



Community Recreation Association, Inc.  
W. Murray Crane Community House  
400 Main Street  
Dalton, MA 01226  
413-684-0260  
www.daltoncra.org

## Dalton CRA Kids Club Welcome Packet



Welcome to the 2021-2022 school year of Dalton CRA Kids Club, an afterschool program designed for children at Craneville, Kittredge and Becket-Washington Elementary School in grades K-5.

For those unfamiliar with Kids Club, this program offers support, care and fun for your child where they will have a snack, an opportunity to do homework, literacy and activities in a safe and friendly environment.

- Before Care is 7:30 am until 8:25 am (Offered at Craneville ONLY)
- After Care is 2:55pm until 5:30pm (Offered at Craneville, Kittredge and Becket-Washington Elementary School)
- When Central Berkshire Regional School District is open, Kids Club is open. In the morning the children are in the Craneville Library and in the afternoon the children come straight from their classroom to the cafeteria or the K-2 classroom (at Craneville), the Computer Lab (at Kittredge) or the Community Room (at Becket Washington).

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### Important Numbers:

Dalton CRA:  
413-684-0260

### Health Care Consultant for Kids Club:

Dr. Thomas Vaughn, M.D.  
33 North Street  
Dalton, MA 01226  
413-684-2110

Poison Control:  
1-(800)-222-1222



\*New England Farm Workers Vouchers Accepted for 2021-2022 at Craneville and Kittredge\*  
Please contact Jon Yetto with any Financial Assistance Questions you may have.  
jyetto@daltoncra.org



## 2021-2022 DALTON CRA BEFORE AND AFTER SCHOOL PROGRAM POLICIES AND PROCEDURES



### **Administration:**

Dan McMahon            Director of Social Programing  
Jon Yetto                Out of School Coordinator  
Taylor Vreeland        Office Manager

### **Our Purpose:**

The “Kids Club” after school program being offered at Craneville, Kittredge and Becket-Washington Elementary Schools is a non-discriminatory (based on race, religion, cultural heritage, political beliefs, marital status, disability, sexual orientation or natural origin) program run by the Community Recreation Association, Inc. (CRA) and serves children 5 years to 11 years of age.

It is our goal to provide families with a fun, educational and structured program for their children in a safe and welcoming environment. The program varies slightly from school to school, but each has a daily schedule consisting of snack, reading/homework, games and arts & crafts. When the weather is nice, we make every effort to get outside for fresh air. During inclement weather, we use the school gyms in order to provide an opportunity to burn off energy and get some healthy exercise.

### **Philosophy:**

Our Kids Club philosophy at Craneville, Kittredge and Becket/Washington Schools is to encourage learning in a safe, warm and accepting environment. Our programs offer an atmosphere that will enable children to respect themselves and others, through creative experiences; we enhance the child’s ability to socialize with others, make creative use of time, and promote self-expression and foster cognitive development as the child shows interest. . We believe that children learn best from hands on experiences. This program is designed to provide children with many after school activity opportunities and staff directed activities while their parent or guardian is at work, training or school. Our Kids Club programs work closely with the school to keep consistency while in the school building and adhere to the schools’ policies. We encourage parental participation and encourage input and suggestions.

### **Fee Schedule:**

Before Care: 7:30 am – 8:25 am: \*\$9 a day or \$35.00 weekly if attending Monday-Friday (CURRENTLY ONLY OFFERED AT CRANEVILLE)

After Care: \$17.00 a day or \$15 if child is signed up Monday-Friday

2<sup>nd</sup> child discount: \$15.00 a day

*We do reserve the right to charge for late pick-ups!*

### **Kids Club Closures:**

We do not offer the program when Central Berkshire School District is not in session (vacations, in-service, holidays, snow days, etc.). The CRA does offer camp at the Dalton Youth Center (DYC) during many of these closures.

The Kid’s Club program will be closed for a staff Professional Development day once a year during a regular run school day.

**release your child to people on your pick up list.** No child will be allowed to leave the program without being signed out by an adult.

