NRC CLUBHOUSE
PARENT'S INFORMATION HANDBOOK
2026/2027 SCHOOL YEAR

Follow us on Facebook @NRCClubhouse for upcoming important information, activities, and pictures.

OUR PURPOSE

The NRC Clubhouse is sponsored by the Newton Recreation Commission, a non-profit organization. Our purpose is to be of service to the child, the parent and the community by providing a safe, positive, educational, stimulating and fun experience for children ages 5-12. We do not discriminate in regards to race, color, religion, national origin, ancestry, physical handicaps or sex.

GOALS

- Create a safe, supportive space where children feel secure, valued, and respected
- Teach respect for oneself, others, and the environment, while helping children understand that everyone has both good days and challenging days—and respect is expected at all times.
- Support emotional awareness, empathy, and healthy communication
- Encourage independence, responsibility, cooperation, and positive decision-making
- Balance freedom and structure to support healthy growth
- Inspire creativity, curiosity, and confidence.
- Promote teamwork, leadership, and positive peer relationships.
- Celebrate diversity and honor each child's unique background and experiences.
- Ensure access and participation for children from all communities and backgrounds
- Build strong partnerships within the community and collaborate with organizations that support children and family well-being.

BENEFITS

- Growth in social skills, communication, and emotional understanding
- Learning respect, empathy, and accountability in real-life situations.
- Opportunities to explore new interests and discover passions.
- Active play and meaningful outdoor experiences
- Development of lifelong leisure and life skills
- A strong sense of belonging and self-worth.
- Support in overcoming challenges and reaching individual potential.
- Make new friends
- HAVE FUN

PROGRAM

The program strives to meet the developmental needs of particular age groups and more importantly, the individual needs of each child. The program is prepared in advance by the NRC Clubhouse Coordinator and the NRC Clubhouse staff in order to notify parents as to the daily schedule. The scheduling, pacing and rhythm of each activity is consistent with recognized principles of childhood education and recreation. In addition to the before and after school care, this summer's NRC Clubhouse is open from 6:30 am to 6:00 pm Monday through Friday, dates TBD.

PROGRAM COMPONENTS INCLUDE:

Nature
Field Trips
Sports
Reading
Scavenger Hunts
Movies
Free Time
Wildlife
Exploration
Games
Crafts
Hiking
Skating
Swimming Challenges
Writing
Puzzles
Tours
Science Experiment

LOCATION

The NRC Clubhouse program will operate at multiple locations throughout Newton. Our elementary school locations include NRC Clubhouse Sunset Elementary, 619 Boyd Avenue; NRC Clubhouse South Breeze Elementary, 1020 Old Main Street; NRC Clubhouse Slate Creek Elementary, 901 E. 4th Street; and NRC Clubhouse Northridge Elementary, 1900 Windsor Drive. **NEW Santa Fe students will attend NRC Clubhouse at the Newton Recreation Commission Activity Center, located at 415 N. Poplar Street.** The 2027 Summer NRC Clubhouse program will be held at Sunset Elementary, located at 619 Boyd Avenue, Newton, KS 67114. Children must be signed in and out at their designated location unless otherwise notified. Throughout the summer, participants may be off-site for field trips, swimming, movies, parks, library programs, or other scheduled activities. Participant locations and activity schedules will be shared with families through the Clubhouse site and social media pages, as well as through weekly schedules provided to parents. These schedules will include the activity location and expected return times.

***NEW Santa Fe 5th and 6th grade students** enrolled in NRC Clubhouse will be picked up from Santa Fe by a designated NRC Clubhouse staff member. Students will then walk with staff to the Newton Recreation Commission Activity Center, located at 415 N. Poplar Street, where they will remain for the duration of the program.

HOURS

During the school year, NRC Clubhouse runs Monday through Friday from 6:30 am to 7:30 am and 3:10 pm – 6:00 pm. If school is canceled due to weather, NRC Clubhouse will also be closed.

Important Note for Santa Fe Students: If Santa Fe releases early but the elementary schools do not, we are unable to care for Santa Fe students until **3:10 pm**. **Parents will be responsible for transportation and supervision until that time.** Please make alternate arrangements on these days.

During the summer, the NRC Clubhouse runs Monday through Friday 6:30 am to 6:00 pm.

