

HEALTHY NEW ALBANY



General Kids Club Information

Dates/Hours

June 1 - August 7 (weekly registration required) / 8:30-11:30 AM or 1:30-4:30 PM

8:30	Monday	Tuesday	Wednesday	Thursday	Friday
9:30	8:30-11:30 AM	8:30-11:30 AM	8:30-11:30 AM	8:30-11:30 AM	8:30-11:30 AM
10:30					
11:30					
12:30					
1:30					
2:30	1:30-4:30 PM	1:30-4:30 PM	1:30-4:30 PM	1:30-4:30 PM	1:30-4:30 PM
3:30					
4:30					

Families can choose to register for ONE session per week.

For example, if you register for the Tuesday/Thursday AM session your child will follow the YELLOW schedule, or if you register for the Monday/Wednesday/Friday PM session your child will follow the RED schedule.

If a child is registered for more than one session in a single week our staff will remove the child from the session of our choosing.

Children are welcome to attend multiple sessions throughout the summer (as long as they do not occur in the same week).

Ages

HNA Kids Club is for children ages 6-10.

Location

HNA Kids Club is located at the Heit Center for Healthy New Albany (150 W. Main St. New Albany, OH 43054).

Contact Information

HNA Kids Club program managers can be reached at:

programs@healthynewalbany.org or by calling 614-685-6345. Please note that staff will not be available by phone until June 1.





Registration & Permission/Health Forms

Registration

- Pre-registration begins on Tuesday, May 19 and will continue through Friday, May 22.
- Registration begins on **Saturday, May 23 at 8:00 AM** and will continue until the program is full.

Permission/Health Forms



All children must have a completed Permission/Health Care form to participate in the HNA Kids Club. We **strongly suggest** that you participate in our pre-registration to complete this form in advance. Completing the form in advance will allow you to register your child quickly on Saturday, May 23 and give you the best opportunity to secure a spot in the weeks that you would like to register for.

Please note that participation in the pre-registration does not guarantee your child a spot in the HNA Kids Club program. Enrollment does not begin until Saturday, May 23 at 8:00 AM.

You will need the following information to complete the form: doctor name and phone number, dentist name and phone number, authorized pick-up names and phone numbers, list of any medications your child is CURRENTLY taking, list of any allergies your child has.

Meet the Staff and Q&A

A virtual Meet the Staff and Q&A session will take place on Friday, May 29 via Zoom. All participants who are registered at that time will receive an invitation to join the Zoom call via email.

Cancellations

Kids Club cancellations must be made at least 7 days in advance. Cancellations made less than 7 days prior to the start date will not be refunded.

HEALTHY NEW ALBANY



Drop-Off/Pick-Up

Drop-Off

Parents/Guardians should arrive at HNA Kids Club no more than 10 minutes before the start of your program (8:30 AM or 1:30 PM). Staff members will not be available before 8:30 AM or 1:30 PM. Please remain in your car and line up starting at the Kids Club signage that will be in front of the Heit Center outdoor patio. Cars should form a line along the curb extending back towards Hudson 29.

A staff member will approach your car in a mask and gloves to administer a health screening that consists of a temperature check and series of questions related to symptoms and potential exposure to Covid-19. Please remain in your car with your child(ren) until the screening is complete and the staff member can walk your child inside. We recommend that everyone in your vehicle wear a mask during drop-off to keep our staff healthy. Please keep your child(ren) at home if he/she is showing any signs of illness.

Pick-Up

Pick-up will begin 10 minutes before the end of your program time (11:30 AM or 4:30 PM). All participants must be picked up no later than 10 minutes after your program ends. Please read and become familiar with our Late Pick-Up Policy. Children will be walked to their car ONE AT A TIME and the adult who is picking up will be asked to show photo ID and sign out each child. Only adults listed on the HNA Kids Club Permissions form will be allowed to sign out a child. Staff will wear masks and gloves when approaching the car and our pen will be sanitized after each use. We recommend that everyone in your vehicle wear a mask during pick-up to keep our staff healthy.

Early Pick-Up/Late Drop-Off

If you need early pick-up or late drop-off please contact our office at 614-685-6345 to arrange for someone to meet your car outside of our building. Please DO NOT enter the building without first speaking on the phone to a member of our staff.

Late Pick-Ups

We understand that sometimes things beyond your control may cause you to be late to pick up your child. The first time you are late our staff will remind you of our regular pick-up times (11:20-11:40 or 4:20-4:40). The second time you are late our staff will assess a \$5/minute fee that will be invoiced to you via email. Your child will not be permitted back in the program until the fee has been paid. Excessive and continued lateness may result in your child being removed from the program.



Covid-19 Sanitary Precautions

- EVERYONE who enters the Heit Center will undergo a daily health screening administered by trained staff. The screening consists of a temperature check and series of questions related to symptoms and potential exposure to Covid-19. This includes all staff and participants.
- Six foot distancing will be observed during all activities. When possible, participants will work within a designated space that will be clearly marked and numbered (both indoors and outdoors).
- All supplies (markers, paintbrushes, fishing nets, etc) will be assigned to each participant for the week and disinfected at the end of each day.
- Children and staff will be required to **bring and wear a mask** while inside the Heit Center. Masks are optional when playing outdoors. If your child is not able to wear a mask for a medical reason please speak with the program manager BEFORE your child attends a program.
- Children and staff will be asked to wash their hands and/or use hand sanitizer regularly throughout the morning or afternoon.
- The Heit Center is following all local, State and CDC guidelines regarding sanitizing our building. Please refer to our website, healthynewalbany.org, for a complete list of our safe reopening guidelines.

Snack & Water

A mid-program snack break will occur each day. Please send a snack and refillable water bottle in a lunch box each day. **We will not provide snacks or drinks due to concerns about contamination and individual allergies.** Children may refill water bottles at our touchless drinking fountain.

Staff Selection & Requirements

HNA Kids Club staff must submit a resume and successfully complete an interview, reference and background check. All staff are trained on program policies and procedures and will undergo a health screening every day. Staff are required to wear masks whenever they are in the building and/or interacting with parents/caregivers.

Weekly Activities



HEALTHY NEW ALBANY



HNA Kids Club themed activities focus on: science and nature, art exploration and keeping our bodies in motion. Curriculum and program rules and expectations are based in the Search Institute's 40 Developmental Assets. Information about the Developmental Assets can be found at: www.search-institute.org. Families will receive an email the Friday before their program starts outlining specific activities and additional resources. A list of our weekly themes is below.

Week	Theme
June 1-5	The Great Outdoors
June 8-12	Yoga & Mindfulness
June 15-19	Secrets of Ancient Egypt
June 22-26	New Albany's Got Talent
June 29-July 2* (closed 7/3)	We Love Summer
July 6-10	Ocean Adventure
July 13-17	Pets, Pets, Pets
July 20-24	Winter Wonderland
July 27-31	Exploring With Your 5 Senses
August 3-7	Polynesian Party

