The inclusion or exclusion of meals, caterers, etc.
- The “estimated vaccination status” of attendees. Recognizing that MT law does not allow vaccinated and unvaccinated persons to be treated differently nor does it allow organizations to compel people to reveal their vaccination status, decisions for mitigation should consider reasonable estimates of the prevalence of vaccination among participants based on self-disclosed status, nature of the group.

Infectious disease mitigation measures have been roughly divided into three categories that can be selected or deselected depending on conditions:

Category 1: In place regardless of outbreaks o Hand hygiene (i.e.: hand washing, availability and use of hand sanitizer, education and reminders via signs and other messages, etc.)

- Disinfecting procedures (i.e.: wipe surfaces with Clorox wipes, spray disinfectant on tables/chairs after use)
- Respiratory etiquette (i.e.: cover your cough, cough or sneeze into tissues, etc.)
- Stay home when ill.
- “Informal” self-screening (i.e.: encourage staff to self-monitor / self-assess for symptoms and use sick time to stay home when symptomatic).
- Appropriate use of personal protective equipment (PPE) is encouraged but not required.

Category 2: In place when risk / community transmission / impact on UWYC is at a moderate level o Includes category 1 mitigations.

- “Formal” self-screening for disease-specific symptoms.
- Physical distancing in meetings and other encounters (generally requiring 6 feet of distance between individuals, including seating arrangement).
- Use of appropriate PPE.
- Remote work, when physical distancing cannot be maintained, and remote work is a reasonable and workable option.
- Use of remote or hybrid meeting technologies when physical distancing cannot be maintained, and remote technologies represent a reasonable and workable option.
- In Youth Programs, cohort groups are established to track and mitigate risk

Category 3: In place when risk / community transmission / impact on UWYC is at a high level o Includes categories 1 and 2 mitigations o Universal masking* at all sites and in all areas.

*Masks should completely cover the nose and mouth and fit snugly against the sides of face without gaps.

Staff members can freely layer on additional protective interventions for themselves at any time as the person deems best given their personal circumstances and risk factors.

PROCEDURES

In determining measures to be used and when such measures will be added, modified, or removed – decisions will be based on an overall, integrated assessment of factors relevant and timely to local circumstances, including the resources listed below.

The addition, modification, or removal of organization-wide mitigation measures will be determined by the Greater Gallatin United Ways President and CEO with input from other advisors as deemed necessary. In the absence of the CEO, the Director of Operations, in consultation with the Chair of the Board of Directors, is fully authorized to add, modify, or remove mitigation measures in response to changing conditions.

RESOURCES

- COVID-19 (2022). RiverStone Health. <https://riverstonehealth.org>
- COVID-19 Risk Tracker. COVID Act Now. [https://Montana \(MT\) - COVID Vaccine & Risk Tracker - Covid Act Now](https://Montana (MT) - COVID Vaccine & Risk Tracker - Covid Act Now)
- COVID-19 Guidance for Operating Early Care and Education/Child Care Programs, Updated January 28, 2022. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-carehttps://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-guidance.htmlguidance.html>
- COVID-19 Community Levels (February 25, 2022). <https://COVID-19 Community Levels | CDC>
- Diseases and Conditions. Center for Disease Control and Prevention. [https://Diseases & Conditions A-Z Index - A \(cdc.gov\)](https://Diseases & Conditions A-Z Index - A (cdc.gov))
- Emerging Infectious Diseases journal (February 2022). Center for Disease Control and Prevention. <https://Emerging Infectious Diseases journal - CDC>

Discipline & Discharge Policy

Children are entitled to a pleasant and harmonious environment at the Greater Gallatin United Way kidsLINK Programs. The kidsLINK Programs cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children
- Abuses the staff
- Ignores or disobeys the rules which guide behavior

Teachers use Restorative Practices to assist children in the kidsLINK Program setting. This practice teaches the students how to reflect, resolve conflicts, and how to self-regulate. Steps taken by staff include:

- 1** The misbehaving child will be redirected privately, if resolved, no further action taken.
- 2** Continuation of misbehavior: teachers will ask Restorative Inquiry Questions with all involved. If behavior is resolved, no further action taken.
- 3** Continuation of misbehavior: supervisor/teacher will give students an incident report to fill out. At this point caregivers will be contacted. A copy of the incident report goes into the child's file and the original goes home with the parent. If the problem is resolved, there will be no further action.
Note: First 2 incident reports will not result in suspension from the program for minor issues. Contact Youth Programs Manager for further assistance.
- 4** If the behavior is not resolved, a third behavior incident report will be written, and the supervisor will contact the Youth Programs Manager to contact the parent. The child will then be asked to stay home for the next three days of the program. A copy of the behavior reports will be given to the principal.
- 5** If a child receives a fourth written behavior-related incident report within a program year, the child will be suspended for a week. A fifth report will result in a suspension from the program for the year.
- 6** If the severity of a problem is great enough, discharge will be effective immediately.