As a licensed program, we are required to supervise all children at all times. Therefore, no participant shall be dropped off prior to 6:30 am and all must be picked up by 6:00 pm. **If you are late, you will be charged a late fee at $3 per minute after 6:00pm.**

On the first day of attendance each week, parents/guardians MUST sign the attendance sheet.

USD 373 EARLY RELEASE SCHOOL DAY CARE

We are excited to offer child care during the USD #373 once-a-month early release days. Students from Slate Creek, Northridge, and South Breeze will attend at Slate Creek Elementary School. Santa Fe students will attend at the Newton Recreation Commission. Please take note of the following important details to ensure a smooth experience:

- Under transportation Arrangements: Does not apply to Santa Fe student

Program cost

- Early Release Days: $20 (Pre-registration required. Registered no-shows will be charged.)

- Pre-Registration Required: Parents must pre-register for child care on Early Release School Days. Registration will open 2 weeks prior to each early release and close 1 week prior to each early release.
- How to Register: Call 316-283-7330 to register your child for early release care.
- Transportation Arrangements: Parents must contact USD 373 transportation services at 316-284-6506 to arrange for their child to be bused to Slate Creek Elementary. Please see the attached packet for more information.
- Drop Off: Parents may also drop off their child at Slate Creek Elementary. Please ring the doorbell when you arrive to drop off your child.
- Capacity: We can accommodate up to 40 participants on Early Release School Days.
- Arrival: A staff member will be outside the gym to greet children arriving from their school.

AGES OF PARTICIPANTS

As a State Licensed Child Care we are allowed to accept children in grades Kindergarten thru 6th grade. We welcome children ages **5 through 12**. Children must be **enrolled in Kindergarten** to attend during the **school year**, and must have **completed Kindergarten** to attend during the **summer**. Once a child turns **13** or **completes 6th grade**—whichever comes first—they are no longer eligible to participate in the program. Exceptions must be granted by the State of Kansas. For example, if the child is developmentally behind and needs to be with this age group.

FOOD

During the school year breakfast will be provided by the USD 373 (at a cost). NRC Clubhouse will provide snacks on a daily basis. When the district offers free breakfast and lunch during the summer the NRC Clubhouse participants will have the opportunity to have these meals provided to them. *Participants will need to bring a sack lunch on field trip days and when the school lunch program is not running.* ***Failure to bring an appropriate lunch will result in a $5 fee (NRC Clubhouse in these instances will provide a lunch for your child).*** Lunches should be ready to eat with little preparation. **On days that campers take field trips, lunches will be stored in a cooler and will not be able to be heated.** Please pack a nutritious lunch in a disposable bag, including items from all food groups. Participants will be playing hard and will need to eat properly to maintain energy throughout the day. We do not allow participants to trade items from their lunch with each other so please discuss this with your child.

PROGRAM COST

The current NRC Clubhouse enrollment fees are as follows:

UNITED WAY Harvey and Marion Counties

School Day Rates:

Morning: $7

Afternoon:

- Up to an hour $7
- Over an hour $14

Early Release Days: $20 (Pre-registration required. Registered no-shows will be charged.)

(Program Cost Continued on next page)

Winter/Spring Break & Summer Rates:
Weekly Rate: Full Day: $120 / $100 additional siblings
Half Day: $70
Full Day Daily Rate: $35
Half Day Daily Rate: $20

United Way Scholarship Discounts For Those Who Qualify:
Mornings: $3
Afternoons: $3
Morning/Afternoons: $6

Late Pick-Up Fee (year round):
$3 per minute after 6pm

Refunds will not be given; instead, credit will be available toward the next day(s) of attendance. We use ProCare, an online billing system. Payments can be made anytime with a card using the ProCare app or website. Cash and check payments can be made at the front desk of Newton Recreation Commission. Card payments can also be made at the front desk or by calling (316) 283-7330, Monday – Friday 8:00am - 4:00pm.

DCF Payment Assistance: The NRC Clubhouse is an approved DCF child care provider for families who qualify for child care assistance. For more information about eligibility, please contact your DCF case worker.

DCF Payment Policy: Parents/guardians receiving DCF child care assistance should apply DCF funds toward their current balance and/or should not make DCF payments more than two (2) weeks in advance.

Please note: Failure to make payments may result in your child being unable to attend NRC Clubhouse. We understand that situations arise, so we simply ask that you communicate with the NRC Clubhouse Coordinator or the NRC Business Manager to discuss payment arrangements or any concerns you may have. We're here to help and work with you.