If we are not familiar with the person picking up we will ask for ID. We enforce this for safety and security reasons. If you need to add more names to the form, please let the Kids Club Director know.

### **Late Pick-up Policy:**

Kids Club closes sharply at 5:30pm. Children are expected to be picked up and have their belongings together before 5:30 PM. When an occasion arises, that pickup is going to be later than 5:29pm, the parent must notify the Site Director immediately to let us know what time they will be picking up their child. If the Site Director is unavailable, please contact the CRA.

In the event that the Dalton CRA does not receive a prior phone call from the parent, the following will take place:

1. Kids Club Site Coordinator will call the parent. If the parent cannot be reached, the Site Coordinator will call the emergency contact person to arrange pick up of the child.
2. If by 6:00pm, no contact has been with either the parent or the emergency contact person, a call will be placed to the CRA Executive Director and the Department of Children and Families. The Kids Club Director and Site Coordinator will follow instructions given by DCF.

All late pick-ups are documented at Craneville, Kittredge and Becket/Washington. Late pick-up is defined as picking up your child any time after 5:30 PM.

If late pickup is on a consistent basis, there will be a daily \$10.00 late fee. If late pick-up continues to be on a consistent basis (multiple times in a 30 day period) after there is a daily fee added to your bill, your child will be terminated from the program.

### **Withdrawal Procedure**

Families wishing to withdraw a child from Kids Club or make any changes in a child's schedule are asked to give a two-week written notice to the Kids Club Director.

Re-enrollment is necessary to re-join Kids Club, which may or may not be immediately available as there sometimes is a waiting list for Kids Club.

### **Goal:**

The program goal is to provide school aged children with the opportunity to participate in recreational, educational and social programs which will allow for creativity and constructive use of their leisure time in a safe environment. We encourage parental participation and encourage your input and suggestions. We encourage you to come to the Dalton CRA Staff with any concerns regarding your child or our program. We are always looking to improve and appreciate your suggestions. Parent/Guardians are also welcome to visit the facility at any time and review the program.

### **Objectives:**

- Foster a positive self-concept
- Support multi-cultural appreciation

will be provided. **Due to DYC camp not being an EEC program, vouchers are not accepted.**

### **Schedule:**

Kids Club operates Monday through Friday according to the school calendar. We will begin the school year in late August or early September and end in June. Our beginning and ending dates will be determined by administration, based upon the beginning and ending dates of the Central Berkshire Regional School District schedule and parents will be informed of these dates.

### **After School – 2:55 PM – 5:30 PM – Sample schedule**

2:55 – 3:10 Attendance taken

3:10 – 3:30 Snack break/Homework-Reading

3:30 – 4:30 Outdoor/Indoor recreation-games depending on weather

4:30 – 5:30 Arts & crafts/Clean up

This schedule is flexible and will be determined by children's attention spans and/or other activities or situations that may occur. Each Kid's Club program has a slightly different schedule.

### **Weather**

We attempt to go outside every day, regardless of the season. Please be sure to plan your child's attire accordingly with the weather. During the summer months, we will encourage drinking water and breaks while playing outside. During the winter months please send your child in with a coat and in layers so they may be safe, dry and comfortable while playing.

### **Communication:**

We encourage and expect you to communicate information to the teachers and director that can be helpful in caring for your child and supporting his or her learning throughout the day. If your child has been ill, if you are traveling, if there has been a change at home in the child's eating or sleeping behaviors, or if there is an event that is causing anxiety or stress at home, please let us know so that we may understand any change in the child's behavior that we observe and address it appropriately. Information may be communicated to us in a confidential manner via email to [jyetto@daltoncra.org](mailto:jyetto@daltoncra.org). Teachers will be made aware of any information on a need-to know basis.

