



Greater Gallatin  
**UNITED WAY**

**2025-2026  
SCHOOL YEAR**

# KIDSLINK PARENT HANDBOOK

---

**MIDDLE CREEK MONTESSORI**

**EMPOWERING KIDS  
SUPPORTING FAMILIES**

**KIDSLINK.ORG**

# GENERAL INFORMATION FOR PARENTS

## WELCOME TO GREATER GALLATIN UNITED WAY'S KIDSLINK OUT-OF-SCHOOL PROGRAMS

Since 1997, Greater Gallatin United Way's kidsLINK Out-of-School Programs have provided safe, engaging, and enriching environments for children during critical out-of-school hours. Launched in response to the needs of working families in our rural communities, kidsLINK has grown into a trusted resource that helps bridge the gap between the school day and home life—sparking curiosity, supporting learning, and promoting positive youth development.

Today, the success of kidsLINK is powered by strong community partnerships, generous donors, dedicated families, and a shared commitment to helping every child thrive. As the lead agency, Greater Gallatin United Way coordinates with schools, school districts, government agencies, private funders, and local organizations to deliver sustainable, high-quality programs.

Greater Gallatin United Way oversees program administration, staffing, funding, curriculum, reporting, and evaluation. Our partner schools and districts provide space, support, and collaboration. Together, we offer a safe, inclusive, and inspiring space where kids learn, grow, and build meaningful relationships.

### **GREATER GALLATIN UNITED WAY'S MISSION**

To improve lives by mobilizing the caring power of our communities.

### **kidsLINK OUT-OF-SCHOOL PROGRAM GOALS**

- 1** Decrease the number of children home alone during out-of-school time
- 2** Provide safe and enriching environments for children
- 3** Foster academic success and support the physical, emotional, and social growth of each child
- 4** Provide critical support to working families

### **PROGRAM SCHOOL DISTRICT PARTNERS**

#### **Bozeman School District**

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

#### **Belgrade School District**

Saddle Peak, Story Creek and Belgrade Middle School

#### **Big Sky School District**

Ophir Elementary

#### **Monforton School**

#### **Lamotte School**

#### **Middle Creek School**

#### **Supported Programs**

Three Forks, West Yellowstone, Anderson, White Sulphur Springs, Manhattan, Arrowhead, and Livingston LINKS for Learning

# CONTENT

<b>SUBJECT</b>		<b>PAGE</b>
<b>General Information for Parents</b>	.....	<b>2</b>
<b>Registration</b>	.....	<b>4</b>
<b>Tuition Assistance</b>	.....	<b>4</b>
<b>kidsLINK Calendar</b>	.....	<b>5</b>
<b>Payments &amp; Payment Options</b>	.....	<b>6</b>
<b>Drop-off and Pick-up Procedures</b>	.....	<b>6</b>
<b>Medications</b>	.....	<b>7</b>
<b>Food &amp; Snacks</b>	.....	<b>7</b>
<b>Absences &amp; Illness</b>	.....	<b>7</b>
<b>Infectious Disease</b>	.....	<b>7</b>
<b>School Closures/Delayed Starts</b>	.....	<b>8</b>
<b>Discipline &amp; Termination</b>	.....	<b>8</b>
<b>Code of Conduct</b>	.....	<b>9</b>
<b>Emergency Procedures</b>	.....	<b>10</b>
<b>Contact Information</b>	.....	<b>10</b>

## MIDDLE CREEK MONTESSORI PROGRAMS

**Afterschool Care:** Dismissal to 5:45 PM

**PIR Day Camps, Winter/Spring Break Camps:** 7:30 AM to 5:30 PM. *Some camps will be held at Bozeman schools.*

**Summer Camp:** 7:30 AM to 5:30 PM. *Available at Bozeman and Belgrade schools*

### REGISTRATION TYPES:

**Weekly Enrollment:** Families may sign up for consistent weekly care

**Drop-In Enrollment:** Must be registered and paid prior to drop-in day.

### 2025-2026 PROGRAM FEES

**Registration Fee:** \$35 per child

**Afterschool Care:** \$60/week per child, \$50 for each additional child/sibling

**Drop-In Afterschool Enrollment:** \$20/day per child. Must be prepaid before week of use.

**PIR/Break Camps:** \$60/day or \$275/week per child

**Summer Camp:** \$250/week per child (\$225/week if paid before 3/31); \$35 summer registration fee, includes t-shirt.

### TUITION ASSISTANCE & DISCOUNTS

GGUW is committed to affordability. Tuition assistance is available for eligible families based on income and individual circumstances. Apply via Enrollsy during enrollment or contact our office for help. We also offer a 10% discount for nonprofit and school district employees.

## REGISTRATION INFORMATION

### RETURNING FAMILIES

Re-register annually via Enrollsy. Links open on August 4th for Afterschool and February 2nd for Summer Camp. Links can be found on [kidslink.org](http://kidslink.org) or links provided by the school district.

Update information if changes occurred since the previous school year.

If needed, request Enrollsy link to update payment information from [kidslink@greatergallatinunitedway.org](mailto:kidslink@greatergallatinunitedway.org)

Review and acknowledge the updated Parent Handbook

### NEW FAMILIES

All families will need to enroll using our software, Enrollsy. Links open on August 4th for Afterschool and February 2nd for Summer Camp. Links be found on [kidslink.org](http://kidslink.org) or links provided by the school district.