Code of Conduct

kidsLINK Afterschool Programs work in close collaboration with partner school districts in Bozeman and Belgrade to ensure continuity with the school day and consistent application of policies and best practices while working with children.

Each student is expected to take full advantage of his/her educational opportunities and to do his/her best in all areas of school life. Our Code of Conduct is to ensure that all participants in kidsLINK Afterschool Program, including students, staff and guests, are treated with kindness and respect.

In kidsLINK Afterschool Programs, we strive to teach children how to be good community members. Occasionally, however, students will act inappropriately, sometime engaging in aggressive, dangerous, or disrespectful behavior.

Guidelines of Conduct are general student and parent expectations for positive behavior at the school site and during afterschool activities. Compliance with these guidelines of conduct is mandatory. Failure of a student to comply with these regulations constitutes an infringement upon the rights of other students or staff and can result in your child being asked to leave the program.

Conduct during the school day that disrupts the school learning environment may also be subject to disciplinary consequences.

- 1 Respect and work cooperatively with his/her fellow students and school staff.
- 2 Respond positively and promptly to direction by staff members.
- 3 Seek peaceful means to conflict resolution.
- 4 Use appropriate and respectful language.
- 5 Be intolerant of bullying or harassment of self or others by reporting incidents immediately
- 6 Assist fellow students in making appropriate, positive choices.
- 7 Respect school property and the property of others.
- 8 Be financially responsible, with his/her parent or guardian, for willful damage or destruction of school property.
- 9 Remain in authorized areas only for after school usage. Leave school grounds promptly at pick up time
- 10 Act in a safe and responsible manner.
- 11 Use school resources, e.g., Internet, computers, books, etc., appropriately.
- 12 Dress and groom appropriately for a learning environment.
- 13 Use personal technology in accordance with school policy and procedure.
- 14 Be present at and participate appropriately in all planned activities as defined by the afterschool schedule.

Personal Possessions

kidsLINK Afterschool is not responsible for lost or stolen property. Children are responsible for their own personal belongings. The staff does everything possible to ensure that items are not lost or stolen. Items not allowed during the school day are also not allowed in the program. (e.g. trading cards, electronics, etc.)

Child Abuse Reporting and Confidentiality

The staff, in compliance with the policies and procedures of the school district, is required by law to report known or suspected instances of child abuse to the Child Protective Services Agency. Information shared with the staff by a child or a parent/guardian remains confidential and is disclosed only for purposes legally permissible or directly related to the administration of kidsLINK Afterschool. Information for any other reason is released only with written permission from the parent/guardian.

Emergency Procedures

Emergency procedures are practiced on a regular basis. In case of an emergency, school procedures are followed. Students are never dismissed during emergency conditions. They will remain in the building. In an extreme situation in which the building is determined unsafe, staff will remove children to safety and immediately contact parents/guardians or emergency contact people. In case of fire, students will evacuate the building and meet at an assigned holding area until the signal is given that the emergency is over. "Lock Down" procedures are initiated when there is a potential outside threat to the safety of the staff and children. This means that all staff and children remain locked inside a building until local law enforcement directs us otherwise.

If you have questions, please contact

BEN FRENTSOS | Community Investment Director | 406.527.2194 | Ben@greatergallatinunitedway.org

AMY REVIOUS | Youth Programs Manager | 406.206.6971 | Amy@greatergallatinunitedway.org

LAUREN DUNN | Office Manager | 406.219.1859 | Lauren@greatergallatinunitedway.org

LEEANN GROTE | Meadowlark kidsLINK Coordinator | Leeann.grote@bsd7.org

CHENOA RAWLS | Hyalite kidsLINK Coordinator | chenoa.rawls@gmail.com

JOSEPH BARRETT | Hawthorne kidsLINK Coordinator | josephjbarrett4@gmail.com

KAYLEE GROTE | Irving kidsLINK Coordinator | Kaylee.grote@bsd7.org

DANITTA BELL | Saddle Peak Coordinator | Dbell@bsd44.org

MATTHEW PYFER | Morning Star kidsLINK Coordinator

ANIKA ODT | Longfellow kidsLINK Coordinator | anniodt@gmail.com

KIM HOHENSTEIN | Belgrade Middle kidsLINK Coordinator | khohenstein@bsd44.org

PIPER BUTLER | Emily Dickinson kidsLINK Coordinator | whopper.piper.butler@gmail.com

OPEN | Whittier kidsLINK Coordinator |

OPEN | Story Creek kidsLINK Coordinator |