ENROLLMENT PROCEDURE

NRC Clubhouse and the State of Kansas require proper information about each child be provided and kept on record. NRC Clubhouse will provide all necessary forms in this enrollment package. Enrollment forms can be picked up in our main office at 415 N. Poplar, Newton, KS 67114. Forms can be mailed upon request by calling (316) 283-7330. **All forms must be completed and turned in to Newton Recreation Commission, 415 N. Poplar. There will be a 2 business day processing period before your child can attend. We will NOT accept incomplete forms. NRC Clubhouse sites WILL NOT accept any forms.** If your child attends Santa Fe or plans to attend Early Release School Days you must contact school transportation at 316-284-6506 to schedule your child's transportation to Slate Creek or provide transportation yourself.

SCHEDULED ATTENDANCE

With the scheduling of activities and snack preparation, it is vital that we know in advance how many kids we will have each day. We do allow drop-ins (excluding Early Release Days & Field Trips) but we appreciate being given notice of your child's planned attendance. We realize situations may arise at the last minute and we will try to accommodate.

Please note: **If your child does not attend school during the day, they are not permitted to attend NRC Clubhouse that afternoon.**

You may call NRC Clubhouse at any time and leave a voicemail for Esmeralda Hernandez, NRC Clubhouse Coordinator at (316) 283-7330.

FIELD TRIP DAYS

During school breaks and summer we will go on field trips. Field Trip Days sometimes require us to leave at 8:00 am or earlier; please make sure you have your child dropped off on time. Departure times posted on the weekly schedule will be adhered to. **We want to experience every destination to the fullest potential**

and want to arrive on time. We will no longer wait for participants who are "on the way" or arrive late. It is not fair for the rest of the group to sit and wait. Students who miss departure time cannot be dropped off until NRC Clubhouse returns.

Due to the large size of our group, return times may occasionally run later than scheduled. If we expect to be more than 15 minutes behind schedule, an update will be posted on the NRC Clubhouse Facebook page.

Schedules will be posted on NRC Clubhouse Facebook page. Make sure to sign up for Field Trips by the posted deadline, available at the school site or on Facebook. This will be noted on the list of Field Trip Days and will be on the weekly schedule the week prior to the field trip. **Only participants who regularly attend NRC Clubhouse will be allowed to go on field trips.** If your child runs away from the group on a field trip, they will not be able to attend the next field trip and may be suspended up to 3 days. If you have any questions please don't hesitate to ask NRC Clubhouse Coordinator, Esmeralda Hernandez ehernandez@newtonrec.org, or NRC Clubhouse site staff.

PARTICIPANT'S MONEY (SUMMER ONLY)

Participants may want to bring spending money for concessions at the Municipal Pool. Each day a participant brings money, **it should be turned in to a Clubhouse staff member upon arrival.** The staff member will then put the money in a Ziploc bag and write the child's name on the bag. The bag will be put in the staff's backpack to be distributed at the proper time. *We are not responsible for campers' money not given to staff.* **We do not guarantee children will be able to use this money every week.**

CHILD DROP OFF & PICK UP PROCEDURES

Check-In/Out Procedure:
For the safety of all children, parents/guardians must come inside to check their child in and out each day. If your child is dropped off without being checked in by a parent or guardian, they will not be allowed to stay, and you will be contacted to return and complete check-in. We understand that there may occasionally be a wait, and we appreciate your patience. If there is a line, please wait, this procedure is required for the safety and accountability of all participants.

Late Pick Up Policy: We understand that occasional delays can happen, but it is important to be responsible and notify us if you anticipate being late. Repeated late pick-ups by parents may result in the suspension of the child from the program for up to three days. Thank you for your cooperation in ensuring timely pick-ups.

Late Pick Up Staff Procedure: If a child is not picked up within **5 minutes** after closing (6:00 PM), a phone call will be made to the parent or guardian. If no one arrives within **10 minutes**, the NRC Clubhouse Supervisor will be contacted. The supervisor will begin calling all contacts listed on the child's pick-up list. If after **30 minutes** there has been no response from any listed contacts and the child is not picked up, **local law enforcement will be notified.**

No child will be released to any person not authorized by the parents in the enrollment packet.
If someone other than an authorized person is to pick up your child, please notify the NRC Clubhouse Coordinator, Esmeralda Hernandez at ehernandez@newtonrec.org or call 316-283-7330.

