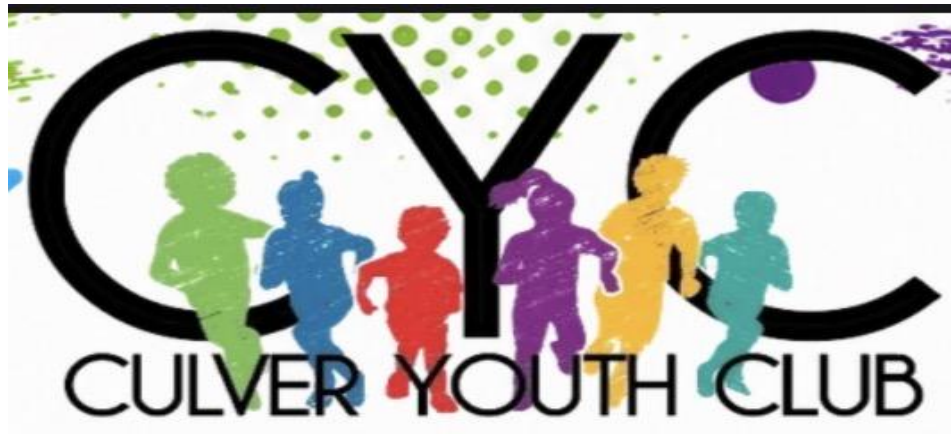




Parent & Member Handbook

2026–2027 School Year & 2027 Summer

 401 School Street, Culver, Indiana 46511

 (574) 378-5038

 culveryouth.org

Where every child belongs, learns, leads, and grows.

The Culver Youth Club's mission is to inspire and enable all young people to realize their full potential as productive, responsible, and caring citizens. CYC

Dear Parents/Guardians,

Welcome to the Culver Youth Club AKA CYC! We are excited to have your family as part of our community. Our goal is to provide a safe, supportive, and engaging environment where every child can learn, grow, build friendships, and have fun.

This handbook is designed to help you understand our policies, procedures, and expectations. Please take a few moments to review it and keep it for future reference.

Thank you for trusting us with your child. We look forward to partnering with your family and making this a wonderful year at Culver Youth Club!

Sincerely,

Rasma Melton

Executive Director

Culver Youth Club

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Program Philosophy and Goals:

At Culver Youth Club, we believe every child deserves a safe, welcoming environment where they are encouraged to learn, grow, and discover their unique strengths.

Our Goals

- Provide a safe, supportive, and inclusive environment for all members.
 - Foster positive character, leadership, and responsibility.
 - Encourage academic success through homework support and enrichment activities.
 - Promote creativity, teamwork, and problem-solving through hands-on learning.
 - Build healthy lifestyles through physical activity, outdoor play, and nutritious choices.
 - Strengthen connections between youth, families, schools, and the community.
 - Inspire every child to reach their full potential while having fun and creating lasting memories.
-

Hours of Operation & Contact Information:

After School Hours:

Monday through Thursday, 2:45 PM - 6:00 PM

Friday, 1:45 PM - 6:00 PM

Summer Program Hours:

June & July (exact dates TBD), 7:30 AM - 5:00 PM

CONTACT INFORMATION

Rasma Melton, Executive Director

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Phone: 574-378-5038 Email: rmelton@culver.k12.in.us

Address: 401 School St., Culver, IN 46511 (Door U)

Registration & Fees:

All children must have a completed registration packet on file before attending Culver Youth Club. Registration is required each school year and must include current emergency contacts, medical information, and any additional forms requested by the program.

After- School

A non-refundable registration fee of **\$100 per semester** is required for each child. This fee must be paid in full prior to your child's first day of attendance to secure enrollment.

The full payment of \$200 (\$100 per semester) must be completed before the end of Christmas break if you want to participate in the second semester.

After School Drop-In Care

Culver Youth Club offers drop-in care for families who need occasional after-school services. To use drop-in care, your child **must have a completed registration packet on file** before attending.

To ensure appropriate staffing arrangements, families must notify the Culver Youth Club **no later than the evening before** if their child will be attending as a drop-in. Drop-in care is subject to space availability.

The fee for drop-in care is **\$10 per evening**, and payment is due according to the program's payment procedures.

Summer

A non-refundable registration fee of **\$200** is due prior to the child's first day of attendance. The other half of the payment (\$200) is due after the Fourth of July holiday for a full Summer fee of \$400.

