



Greater Gallatin
UNITED WAY

KIDSLINK PARENT HANDBOOK

LAMOTTE SCHOOL DISTRICT

EMPOWERING KIDS
SUPPORTING FAMILIES

KIDSLINK.ORG

2026-2027
SCHOOL YEAR

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

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LAMOTTE SCHOOL DISTRICT PROGRAMS

Afterschool Care: Dismissal to 5:45 PM

PIR Day Camps, Winter/Spring Break Camps: 7:30 AM to 5:30 PM

Summer Camp: 7:30 AM to 5:30 PM

REGISTRATION TYPES:

Weekly Enrollment: Families may sign up for consistent weekly care

Drop-In Enrollment: *Available at all school sites.* Must be registered and paid prior to drop-in day

2026-2027 PROGRAM FEES

Registration Fee: \$35 per child

Afterschool Care: \$60/week per child

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, include t-shirt.

TUITION ASSISTANCE

GGUW is committed to making kidsLINK programs accessible to families in our community. Tuition assistance is available to eligible families and is awarded based on household income and individual circumstances.

Families can apply online using the tuition assistance link at kidslink.org. Please contact the GGUW office if you need help completing the application or have questions about the process.

REGISTRATION INFORMATION

RETURNING FAMILIES

Re-register annually via Enrollsy. Links open on August 3rd for Afterschool and February 1st for Summer Camp. Links can be found on 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

Review and acknowledge the updated Parent Handbook

NEW FAMILIES

All families will need to enroll using our software, Enrollsy. Links open on August 3rd for Afterschool and February 1st for Summer Camp. Links be found on 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

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

2026-27

kidsLINK Out-of-School Calendar
LAMOTTE PROGRAMS

AUGUST 2026

S	M	T	W	Th	F	S
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30	31					

SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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MAY 2027

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JUNE 2027

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JULY 2027

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HOURS

AFTERSCHOOL
3:15pm - 5:45pm

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

SUMMER CAMP
7:30am - 5:30pm

PIR DAY CAMPS

September 28 @ Hyalite*
October 30, half day
November 13 @ Meadowlark*

WINTER BREAK CAMPS

December 21-23 @ Hyalite*
December 28-30 @ Hyalite*

SPRING BREAK CAMP

March 15-19 @ Meadowlark*

**Camp location, all kidsLINK
programs welcome.*

IMPORTANT DATES

First Day of School
September 3
First Day of kidsLINK
September 3

Last Day of kidsLINK
June 10
Last Day of School
June 11

NO CAMP DAYS

September 7
November 25-27
December 24-25
December 31 & January 1
January 18
February 15
March 5
April 9
May 28 & 31

PAYMENTS AND PAYMENT OPTIONS

Weekly tuition payments must be made through preauthorized automatic payment using a debit card, credit card or ACH transfer from a checking or savings account. Credit card payments are subject to a 3% service fee per transaction.

School-year tuition is billed weekly and will not be prorated, refunded or credited for days a child does not attend, including absences due to illness, family schedules, vacations, suspension or other personal circumstances.

Invoices will be emailed on or around Friday for the following week of care. Families will be contacted if an automatic payment is declined. Updated payment information or payment arrangements must be provided within three days. Failure to resolve an outstanding balance may result in suspension or termination of services.

Payment information can be updated directly through the family's Enrollsy parent account.

DROP-IN CARE

Drop-in care must be reserved and paid in full at the time of enrollment. Families may enroll for drop-in care up until the start of the afterschool program that day, provided the child's registration is complete, space is available and payment has been received before the program begins.

Drop-in reservations are valid only for the date selected. No refunds, credits, transfers or rescheduling will be provided for unused drop-in care. Payment will not be carried forward to another date if the child does not attend.

CANCELLATION AND WITHDRAWAL

Families must provide at least 14 days' notice to cancel or withdraw from a kidsLINK afterschool program. Families who provide less than 14 days' notice will remain responsible for tuition through the full 14-day notice period.