Taking responsibility is a vital part of our program. Your support in encouraging your child to pick up before they leave helps us to maintain a clean, safe and organized site for our students.

Toileting and Potty Training Policy

To maintain a safe, hygienic, and developmentally appropriate environment, all children enrolled in Clubhouse are required to be **fully potty trained** prior to the starting.

Being fully potty trained includes the ability to:

- Recognize when they need to use the restroom.
- Communicate their need to use the restroom.
- Walk independently to the appropriate restroom and identify which restroom is designated for boys or girls.
- Independently manage all toileting tasks, including wiping and re-dressing.

While occasional accidents are understandable, children who are not fully potty trained and require ongoing assistance with toileting will need to be supported by a parent or guardian. In such cases, a parent or approved emergency contact will be called to come to the program to assist the child as needed.

If your child has any medical or health- related conditions that impact their toileting abilities, please contact the NRC Clubhouse Coordinator to discuss appropriate steps and accommodations.

SICK CHILDREN

NRC Clubhouse staff will not knowingly accept participants for care when they are ill. If a child becomes ill during program hours, the parent/guardian will be called to pick up their child and asked to make other arrangements. If NRC Clubhouse staff notifies you that your child is sick, you or someone listed on the child's pick-up list must promptly pick them up. Please make sure that all phone numbers and emergency contact information are up to date. Always notify us in writing of any changes. If your child will not be attending the program due to illness, please notify the NRC Clubhouse Coordinator as soon as possible.

Sicknesses includes, but is not limited to: pink eye, head lice, vomiting, or other symptoms of illness. If your child complains of stomach issues or appears unwell, a phone call will be made to parents, and the child must be picked up.

OPEN DOOR POLICY & PARENT PARTICIPATION

At NRC Clubhouse, we welcome and encourage parent involvement and visitation. Any custodial parent or guardian of a child enrolled in the program shall be permitted access during operating hours for the purpose of contacting their child, evaluating the care provided, or observing the program.

However, for the safety of all participants, **any parent, guardian, or visitor who wishes to interact with the children or participate in the program must complete a background check before being allowed to engage with the group.** We kindly ask that you schedule your visit in advance so we can ensure all required clearances are in place prior to your arrival.

Upon entering the site, please check in with the NRC Clubhouse Coordinator or Site Supervisor.

Talks, demonstrations, and participation from parents or approved visitors are welcomed when aligned with our program plans. Weekly activity schedules during summer and school breaks are available every Friday afternoon. They can be found on the check-in/out table and posted on our NRC Clubhouse Facebook page. Licensing records, inspection forms, and other pertinent documents are available upon request. If you have any concerns, suggestions, or would like to schedule a visit, please contact Esmeralda Hernandez, NRC Clubhouse Coordinator.

SOCIAL MEDIA

STAY CONNECTED!

Please follow us on Facebook **@NRCClubhouse** for all updates, important information, and pictures. Daily updates you'll actually want to see – **don't miss out!**

STAFF

Esmeralda Hernandez serves as the NRC Clubhouse Coordinator. She holds an Associate's Degree in Early Childhood and Elementary Education and brings extensive experience working with children from Pre-K through 12th grade. Over the years, Esmeralda has gained valuable knowledge and insight into child development and recognizes that each child is unique, contributing their own strengths and personality to the program. Her primary goal is to ensure that every child in Clubhouse has the opportunity to grow, develop, and discover their individual potential in a safe and supportive environment.

NRC Clubhouse adheres to a 16:1 child – to- staff- ratio and when staffing permits, maintains a 10:1 ratio to support individual attention and proper supervision. *We are unable to provide one on one care and must consider the safety and well-being of all children under our supervision.* While our staff members are experienced in working with school-age children and receive training required under KDHE licensing guidelines, they are not trained to provide specialized care or services for children with significant special needs or disabilities that require individualized or one-on-one support. Staff and volunteers are thoroughly screened and evaluated to ensure continued high performance. In compliance with state licensing requirements, staff trained in First Aid, CPR, communicable diseases, and child abuse prevention are always on duty during regular hours of operation.

Any parent/guardian who needs assistance concerning NRC Clubhouse should contact Esmeralda Hernandez, NRC Clubhouse Coordinator at (316) 283-7330 or ehernandez@newtonrec.org. Esmeralda will be happy to address any concern over the phone or in person by scheduling a meeting with her.