Summer Drop-In

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Culver Youth Club offers drop-in care for families who need occasional summer services. To use drop-in care, your child **must have a completed registration packet on file** before attending.

The fee for drop-in care is **\$20 per day**, and payment is due according to the program's payment procedures.

Late Pick-up Fee:

After- School- A fee of **\$3.00 per Minute** will be charged for any child picked up after 6:00 PM.

Summer- A fee of **\$3.00 per Minute** will be charged for any child picked up after 5:15 PM.

Returned Check Fee:

A fee of \$25.00 will be charged for returned checks.

SAMPLE Daily After- School Schedule:

This schedule is *flexible* and adapted to the needs and ages of the children.

2:45 PM-3:00 PM Arrival, Check-in, Snack

3:30 PM- 4:15 PM Playground/Free Play, Homework, Academic Support

4:15 PM- 5:30 PM Enrichment Block rotation (Arts/Crafts, STEM, Games, Reading)

5:30 PM - 6:00 PM Clean up and Quiet games

Academic Support & Homework Policy:

Culver Youth Club is committed to supporting each child's academic success. A designated homework time will be provided each afternoon in a quiet, supervised environment.

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While staff are available to encourage, assist, and answer questions, students are expected to take responsibility for completing their own assignments. Staff cannot guarantee that all homework will be completed or checked for accuracy during program hours.

Parents and guardians are encouraged to review completed assignments with their child each evening and communicate with staff if additional academic support is needed.

Behavior Management & Discipline Policy

At Culver Youth Club, we are committed to creating a safe, respectful, and welcoming environment for every child. Our behavior expectations are designed to promote kindness, responsibility, and positive relationships.

Behavior Expectations

- Treat others with kindness and respect.
- Follow staff directions the first time they are given.
- Use appropriate language and behavior.
- Respect club property and the belongings of others.
- Keep hands, feet, and objects to themselves.
- Participate safely in all activities.

Positive Guidance

Our staff use positive behavior management strategies, including encouragement, redirection, problem-solving, and teaching appropriate social skills. We believe in helping children learn from their choices while building self-confidence and responsibility.

Consequences

When behavior concerns arise, staff will use developmentally appropriate interventions, which may include:

- Verbal reminders or redirection
- A discussion with the child about expectations
- A temporary break from an activity
- Parent/guardian communication

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- A behavior improvement plan when appropriate

Serious or repeated behaviors that jeopardize the safety or well-being of others may result in suspension or dismissal from the program at the discretion of the Executive Director.

Health, Safety, & Emergency Procedures:

Illness: For the safety of all, please keep your child home if they have a fever of 100.0 or above, vomiting, diarrhea, or a contagious illness (strep throat, hand-foot-mouth, etc.) within the last 24 hours. If your child presents any of these symptoms at CYC, they will be sent home from the program.

Medication: Staff may only administer medication with a signed medication form and in the original labeled container.

Emergencies: We have detailed plans for fire, lockdown, and severe weather. Drills are conducted regularly.

First Aid: All lead staff are certified in CPR and first aid. Minor injuries will be treated and reported to parents via note or phone call. For serious injuries, parents will be contacted immediately, and if necessary, emergency services will be called.

Nutrition & Allergies

Culver Youth Club provides a nutritious afternoon snack each day. Menus are planned with children's health and dietary needs in mind whenever possible.

If your child has a food allergy or dietary restriction, please notify staff during registration so we can make appropriate accommodations when possible.

Allergies: Parents and guardians are required to list all food allergies and dietary restrictions on their child's registration forms and provide any necessary medical documentation or emergency action plans.

If your child requires emergency medication, such as an EpiPen, it must be provided to the program with the appropriate authorization forms completed.

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before your child's first day of attendance. Parents are responsible for ensuring all medications remain current and are replaced before their expiration date.

Arrival, Dismissal & Absence procedures:

Arrival: Children are escorted from their Culver classrooms to our program by their school staff. Students attending the after-school program will be checked in by Culver Youth Club staff upon arrival from school. Attendance is taken daily to ensure the safety of all members.

Dismissal: Parents, guardians, or other individuals listed on the child's authorized pick-up list may sign children out of the program. Parents must come to Door U to pick up their child. A valid photo ID may be requested for anyone unfamiliar to staff.

For your child's safety, any changes to pick-up arrangements must be communicated to the Executive Director or a staff member before dismissal. Children will only be released to individuals authorized by the parent or guardian.