Newsletters will be sent home monthly from each site. There is a survey emailed mid-school year as well as the end of the school year. Please complete the short surveys so we have feedback on how to continuously improve our programs. If you have questions regarding the day to day programs please speak with the Site Coordinator. If you have questions regarding enrollment or payments, concerns about the staffing or safety or positive feedback please reach out to the Out of School Program Director. Many of our Site Coordinators are in ratio so conversations are typically brief. If you would like to a sit down meeting please schedule one with your child's Site Coordinator.

### **Homework/Literacy:**

At least four times a week, there will be time set aside during Kids Club for your child to work on their homework or read. There will be a staff member that is able to assist children with questions, although one-on-one tutoring is not available. We will be providing tablets to participate in the Epic Reading Program as well as paperback books.

Children's records will be at the Dalton Youth Center, as well as at their program site in a locked cabinet. The Site Coordinator is responsible for making sure the records are up to date and fully completed. We require new packets to be completed **EVERY** school year.

**Parent's Rights:**

1. Right to Visit: You have the right to make unannounced visits to your child's room while your child is present.
2. Research and Experimentation: As an EEC licensee, we will not conduct research, experimentation, or unusual treatment involving children without written, informed consent of the affected child's parent/guardian.
3. Parents Input: It is your right as parents to visit freely and give input to our program. Your input lets us know what we are doing well and what we could be doing better.
4. Feedback: Any time there is a concern or a question, please feel free to talk to the staff, the director or call for a personal meeting. Staff will be made available for such individual meetings when given a few days' notice.
5. Your Child's Records: Information contained in your child's record is privileged and confidential. The program's staff may not distribute or release any information in your child's record to anyone not directly related to implementing the program plan for your child without written consent. You must be notified if your child's record is subpoenaed.
6. Accessing a Record: Upon request, the program must provide parents access to their child's record within 2 business days. A log is kept in the child's file of who has accessed such information.
7. Amending a Record: As parents, you may add to your child's record at any time. You may also request a deletion of information in your child's file by making a request to meet with the director. You will receive an answer within 1 week stating the reason for the director's decision. If the decision is in your favor, steps will immediately be taken to put the decision into effect.
8. Charge for Copies: The program will not charge an unreasonable fee for copies of information contained in your child's record.
9. Transferring the Record: When your child is no longer in our care, you may request in writing the transfer of your child's record. The program will ask you to sign a form authorizing its release.

**Staff Ratio:**

There will be a staff ratio of one (1) teacher to every thirteen (13) children.

\*\*\*It is very important to only send your child on days that you have selected in your child's packet. If your child comes into Kid's Club on a day that they are not scheduled to be there, the child will be sent to the school office due to staff to child ratio.\*\*\*

**Transportation:**

Transportation to and from Dalton CRA Kids Club at Becket-Washington, Kittredge and Craneville is the responsibility of the child's parent(s). Parents are responsible for picking up their children at the school no later than 5:29pm. Kids Club is closed as of 5:30 PM. We do reserve the right to charge a fee if pick-up occurs after 5:30.

**Emergency Transportation:**

If an emergency is life threatening and a child needs to go to the hospital for emergency care, an ambulance will be called for transportation. The Director or Head Teacher will accompany the child to the hospital in the ambulance and stay with the child until parent/guardian arrives. The child's file will be taken, including permission forms and pertinent insurance information. Parents will be responsible for any cost of transportation.

### Amending the Child's Records 7.05 (21):

1. A child's parent(s) have the right to add information, comments, data and any other relevant materials to the child's record.
2. A child's parent(s) have the right to request deletion or amendment of any information contained in the child's record. Such request shall be made in accordance with the procedure below:
  - If such parent(s) is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in child's records, he/she shall have the right to have a conference with the Licensee to make his/her objections known.
  - The Licensee shall within one week after the conference; render to such parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), he/she shall immediately take the steps as may be necessary to put the decision into effect.

## Health Care Policy:

### Infection Control Measure

All staff and children are to wash their hands with liquid soap and running water using friction. Paper towels are available for drying hands next to sink. Hands are washed after appropriate times as follows:

- A. Before eating and handling food
- B. After toileting
- C. After coming into contact with bodily fluids and discharges
- D. After cleaning

All specified equipment items or surfaces shall be washed with soap and water and disinfected using the following schedule.