Provide a copy of custody arrangements, foster parent paperwork, or a restraining order to [kidslink@greatergallatinunitedway.org](mailto:kidslink@greatergallatinunitedway.org)

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

Review and acknowledge the updated Parent Handbook

### 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.



# Greater Gallatin **UNITED WAY**

# 2025-26

## kidsLINK Out-of-School Calendar MIDDLE CREEK MONTESSORI

### AUGUST 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### SEPTEMBER 2025

S	M	T	W	Th	F	S
			1	2	3	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### OCTOBER 2025

S	M	T	W	Th	F	S
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### NOVEMBER 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### DECEMBER 2025

S	M	T	W	Th	F	S
			1	2	3	4
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### JANUARY 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### FEBRUARY 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### MARCH 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### APRIL 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### MAY 2026

S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### JUNE 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### JULY 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### HOURS

AFTERSCHOOL  
3:15pm - 5:45pm

PIR DAYS & CAMPS  
7:30am - 5:30pm

### PIR DATES & CONFERENCES

September 29 | 2025

October 16-17 | 2025

April 9-10 | 2026

### WINTER BREAK CAMPS

December 22-23 | 2025

December 29-30 | 2025

### SPRING BREAK CAMP

March 16-20 | 2026

### IMPORTANT DATES

First Day of School

September 2 | 2025

First Day of kidsLINK

September 2 | 2025

Last Day of kidsLINK

June 10 | 2026

Last Day of School

June 11 | 2026

### NO CAMP DAYS

November 26-28 | 2025

December 24-26 | 2025

December 31 | 2025

January 1-2 | 2026

January 19 | 2026

February 16 | 2026

May 22 | 2026

May 25 | 2026

## 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 Afterschool 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. For summer camp, we will offer full refunds (minus the registration fee) for any camp cancelled at least 30 days prior to the start of the first day of camp. No other refunds will be offered.

### CLOSING TIME

We understand that a delay may be unavoidable, but we ask that you do your best to arrive no later than 15 minutes after program end time 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.

**Ten minutes after end time**, 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. **Thirty minutes after end time**, 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 15 minutes past end time. Late pick-up fees will be listed on your invoice.

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

## 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 are always able to contact the appropriate person in case of emergency.

## MEDICATION

If your child requires medication during kidsLINK hours, indicate this in Enrollsy during registration. You must have a plan in place with both the school nurse and kidsLINK staff. Without this, medication cannot be administered.

## FOOD AND SNACKS

### BEForeschool CARE 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.

### AFTERSCHOOL 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.

### SUMMER CAMPS

KidsLINK Summer Camp ensures that campers receive nutritious snacks daily. Campers are required to bring their own water and either pack their lunch or arrange for lunch through the school. Lunches may be available through the school, please contact the school directly for more information.

### PIR DAY + SCHOOL BREAK CAMPS

kidsLINK will provide snacks for all PIR Day Camps. Campers are required to bring their own water and lunch.

## SPECIAL EVENTS & FIELD TRIPS

kidsLINK Summer Camps have Friday Field Trips for ages 7 and up and will require a permission slip. Throughout the year GGUW will also hold special kidsLINK events for children and families to attend.

## 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

Greater Gallatin United Way is committed to reducing the spread of infectious diseases to protect children, staff, and families. Mitigation measures may be implemented based on the severity and risk of illness in the community.

According to the CDC, infectious diseases are caused by organisms like bacteria, viruses, fungi, or parasites. They can spread through person-to-person contact, animals or insects, contaminated food or water, or environmental exposure.

Diseases that may require safety measures include, but are not limited to: COVID-19, Norovirus, Influenza, Meningitis, Hand, Foot & Mouth Disease, Pertussis, E. coli, Salmonella, and Measles.

## 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. Beforeschool Care programs will be 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.

## DISCIPLINE & DISCHARGE POLICY

Children are entitled to a pleasant and harmonious environment at the Greater Gallatin United Way kidsLINK Out-of-School Programs. kidsLINK Out-of-School 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 Out-of-School 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.

## KIDSLINK OUT-OF-SCHOOL PROGRAMS CODE OF CONDUCT

kidsLINK Out-of-School Programs work in close collaboration with partner school districts 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 and out-of-school life. Our Code of Conduct is to ensure that all participants in kidsLINK Out-of-School Programs, including students, staff and guests, are treated with kindness and respect.

In kidsLINK Out-of-School 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 sites and during out of school time 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 out-of-school time that disrupts the 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 kidsLINK Out- of-School Programs schedule.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSONAL POSSESSIONS

kidsLINK Out-of-School Programs are 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 Out-of-School Programs. 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

### **GREATER GALLATIN UNITED WAY STAFF**

kidslink@greatergallatinunitedway.org | 406-587-2194

Community Impact Director | Ben Frentsos | 406-946-9900 | Ben@greatergallatinunitedway.org

kidsLINK Senior Area Supervisor | Amanda McClish | 406-596-1172 | Amanda@gguw.org

Enrollment Coordinator | Meredith Nichols | 406-587-2194 | meredith@gguw.org

**VISIT [KIDSLINK.ORG](http://KIDSLINK.ORG) FOR MORE INFORMATION AND SPECIFIC PROGRAM CONTACTS.**