Absences: For the safety of all members, if a child is absent from school, they may not attend Culver Youth Club that day. This policy helps prevent the spread of illness and ensures accurate attendance records.

If your child will not be attending the program as scheduled, please notify Culver Youth Club as soon as possible. Prompt communication allows staff to account for all expected students and ensure a safe dismissal process.

Parent Communication & Involvement:

At Culver Youth Club, we believe that strong communication between families and staff is essential to a child's success. We are committed to keeping parents and guardians informed about program updates, upcoming events, and their child's experiences.

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Program information will be shared through TeamReach, email, social media, newsletters, flyers, and other communication methods as needed. Families are encouraged to regularly check these platforms for important announcements and reminders. We value family involvement and welcome opportunities for parents and guardians to participate in special events, volunteer opportunities, and program activities throughout the year. Working together helps create a positive and supportive environment where every child can thrive.

Program Activities and Field Trips:

Philosophy: CYC enhances a child's day with enriching experiences that extend learning beyond our walls. Field trips are designed to be fun, educational and community-oriented.

Types of trips: Throughout the year, Culver Youth Club offers a variety of field trips and community outings that provide fun, educational, and enriching experiences for our members.

Local Walking Trips

Members may participate in supervised walking trips within the Culver community, such as visits to the library, parks, beach, local businesses, or community events. A signed permission form on file is required for participation.

Special Destination Field Trips

Occasionally, Culver Youth Club will travel to destinations outside the local community. Families will receive advance notice with trip details, departure and return times, costs (if applicable), and any additional permission forms required. Transportation will be provided by approved vehicles and qualified drivers.

Participation in field trips may be limited based on age, behavior, safety requirements, or available space. Members are expected to follow all Culver Youth Club behavior expectations while on outings. Failure to do so may result in a child being excluded from future trips.

FAQs

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A signed permission form must be on file before your child may participate in field trips, walking trips, or other off-site activities. Parents and guardians are responsible for keeping emergency contact information, medical information, and allergy information current throughout the program year. Due to safety and insurance, only enrolled children may attend. Please be aware of the weather for that day and dress accordingly.

Summer Program:

Overview: Culver Youth Club's Summer Program provides children with a fun, safe, and engaging environment while school is out. Our program is filled with hands-on activities, outdoor play, STEM projects, arts and crafts, leadership opportunities, community service, swimming, field trips, and special events designed to keep children active and learning all summer long.

Summer registration is completed separately from the school-year program. Weekly schedules, field trip information, and any additional fees will be shared with families before the start of the program.

Our goal is to create a summer full of adventure, friendships, and unforgettable memories while continuing to inspire young people to learn, lead, and grow.

Registration/Fees: Registration is required for all children participating in the Culver Youth Club Summer Program. A completed registration packet, emergency contact information, and all required forms must be on file before your child's first day of attendance.

A non-refundable registration fee and weekly program fees apply. Additional fees may be required for select field trips or special activities. Payment information, due dates, and summer tuition rates will be provided prior to the start of the program.

Families are expected to keep accounts current throughout the summer program. If you have questions regarding registration or fees, please contact the Culver Youth Club office.

What to Bring: To help your child have a safe and enjoyable day, please send the following items each day:

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- A labeled water bottle
- Sunscreen (if preferred by the family)
- A swimsuit, towel, and change of clothes on scheduled swim or water days
- Closed-toe shoes for active play and field trips
- Weather-appropriate clothing
- Any required medications, along with the appropriate authorization forms

Please label all personal belongings. Culver Youth Club is not responsible for lost or damaged items. We recommend leaving toys, electronics, and other valuable personal items at home unless requested for a special activity.

Summer Field Trips: Field trips are an exciting part of the Culver Youth Club Summer Program and provide members with opportunities to learn, explore, and create lasting memories.

Families will receive advance notice of all field trips, including dates, times, costs (if applicable), and any items children should bring. A signed permission form is required before a child may participate in any off-site activity.

Participation in field trips may be limited based on age, behavior, safety requirements, or available space. Children are expected to follow all Culver Youth Club rules and staff directions while on field trips to help ensure a safe and enjoyable experience for everyone.

Parent/Guardian Agreement: I have received, read, and understand the **Culver Youth Club After-School and Summer Program Handbook**. I agree to abide by its policies and procedures

I grant permission for my child(/ren) _____ to participate in all program activities. I understand that while every precaution is taken to ensure safety, the Culver Youth Club is not liable for accidents or injuries incurred during program activities.

Child(s) Name: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

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Date: _____

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