Daily: toilets and toilet seats; sink faucets; drinking fountains; tables.

Disposable non latex rubber gloves, stored in First Aid Kit, are used to clean up blood spills. Affected area is immediately disinfected-gloves are thrown in a lined covered container-staff is required to wash hands thoroughly with soap and water after cleaning up the bloodied area. Gloves should never be reused and should be changed between children being handled.

Proper disposal of infectious materials required. Any disposable materials that contain liquid, semi-liquid, or dry, caked blood will need to be disposed of in the secured trash receptacle located in the janitor's closet and marked "Biohazardous Waste". The bags should be removed and securely tied each time the receptacle is emptied.

Cloth items that come into contact with blood or bodily fluids will be double bagged and sent home.

Each staff member will be trained in the above Infection Control Procedures upon employment.

**No child with contagious disease, severe illness or severe injury shall be allowed to access the program until written approval from Board of Health or physician has been provided. Furthermore, any child suspected of the above must be sent home with a parent. If the child is ill we request you keep him/her home in an effort to stop the spread of illness.**

### Plan for managing infectious disease

written parental consent, and medication consent forms signed, and authorization of the physician to carry their own inhalers and use them as needed.

- A. All medications shall be labeled in its original container with the child's name, the name of the drug, and the directions for its administration and storage. All medications must be given to the teacher directly by the parent.
- B. All medications will be stored out of the reach of any children.  
The program will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff member administering the medication. This completed record will become part of the child's file.
- C. All unused medication will be returned to the parent.

### **Non-Prescription Medication**

- A. Non-prescription medication will be given only with written consent of the child's physician and completed medication forms. The program will accept a signed statement from the physician listing the medication(s), the dosage and criteria for its administration with the medication form. This statement will be valid for one year from the date that it was signed.
- B. Along with the written consent of the physician, the program will also need written parental authorization. The parent must fill out the Authorization for Medication form, which allows the Center to administer the nonprescription medication in accordance with the written order of the physician. The statement will be valid for one year from the date it was signed.

### **Procedures for topical ointments and sprays**

- A. Topical ointments and sprays such as petroleum jelly, sunscreen, bug spray, etc. will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.
- B. When topical ointments and sprays are applied to wounds, rashes, or broken skin, the program will follow its written procedure for non-prescription medication which includes the written order of the physician which is valid for a year and the Authorization for Medication form signed by the parent.

### **First Aid:**

The Out of School Director and staff will have Child First Aid training and CPR current certificate.

In case of an accident, First Aid will be administered as appropriate by the staff; notification of parent/guardian follows. If transportation to the hospital is needed and the parent/guardian cannot be reached or time is an issue, an ambulance transport and parent/guardian will be responsible for any fees.

*(Kid's Club staff is not allowed to remove ticks off of a child) if a situation ever arises where a tick is found on/in a child a call to the parent/guardian will be made immediately!*

The program will immediately report to the Office of Child Care Services any injury to or illness of, any child, occurs during the hours while the child, is enrolled in care and requiring hospitalization or emergency medical treatment.

First Aid kits are located in several key areas throughout the building. In our program area, the first aid kit is kept in our cabinets. Also, for outdoor play and/or field trips, the first aid kit is kept in an outdoor bag. The Director of Kids Club will be in charge of maintaining these kits.

**The program will immediately report to the Early Education and Care office of any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment. Staff will send a written report within 48 hours of hospitalization.**

#### **Plan for injury prevention**

- B. To prevent injury and to ensure a safe environment, the staff member who opens each classroom is responsible for that class room. The Program Director and Site Coordinator will monitor the outdoor playground and remove any hazards prior to any children using the space.
- C. No smoking is allowed on the premises.
- D. Toxic substances, sharp objects matches and other hazardous objects will be stored out of reach of children.
- E. An injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required. Staff should use the Accident/Injury Report Form to record the above information. Staff should submit the completed form to the Program Director for review.