For summer camp and other out-of-school camps, full refunds, minus any nonrefundable registration fees, will be provided only when cancellation is received at least 30 days before the first day of the registered camp. No refunds or credits will be provided for cancellations made less than 30 days before the camp begins.

Registration fees and deposits for camps are nonrefundable.

SUSPENSION OR DISMISSAL FROM THE PROGRAM

kidsLINK is committed to working with families to support the safety, well-being and successful participation of every child. However, a child may be suspended or dismissed from the program when behavior presents an ongoing safety concern, significantly disrupts the program, prevents staff from safely supervising the group or continues after reasonable interventions and communication with the family.

Whenever possible, kidsLINK staff will communicate concerns with the parent or guardian and work together on strategies to support the child. Depending on the seriousness of the behavior or safety concern, immediate suspension or dismissal may be necessary.

Families are responsible for tuition and fees incurred before the effective date of dismissal. No refunds, credits or prorated tuition will be provided when a child is suspended or dismissed because of behavior, safety concerns, repeated violations of program expectations, nonpayment or failure to follow kidsLINK policies and procedures.

CLOSING TIME

We understand that delays can happen, but we ask that you make every effort to arrive no later than the program end time to pick up your child. If you know you will be late due to traffic, an emergency, inclement weather, or another

unavoidable circumstance, please contact program staff as soon as possible.

Five minutes after the program end time, staff will begin attempting to contact the parent/guardian and all authorized emergency contacts listed on the registration form. If no authorized adult can be reached or has arrived within 20 minutes after the program end time, local law enforcement will be contacted to assist in ensuring the child's safety. **Children are never left unattended.**

Late pick-up fees are assessed at a rate of \$10.00 for every 10 minutes, beginning 15 minutes after the program end time. Late pick-up fees will be added to your invoice.

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

DROP-OFF/PICK-UP PROCEDURE

The safety of every child is our highest priority. All kidsLINK sites maintain locked exterior doors during program hours. Children must always be transferred directly between an authorized adult and a kidsLINK staff member. Children may not enter or leave the program unattended.

SCHOOL-YEAR AND STANDARD PROGRAM PICK-UP

Parents and guardians should come to the designated front entrance and call the site phone upon arrival. A kidsLINK staff member will bring your child to the entrance and release them directly to you.

Please remain near the entrance and be available to speak with staff if needed. Children will not be sent outside alone or released to a waiting vehicle without an authorized adult present.

OUT-OF-SCHOOL CAMP DROP-OFF

Some kidsLINK camp locations may offer a designated drive-through drop-off procedure. When this option is available, kidsLINK staff will be stationed outside to greet your child and receive them directly from your vehicle. Please follow the designated traffic route and wait until a staff member has acknowledged and taken responsibility for your child. If a kidsLINK staff member is not outside, do not leave your child unattended. Park your vehicle, call the site phone, and wait for a staff member to meet you.

Specific arrival and dismissal instructions may vary by location and will be shared with families before the program begins.

Failure to follow drop-off or pick-up procedures may result in a verbal warning for the first occurrence, a written warning for the second occurrence, and possible suspension or termination of services following a third occurrence.

RELEASE OF CHILDREN

Parents, guardians or other authorized individuals must sign children out of the program each day and record the time of departure.

Children will only be released to individuals listed as authorized for pick-up by the parent or guardian. Anyone signing out a child must be at least 16 years old unless prior arrangements have been approved by kidsLINK.

Staff members may request photo identification until they are familiar with the individuals authorized to pick up your child. Families are responsible for keeping authorized pick-up, emergency contact and other account information current so staff can reach the appropriate person when needed.

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

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 and other camps offered throughout the school year may include field trips. All participating children, regardless of age, must have a completed field trip permission form on file.

Once completed, the permission form will remain valid for the entire school year. Families will receive information about upcoming field trips in advance. Parents or guardians who do not want their child to participate in a specific field trip must notify kidsLINK staff before the scheduled trip.

Throughout the year, GGUW may also offer 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. Before-school 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.

BEHAVIOR SUPPORT AND ACCOUNTABILITY POLICY

At kidsLINK, we are committed to creating a safe, respectful, and supportive environment where every child can succeed. We recognize that children are developing social-emotional skills and learning how to manage emotions, solve problems, and interact with others.

