

Kids Club Handbook 2026

June 1 - July 17th

Break July 3

Inwood Community Center

July 20 - August 21

Inwood First Reformed Church

414 N. Oak St. in Inwood, IA

start date may be adjusted based on West Lyon getting out of school

Mission:

Kids Club is a summer program designed for children ages 5 (by June 1, 2026) up to age 12. You can expect your child to be well cared for, kept safe, and always engaged in fun activities. Kids club consists of crafts, games, field trips and swimming throughout parts of our day. We have a loose schedule and will do our best to maintain a calm, engaging and safe environment for your child.

Location:

Kids Club will meet at the Inwood Community Center until July 17th (date subject to change), when the Community Center is set to be demolished.

Kids Club will meet at the Inwood First Reformed Church (on the north side of town) beginning July 20th (date subject to change). Drop off and pick up will be at the youth room door located on the northside of the building. Kids will be walking from this location to other locations in town, we suggest a backpack and walking shoes. The pickup location may change depending on the daily activity (i.e. pick-up at the pool).

Transportation:

Transportation for field trips will be provided by a West Lyon school bus and bus driver. In the event that a small number of children need to be at an activity (i.e. swimming lessons), or in the case of an emergency, children may be driven by a Kids Club employee using their personal vehicle. The employee and vehicle will be fully insured with a valid driver's license. All children will be transported in the backseat with a seat belt.

Schedule Expectations:

Kids Club is open from 7:30AM to 5:00PM, Monday through Friday. We will assume that your student will be there every day at the same time. However, it is absolutely fine if you want to bring your child a little later, or pick them up a little sooner or be gone on vacation. We just ask that you please give the Director as much notice in advance. This will save us time, phone calls, and help with scheduling our employees. We understand that things pop up and your schedule can change in an instant. If this happens please contact the Director, Alison Pottebaum, by text/call at 605-929-3117, Inwood Kids Club Facebook message or Remind app.

In order for your child to leave on their own or leave at an earlier time, they must have a parent/guardian note in their schedule or contact the Director. The Director will take attendance everyday and must know the whereabouts of all students at all times. If a registered Kids Club child does not arrive within 30 minutes of their scheduled time and parents have not made previous arrangements for a late arrival or absence, the Director will contact the child's parents to ensure the child is safe.

Early drop offs or Late Pickup fees:

\$5.00 per every 10 minutes.

Meals:

Students are expected to bring their own drinks, labeled water bottle, morning and afternoon snacks, dinner etc. Please send in a labeled lunch cooler if needed. Refrigeration or microwave will not be offered.

Dress code:

Please dress comfortably and appropriately. Plan accordingly, depending on the day. Walking shoes/sandals, swimsuits/shorts and shirt, pool towel/sunscreen. Kids Club t-shirt on field trip days. Kids Club is not responsible for clothing items getting dirty or lost.

Toys:

Students may bring one of their own personal toys each day, if desired. Kids Club will not be responsible for any item that is broken, stolen or missing.

Bullying:

Bullying will not be allowed, by any means, in any form. A conference with the student, their parent/guardian and the Director will happen right away to come up with an action plan. Expulsion from Kids Club may be an option.

Donations:

Kids Club is always accepting donations of craft supplies, cleaning supplies, and games. Monetary donations are also accepted.

Tornado/Severe Weather:

In the event of severe weather, students and staff will gather in the bathrooms on the main floor of the community center or in the basement of the First Reformed Church or other shelter if not at the community center of church with their heads down and between their knees. The Director will take roll call and wait for the all clear to dismiss students back to their activities.

Kids Club - Parent/Guardian communication:

Kids Club will always communicate through our Facebook page, "Inwood Kids Club". It is parents/guardians responsibility to "like" the page to be kept up-to-date on any schedule changes or new information. We will also communicate through an app called "Remind". The link to the Remind app will be posted to our Facebook page.

If communication is needed in regards to scheduling, drop off or pick ups, safety concerns or anything of the matter please direct your text or phone call to the director, Alison Pottebaum at 605-929-3117, message through the Remind app, or Inwood Kids Club Facebook message. Text will be the quickest form of communication.

Medications:

Please have your student take all necessary medications before arriving at Kids Club. In the event that the medication needs to be taken every few hours, or around lunch time please write the following items down and personally deliver them to the Director or Assistant Director. Needed information: Students full name, physician name and number, medication name, dosage, frequency, and any other additional specific notes.

Walking to/from swimming lessons:

If your child is signed up for public swimming lessons at the Inwood City Pool , we will make sure they get to the lesson safely by walking them to and from. Please let the Director know days and times your child needs to be at their lesson.

Field Trip money:

It is understood that families are to pay for their child's field trip fee. The Director will communicate what the fee is as soon as possible. When students arrive at Kids Club they will hand their money to the Director so it can be accounted for before attending the field trip. Venmo is an option, please make sure to write in the description box what you are sending money for. Bussing fees are included in the program fee.

Venmo name: Inwoodkidsclub

The goal is to go on 1-2 field trips a week. Field trip locations and fees will be shared via Facebook and Remind as soon as possible.

Pool/Movie money:

Students may bring money along for snacks at the pool and movie, however it is their responsibility to keep track of their money. Venmo will not be accepted for snack money.

If you have a family pass to the pool please have your child memorize your unique number. Otherwise let the Director know. If you do not have a family pass to the pool please have your child bring the entrance fee in cash, and hand it to the Director upon arrival. Venmo is not an option for pool entrance fees.

Electronics:

No electronics are allowed at Kids Club. Inwood Summer Rec is not responsible for any damage to outside toys that are brought to Kids Club. It is up to the discretion of the Kids Club staff if outside toys are appropriate. Staff may take away outside toys if they become a problem.

Safety:

- Non-registered children are not allowed to attend Kids Club with siblings or friends. Our staff to child ratio is important to us and we strive to maintain a ratio of 1:10.
- Bike riding is not allowed during the day. If children ride their bikes to/from Kids Club the bikes are to be parked in the bike rack and stay there throughout the day until Kids Club is dismissed.
- If a Kids Club child is injured (injury determined by employee's discretion) the employee should either call the parent or send a note home at the end of the day describing the injury and how it occurred.
- A Kids Club child will not be allowed to attend a non-Kids Club activity (bible school, swimming lessons, ball practice etc.) unless the parent/guardian has made prior arrangements with the Director by phone call/text, email or personal note.

Kids Club Disciplinary Record:

The following discipline should be used for unacceptable behavior by a Kids Club child:

- 1st warning – verbal warning to the child
- 2nd warning – verbal warning to the child and contact the parent
- 3rd warning – child to leave the facility immediately and for one week, he/she is to be picked up by a parent/guardian, employee will notify the board.
- FINAL warning – if the unacceptable behavior continues the discipline is up to the discretion of the Inwood Summer Rec board members.

If the behavior is immediately unacceptable these disciplinary steps can be skipped.

Contact information:

Kids Club is overseen by the Inwood Summer Rec Board. It is directed by Alison Pottebaum. Names and numbers of Summer Rec Board listed below:

Becky Berenschot- 605-759-0908

Kelsey Blankespoor- 712-540-0473

Alison Pottebaum - 605-929-3117

Larissa Thorne - 605-553-0970

Holly Scholten - 712-541-9468

Melissa Rozeboom - 605-951-4642

Samantha Scholten - 712-460-3141

Ashley Van Dieren - 712-540-2895