Once the Program Director has reviewed the Accident/Injury Report Form and has signed it, it should be given to the parent. The parent should be allowed to review it, sign it, and then be given a copy.

The staff member should then log the report in the Central Log of Injuries and then file the report in the Child's file.

Only staff that have completed the First Aid Training will be allowed to administer first aid no matter how minor the injury.

#### **Procedures for Abuse & Neglect:**

The Dalton CRA Kids Club follows the written procedures for the report of any suspected incident of child abuse and neglect. They include among other things:

- 1. All staff will be responsible to see that the children enrolled in the program are protected from abuse and neglect while in their custody.
- 2. If any staff person suspects an incident of child abuse or neglect he/she will follow the procedures listed below:
  - A. Report any suspicion to the Director who will in turn report to the Executive Director of the Dalton CRA who will make a referral to a proper social agency.
  - B. If in the judgment of the staff and the Director there is a suspicion of abuse or neglect then a 51 A shall be filed pursuant to Massachusetts General Law S119, S51A with the Department of Children and Families by the Director .
  - C. The Director will immediately notify EEC after filing or learning that a 51 A has been filed on a child in the care of the school aged child during a program related activity.

The Dalton CRA Kids Club staff will cooperate fully with any investigation of child abuse and neglect done by the Department of Social Services, the Massachusetts Office of Child Care Services or the police. Parents will be notified of allegations of abuse and neglect involving their child while in the care of the program unless concerns for safety of the child exist.



- B. In the case of a power outage, loss of heat, loss of water, parents will be notified by phone and/or radio as soon as possible and will be recommended to pick their child/children up early. Children will walk to the front playground area at Craneville, Becket/Washington or Kittredge School. If the power/heat/water does not return on within thirty minutes the program will close early. Parents will be called again to be information of the early closure. *(At least a 30 minute notice of closure)*



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**DALTON CRA BEFORE CARE KIDS CLUB 2021-2022**

Students Name: \_\_\_\_\_

**\*\*CRANEVILLE ONLY\*\***

Days Attending: **MINIMUM 3 DAYS \* NO EXCEPTIONS**

Monday \_\_\_\_\_  
 Tuesday \_\_\_\_\_  
 Wednesday \_\_\_\_\_  
 Thursday \_\_\_\_\_  
 Friday \_\_\_\_\_

Rates:  
 \$9 /day  
 \$35 /week  
**Minimum 3 days\* No exceptions**

**A \$40.00  
 General  
 Membership is  
 REQUIRED!**

**\$50.00 NON-REFUNDABLE  
 FEE IS REQUIRED TO HOLD  
 EACH CHILD'S SPOT. THE  
 \$50.00 WILL BE APPLIED  
 TOWARDS SEPTEMBERS  
 PAYMENT.**

\_\_\_\_\_  
 Parent / Guardian

\_\_\_\_\_  
 Date

Vouchers Accepted for 2021-2022 at Craneville and Kittredge\*  
 Please contact Jon Yetto with any Financial Assistance Questions you may have.  
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**DALTON CRA AFTER CARE KIDS CLUB 2021-2022**

Students Name: \_\_\_\_\_

Circle one: Craneville Kittredge

Days Attending: **MINIMUM 3 DAYS \* NO EXCEPTIONS**

Monday \_\_\_\_\_  
 Tuesday \_\_\_\_\_  
 Wednesday \_\_\_\_\_  
 Thursday \_\_\_\_\_  
 Friday \_\_\_\_\_

Rates:  
 \$17/day  
 \$15 if attending Monday-Friday  
 \$15/day 2<sup>nd</sup> child or more  
**Minimum 3 days\* No exceptions**

**A \$40.00  
 General  
 Membership is  
 REQUIRED!**

**\$50.00 NON-REFUNDABLE  
 FEE IS REQUIRED TO HOLD  
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\_\_\_\_\_  
 Parent / Guardian