We believe success comes through a partnership between kidsLINK and families. Staff will work with children and families to provide support, teach appropriate behaviors, and create opportunities for growth. The safety and well-being of all children and staff remains our highest priority.

BEHAVIOR SUPPORT

Most behavior concerns are addressed through coaching, redirection, problem-solving, and positive reinforcement. Staff may provide reminders, offer choices, support problem-solving, provide opportunities to reset, and communicate with families when concerns become ongoing.

Examples of common concerns include:

- Difficulty following directions
- Challenges with transitions
- Peer conflicts
- Disrupting activities
- Inappropriate language
- Difficulty participating appropriately

MAJOR BEHAVIOR INCIDENTS

A Major Behavior Incident occurs when a child's behavior creates a significant safety concern or substantially impacts the program.

Examples include:

- Physical aggression toward others
- Leaving or attempting to leave the supervised area
- Threatening harm to themselves or others
- Severe bullying, harassment, or intimidation
- Serious property damage
- Possession of a weapon or dangerous item
- Behavior that creates a significant risk of injury
- Repeated refusal to follow safety expectations after intervention
- Behavior requiring supervision beyond what kidsLINK can provide

Each incident will be reviewed individually based on the child's age, developmental needs, severity of behavior, safety concerns, previous incidents, and response to intervention.

BEHAVIOR RESPONSE

kidsLINK generally follows a three-step process to provide support and accountability. Serious incidents may require immediate suspension, removal, or dismissal.

First Major Behavior Incident

- Family will be contacted to discuss the incident and identify supports.
- Staff will review the incident with the child.
- A Behavior Success Plan may be created if needed.

Second Major Behavior Incident

- Child may be suspended for up to three program days.
- Family meeting required before return.
- Behavior Success Plan will be created or updated.

Third Major Behavior Incident

- Child may be suspended for the remainder of the enrollment period or dismissed.
- A family meeting is required before future enrollment is considered.

IMMEDIATE REMOVAL

A child may be removed from the program when behavior creates a serious safety concern, cannot be safely managed by staff, or requires support beyond what kidsLINK can provide.

Families will be contacted for immediate pickup. Removal does not automatically mean dismissal. kidsLINK will review the situation and determine next steps, which may include additional supports, suspension, or dismissal.

RETURN AFTER SUSPENSION

Following a suspension, kidsLINK will meet with the family before the child returns or re-enrolls in a future enrollment period. Together, staff and family will review expectations and create a Behavior Success Plan outlining supports, communication, and strategies for success.

Return to the program will depend on whether kidsLINK can reasonably provide the support needed within available staffing and resources.

FAMILY PARTNERSHIP

Families are an important part of supporting children's success. Families are expected to:

- Share information that may help support their child.
- Communicate with staff about ongoing concerns.
- Participate in meetings and support planning when requested.
- Pick up their child promptly when required.

kidsLINK will:

- Communicate concerns early and respectfully.
- Partner with families to identify solutions.
- Provide reasonable support and opportunities for growth whenever possible.

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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

Children should not bring personal toys, electronics, trading cards or other nonessential belongings to kidsLINK programs. Items that are not permitted during the school day are also not permitted during kidsLINK.

The schools have been clear that personal toys and belongings should not be brought onto campus, and kidsLINK is expected to follow each school's policies. If staff see a prohibited personal item being used or taken out during the program, the item will be collected and kept in a secure location. It will be returned directly to the child's parent or guardian at pick-up.

kidsLINK Out-of-School Programs are not responsible for personal items that are lost, stolen or damaged. Children are responsible for keeping track of any permitted belongings they bring to the program.

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

Director of Youth Opportunity | Tori Sproles | 406-909-1246 | Tori@greatergallatinunitedway.org

kidsLINK Program Manager | Amanda McClish | 406-206-6971 | Amanda@gguw.org

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

VISIT KIDSLINK.ORG FOR MORE INFORMATION AND SPECIFIC PROGRAM CONTACTS.