MEDICATION

NRC Clubhouse staff will administer medication, but the following steps must be followed:

1. Parents must fill out the correct Authorization for Medication form included in the enrollment packet
    - **Authorization for Self-Administration of Medication**
      Required for medications a child administers independently (e.g., inhalers). This form must include the signature of the child's Licensed Physician.
    - **Authorization for Administration of Long-Term Medications**
      Required for all long-term prescription and non-prescription medications. This form must include the name of the child's Licensed Physician.
    - **Authorization for Administration of Short-Term Medications**
      Required for short-term medications (e.g., ibuprofen). This form must include parent signature. All short term medication must be supplied by parent or guardian.
2. All prescription medication must be in the original container with the original label and must be prescribed for the child whom it is to be given.
3. All non-prescription medicine must have the child's name and dosage on the outside of the container and in its original package.

EMERGENCY PROCEDURES

Parents of all children in NRC Clubhouse are required to submit a medical release form (included in packet) giving the NRC Clubhouse Coordinator permission to seek medical attention for the child in case of an emergency. In case of an accident the following procedures will be used:

- A member of the staff will carry out immediate First Aid for minor accidents.
- In case the parent or guardian cannot be reached, the NRC Clubhouse Coordinator will have the authority to call the designated physician and/or call the local emergency unit for treatment and/or

accompany the child to the hospital and stay until the parent or guardian arrives.
- An incident/accident report shall be filed and turned into the NRC Clubhouse Coordinator.
- Fire, Tornado, and Emergency Evacuation drills are held throughout the school year and summer. Records of drills are available at the site. Emergency procedures are explained to the participants and are posted at the sites.

DISCIPLINE PLAN

The NRC Clubhouse maintains a structured and consistent approach to discipline to ensure a safe and respectful environment for all participants. Clear expectations, accountability, and consistency are essential to maintaining order and promoting positive behavior within the program.

Clubhouse staff are responsible for enforcing program rules, modeling appropriate behavior, and addressing misconduct promptly and fairly. Discipline will always be handled in a professional manner, with an emphasis on safety, respect, and responsibility.

To ensure the safety and well-being of all participants, students are expected to participate appropriately in all large-group activities. If a child is unable to participate in a group setting due to ongoing behavioral concerns or requires continuous one-on-one supervision, a parent or guardian will be contacted and must pick up the child as soon as possible. NRC Clubhouse is staffed to maintain appropriate group supervision ratios and is not able to provide one-on-one supervision. If a parent or guardian is unable to pick up their child and additional behavioral incidents occur, the child may receive a C.A.P form. Depending on the severity or frequency of the behavior, disciplinary action may include suspension or other consequences as outlined in the NRC Clubhouse behavior policy.

If a child has and/or demonstrates ongoing or significant emotional or behavioral needs that require additional support, an **Additional Form** may be provided to the parent/guardian. This form may be used to document the child's specific behaviors, identify patterns or triggers, and establish strategies to help support the child's safety and success while participating in the program.

Parent involvement is required in the discipline process. Staff and parents must work together to address behavioral concerns and reinforce expectations both at home and within the program. Consistent communication ensures that corrective actions are supported and that children understand the importance of following Clubhouse rules and guidelines.

CORRECTIVE ACTION PLAN C.A.P

NRC Clubhouse staff will complete a **Corrective Action Plan (C.A.P.) Form** when a child exhibits disruptive, disrespectful, or unsafe behavior. The staff member will address the behavior immediately, speak privately with the child about the incident, document the behavior, and notify the parent or guardian. Parents are required to review, sign, and return the C.A.P. Form so it can be placed in the child's record.

There are **no verbal warnings**. All behavioral incidents are documented in writing to ensure consistency and accountability.

Discipline Steps

1. **First Write-Up**
    - Parent or guardian will be notified.
    - The incident will be discussed with the child and documented on a C.A.P. Form.
2. **Second Write-Up**
    - Parent or guardian will be contacted.
    - The incident will be documented, and the child may receive additional consequences as determined by the Director or Coordinator which could but not limited to suspension.