\_\_\_\_\_  
 Date

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 Please contact Jon Yetto with any Financial Assistance Questions you may have.  
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The Commonwealth of Massachusetts  
Department of Early Education and Care

**Child's Enrollment Form**

**Child Information**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age at Admission: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

Child's Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Primary Language: \_\_\_\_\_ Identifying Marks: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Skin Color: \_\_\_\_\_

Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

**Parent/Guardian Information**

Parent/Guardian Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Address: \_\_\_\_\_

Reachable Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Hours at Work: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Address: \_\_\_\_\_

Reachable Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Hours at Work: \_\_\_\_\_



**Additional Information**

Child's Physician: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Allergies/Special Diets? \_\_\_\_\_

Individual Health Plan for child with a chronic health condition? If yes, please attach. \_\_\_\_\_

Copies of any custody agreements, court orders, and restraining orders pertaining to the child? If yes, please attach. \_\_\_\_\_

Special limitations or concerns? \_\_\_\_\_



**School Age Only**

Current School: \_\_\_\_\_

School Address: \_\_\_\_\_ School Phone Number: \_\_\_\_\_

I certify that documentation of physical examination and immunizations in accordance with public school health requirements and lead poisoning screening in accordance with public health requirements are on file at my child's school. ***Parent/Guardian initials:***



\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

THE COMMONWEALTH OF MASSACHUSETTS  
Department of Early Education and Care

**FIRST AID AND EMERGENCY MEDICAL CARE CONSENT FORM**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I authorize staff in the child care program who are trained in the basics of first aid/CPR to give my child first aid/CPR when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to \_\_\_\_\_, and to secure necessary medical treatment for my child.

Child's Physician Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Child's Allergies: \_\_\_\_\_

Chronic Health Conditions: \_\_\_\_\_

**Emergency Contacts (In order to be contacted)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Do you give permission for child to be released to this person? Yes \_\_\_\_\_ No \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Do you give permission for child to be released to this person? Yes \_\_\_\_\_ No \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Do you give permission for child to be released to this person? Yes \_\_\_\_\_ No \_\_\_\_\_

Health Insurance Coverage _____	Policy # _____
Parent/Guardian Name: _____	Phone _____ Cell _____
Parent/Guardian Name: _____	Phone _____ Cell _____

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date (valid for one year)



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**Acknowledgement Form**

I/We acknowledge that we have read and agree to abide by the Kid's Club Program's policies and procedures for the 2021/2022 school year.

Parent/Guardian Signature(s): \_\_\_\_\_

I/We understand that to withdraw my child from kid's club I need to give the director two weeks' notice. Without giving notice I will be expected to pay for my child's slot until the director is notified by me.

Parent/Guardian Signature(s): \_\_\_\_\_

I/We have read and agree to abide by the newly added policies for the 2021/2022 school year.

Parent/Guardian Signature(s): \_\_\_\_\_





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***2021-2022 Kid's Club EFT Agreement***

I, \_\_\_\_\_, authorize my bank to make my payment by the method indicated below, and post it to my account.

**CHECKING:** (NOTE: For Checking Account Authorization, attach a voided check)

**MC**

**VISA**

**DISCOVER** (NOTE: For Credit Card, attach a copy of card front/back)

\_\_\_\_\_  
(Routing Number)

\_\_\_\_\_  
(Account Number)

\_\_\_\_\_  
(Exp. Date)

I understand that I am in full control of my payment, and if any time I decide to make any changes or discontinue the EFT service, I will call or write The Dalton CRA. The Dalton CRA assumes that all credit card numbers will be renewed with new expiration dates unless notified. Dues are processed by Twin Oaks Software; a \$10 service charge will be applied to all returned charges.

By signing this agreement you have authorized the Dalton CRA to bill your bank account or credit card for your dues by electronic funds transfer (EFT). Your account will be billed on the 25<sup>th</sup> of every month. **Initials** \_\_\_\_\_

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Date

**PLEASE ATTACH VOIDED CHECK OR COPY OF CREDIT CARD FRONT & BACK**