3. **Third Write-Up**
    - Results in an **automatic suspension** from the Clubhouse program.
    - Suspension length will depend on the severity of the behavior and administrative review.
4. **Repeated or Severe Incidents**
    - Continued behavioral issues following a suspension may result in **termination** from the NRC Clubhouse program.
    - SEE IMMEDIATE SUSPENSION OR TERMINATION

Behaviors That May Result in a C.A.P. Form

Examples include, but are not limited to:

- **Physical aggression:** hitting, kicking, pushing, fighting, or any act that causes physical harm.
- **Inappropriate words or unsafe touching:** any unwanted or inappropriate contact with another child or staff member through words or actions.
- **Verbal aggression:** yelling, cursing, threatening, or using derogatory language toward others.
- **Bullying:** repeated or severe actions intended to harm, intimidate, or control another person. Bullying may include verbal harassment, physical aggression, social exclusion, spreading rumors, or other deliberate actions that negatively impact another child's well-being.
- **Defiance or refusal to follow staff directions:** ignoring instructions or disrupting the program environment.
- **Leaving the group or facility without permission:** running away or leaving the designated area without adult supervision.
- **Destruction of property, toys, or program materials:** Intentional damaging, mishandling, or vandalizing NRC Clubhouse property or materials will not be tolerated. **A repair or replacement fee will be added to the parent or guardian's account for any damaged or destroyed items**
- **Creating an unsafe environment through words or actions:** threatening, coercing, endangering others or engaging in unsafe behaviors such as throwing sand, rocks, or other objects.
- **Disrespectful behavior toward staff or peers:** name-calling, back-talking, inappropriate gestures, or other behaviors that undermine safety or respect in the program.

Immediate Suspension or Termination

Certain behaviors result in **immediate suspension** regardless of previous write-ups:

- **Violence toward staff or participants** (hitting, kicking, biting, or similar acts): suspension time is at the discretion of Clubhouse administration and staff
- **Threating staff or participants** verbal aggression, yelling, cursing, threatening, or using derogatory language toward others: suspension time is at the discretion of Clubhouse administration and staff
- **Destruction of Clubhouse property or equipment** (e.g., computers, furniture, toys): suspension time is at the discretion of Clubhouse administration and staff
- **Leaving the group or running away:** the child will be sent home immediately for the day and suspension time is at the discretion of Clubhouse administration and staff
    - If this occurs on a field trip, the child will not be allowed to attend the next field trip and may be removed from all remaining trips for the season.
    - Additional suspension time may apply at the discretion of Clubhouse administration

Law Enforcement Involvement

NRC Clubhouse takes the safety of all children and staff very seriously. In cases where a child engages in criminal behavior, including but not limited to:

- Severe physical aggression
- Threats of violence
- Sexual misconduct or inappropriate touching

- Criminal bullying or harassment

Appropriate reports will be filed with law enforcement in accordance with local, state, and federal regulations. Parents or guardians will be notified if such a report is made. The child involved will be suspended from the program until the investigation has been completed.

Ongoing Concerns

If a child's behavior continues to:

- Disrupt the program environment
- Physically or emotionally harm others
- Conflict with Clubhouse rules and expectations

The NRC Clubhouse reserves the right to suspend or dismiss the child from the program after all reasonable corrective measures have been taken.

IF YOUR CHILD RUNS AWAY FROM THE GROUP, THEY WILL BE SENT HOME FOR THE DAY. *We are unable to provide one-on-one care and must consider the safety of all children under our supervision.* If this behavior occurs during a field trip, your child will not be allowed to attend the next field trip and may be removed from all remaining trips for the season. Depending on the situation, NRC Clubhouse staff may also suspend the child from the program for up to three days at our discretion.

NRC Clubhouse maintains a safe and respectful environment for all children, families, and staff. While our program staff are committed to treating every child and family with professionalism and respect**, parents and guardians are also expected to demonstrate the same level of professionalism and courtesy in all communications, inquiries, and disputes regarding discipline decisions or incident responses.**

Any parent or guardian behavior that creates an unsafe environment, including bullying, harassment, intimidation, or threatening conduct toward NRC Clubhouse staff, will result in a suspension of parent participation. During this time, the suspended parent or guardian may not drop off or pick up their child, and an alternative authorized adult must be designated. Reinstatement of participation requires contact with the NRC Clubhouse Coordinator. Continued violations may result in further disciplinary action, up to and including termination of the child's enrollment in the program.

Withdrawal and Re-Enrollment Policy

Parents or guardians who choose to withdraw their child from the NRC Clubhouse program must provide **notice** to the NRC Clubhouse Coordinator. All outstanding balances and fees must be paid in full at the time of withdrawal.

Re-enrollment is not guaranteed. Families seeking to return must complete a new enrollment application, update all required forms, and meet current program requirements. Re-enrollment is subject to **space availability** and administrative approval.

If a child was withdrawn or removed due to disciplinary action, safety concerns, or policy violations, **approval from the NRC Clubhouse Coordinator is required** prior to re-enrollment, and conditions or a probationary period may apply.

COMPLAINTS/PROBLEMS/IDEAS/COMMENTS

Any parent/guardian who needs assistance concerning NRC Clubhouse should contact Esmeralda Hernandez, NRC Clubhouse Coordinator at (316) 283-7330 or ehernandez@newtonrec.org. Esmeralda will

be happy to address any concern over the phone or in person by scheduling a meeting with her.

PERSONAL ITEMS

Restrictions:
Due to frequent disruptions and conflicts, the following items are **not allowed** at NRC Clubhouse:

- Pokémon Cards
- Board Games
- Bakugan
- Makeup
- Slime
- Electronics (cell phones, iPods, Nintendo Switches, tablets, etc.)

Children may bring or wear personal items such as glasses, jewelry, socks, and shoes; however, they are responsible for keeping track of their belongings at all times. While staff will make every effort to assist in locating lost or broken items, NRC Clubhouse is **not responsible** for lost, stolen, or damaged personal property.

If a child brings any of the restricted items listed above, they will be asked to place them in their backpack, or staff may store the item in the Clubhouse office until pickup.

Expectations for Children

- Children are expected to respect all Clubhouse property and the belongings of others.
- Personal items should remain stored in backpacks or designated areas unless staff give permission to use them.
- Sharing or trading personal items is **not permitted** to avoid disputes or loss.
- Children must follow staff directions regarding personal item use and storage at all times.

Parent and Guardian Responsibilities

- Parents and guardians are expected to **review this policy with their child** and help ensure compliance.
- Families are responsible for clearly labeling personal items and ensuring valuables are left at home.
- If damage or loss occurs, NRC Clubhouse staff will inform the parent or guardian, but **the program is not liable** for replacement costs.
- **A repair or replacement fee** will be added to the account if a child damages Clubhouse property.

Confiscation and Return Policy

- If a child brings any of the restricted items listed above, they will be asked to place them in their backpack, or staff may store the item in the Clubhouse office until pickup.
- If toys or personal items become **disruptive, distracting, or cause conflict**, they will also be **placed in the office until a parent or guardian picks them up.**
- Only a **parent or guardian** may retrieve confiscated items at pickup time.
- Repeated violations of this policy may result in **further disciplinary action**, including temporary suspension from the program.
- NRC Clubhouse is not responsible for any **lost, broken, or unclaimed** personal items after they have been confiscated

CONFIDENTIAL INFORMATION

Each employee has a continuing obligation to protect the welfare of participants and internal business affairs of the organization, particularly confidential information. Information designated as confidential is to be discussed with no one outside the organization and only discussed within the organization on a need to know basis in the presence of the NRC Clubhouse Coordinator or Newton Recreation Commission Superintendent.

CAMP HIERARCHY

Administrator – Brian Bascue, NRC Superintendent: bbascue@newtonrec.org,
Candice Egizi-Sifuentez, NRC Program Director: cegizi@newtonrec.org
NRC Clubhouse Program Director – Esmeralda Hernandez: ehernandez@newtonrec.org
NRC Clubhouse Assistant Program Directors – Jennifer Stenzel, Ciara Guy
Teaching Staff – Kaci Bass, Tori Tucker, Lori Newton, Zeanna Stenzel, Keylea Thelen, Jewel Martindale, Ana Hockett, Darian Schwind
Bus Drivers – Caren Thompson

Updated 07/23/2026
Please note: *Our policies and procedures may change as needed. We'll share any updates at school sites and on our Facebook page, so be sure to check in often.*

myprocare®

Dear parent/guardian,

NRC Clubhouse is pleased to offer **MyProcare**, a free online portal for you to access account information and easily pay tuition. MyProcare is safe, secure and created with your convenience in mind.

Log in today!

1. Go to MyProcare.com.

2. Enter your email address (the email you have on file with NRC Clubhouse - Newton Activity Center) and
choose ***Go***.

3. Enter the confirmation code sent to your email, choose a password, and press ***Go***.

4. Then you may:
    a. View your child's schedule, time card, immunizations and more.
    b. Use the ***Pay*** button to make a payment with your card.

Thank you!

NRC Clubhouse and MyProcare