| Special Moments Kids Club SpecialMomentsKidsClub@gmail.com |
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| Introduction |
| Special Moments Kids Club (SMKC), originally Special Moments was founded by Dionna Moyler. SMKC is a non-discriminatory, volunteer-run group, cooperatively by and for its members. SMKC is a group where we come together to get involved in various activities. Dionna decided to create SMKC because she was tired of witnessing so many families, including her own, with nothing to do. There are families that would like to participate in different activities or get exposed to new things, but due to their schedules, lack of funds or lack of motivation, they find it difficult.  Our goal is:   * To provide our members and their families with friendship and support. * To bring families together for fun and games. * To attain a closer relationship between parents and children. * To get families involved in their community. * To open the door to rewarding experiences. * To provide opportunities for social, emotional and educational development with peer and family participation.   The participation of our members will make this group a success. Anyone belonging to SMKC should look forward to a new and exciting experience. We welcome you with open arms. |
| Mission Statement |
| SMKC's mission statement is “To engage families in activities that enriches their lives and strengthens their families.” |
| Group Members |
| To become a member of SMKC you must register with a child between the ages of newborn – 17 years old. If you choose to join with a child other than your own, you must have written permission from their guardian. All potential members will be required to fill out an application, sign a liability waiver and pay an initial membership fee. |
| Volunteers |
| Any one that would like to get involved with SMKC but does not have a child is welcome to join as a volunteer. Volunteers must pay dues of $7 annually. Volunteers have limited access. There will be some events where SMKC members will only be allowed to join. Volunteers are a very important part of SMKC, as well as members. Volunteers can always change their membership status to full group members at any time, if they have a child (ren) to join with. The volunteer will be responsible for paying the dues of the child(ren). |
| Memberships |
| There is an annual membership due of:   * $10 per adult (18 and over) * $5 per child (6 months-17) * Children 6 months and under are FREE     Member dues go towards supplies, snacks, activities and maintaining SMKC. Membership dues does not cover the cost of admission for events. Initial membership dues will be collected at the time of registration. Payments are payable online and in person. Personal checks are not accepted. Dues should be given to the Membership Coordinator. Please make all money orders payable to Special Moments Kids Club. Anyone with unpaid dues will not be allowed to participate in any activities. For families that are unable to pay, waivers are available. Please email any questions regarding monthly dues to the Membership Coordinator at [SpecialMomentsKidsClub@gmail.com](mailto:SpecialMomentsGroup@yahoo.com). Please include Membership Coordinator in the subject line. |
| Scholarships |
| Each year SMKC will give scholarships to individuals who financially need them. You will be required to fill out a scholarship application. When you complete your application, the Membership Coordinator will present it to the board to determine if you are approved for a scholarship. Scholarship decisions may take up to one (1) week from when the Executive Board received your application. Upon approval for a scholarship you will be notified. You are allowed a total of two scholarships or maximum of $100, whichever comes first, per year. |
| Waiver of Dues |
| You will not be denied membership because of financial hardship. If you would like to apply for a waiver of dues, contact the Membership Coordinator. The Membership Coordinator will have you complete an application and then present your application to the deciding board members.  The decision for a waiver may take up to one (1) week after receiving request.  If the decision to grant the waiver based on your financial situation, you will be accepted into SMKC as a member in good standing. Waiver of dues is only allowed two (2) times per year, per individual. |
| Executive Board |
| The Executive Board consists of:   * President * Vice President * Secretary * Treasurer * Membership Coordinator * Youth Coordinator * Adult Coordinator    Group members elect the Executive Board through an election process. Board members serve for one (1) year terms, but no longer than three (3) consecutive terms, except for the President. The President serves for 2 years, but no longer than three (3) consecutive terms. To be considered for a position on the Executive Board, you must be an active member in good standing that has been a member for a minimum of 6 months. Anyone that qualifies to be on the board can notify the Executive Board in writing by Oct 1 or announce it at September’s group meeting. |
| Group Meetings |
| Group meetings will take place monthly. The meetings date, location and time will vary. You will be notified about group meetings at least 2 weeks in advance, if it was not already scheduled at the previous meeting. Some group meetings may take place outdoors. Group members should try to attend every group meeting. If you would like to be a SMKC host and allow us to use your home for a group meeting, email SpecialMomentsKidsClub@gmail.com. Hosts will receive a $10 gift card. |
| Executive Board Meetings |
| Executive Board meetings are held every other month. The day, location and time will vary. Only Executive Board members can attend, unless otherwise noted. |
| Web Meetings |
| Web meetings are meetings held online. Members will receive an invitation via email. Dates and times will vary. Web meetings are for group members who can't make it to location meetings due to schedules or other obstacles that may arise. Attending web meetings does not mean you do not have to attend meetings on location. It is important that you try to attend meetings on location. They allow us to interact with each other and build a more personal relationship |
| Annual Meeting |
| Annual meetings will take place every December (unless further notice is given). The annual meeting is where the election for Executive Board members will take place. All members should attend the annual meeting. |
| Field Trips |
| Field trips will be conducted at least every two months. During the summer, field trips are more frequent. Some field trips may require a fee. With a signed permission slip, children five and over may attend some field trips without their parent or guardian. |
| Workshops |
| Workshops give parents the opportunity to explore an issue or topic. Some workshops will require a small fee for admission. It is up to the members to decide on topics for the workshops. |
| Parent's Day Out |
| Parent's Day Out are adult only functions. This is a great way for the adults to socialize and get to know each other. Parenting is rewarding but it can be a difficult job. |
| Activity Day |
| Activity Day is when we participate in activities. Activities range from storytelling to crafts. Activities may take place indoors or outdoors. Activities are different from group meetings. Most activities include parent(s) and child (ren) participation. |
| Subgroups |
| Sub-groups are within SMKC. Sub-groups are groups started by club members who share a specific interest. All sub-groups must be approved by the Executive Board. After approval of a sub-group, group members will be notified of the sub-group and given the option to sign up. The group’s moderator is responsible for keeping SMKC updated on their sub-group. An example of a sub-group is a Book Club. If a member loves to read books, they may want to find other members that enjoy reading and start a Book Club. |
| Fundraisers |
| SMKC members are required to participate in fund-raising. The money from the fund-raisers will go towards supplies, activities, snacks and maintaining SMKC. Fund-raising events will be decided by group members and approved by the Executive Board. Participation in fund-raising is a plus. |
| Play Dates/Play Groups |
| Play dates are a part of the group where children in the same age group and their caregivers get together. Members may contact [SpecialMomentsKidsClub@gmail.com](mailto:SpecialMomentsGroup@yahoo.com) to find a member in their child's age group. This is good for stay at home moms and/or dads with infants and toddlers. Please inform the Youth Coordinator (YC) of all member playgroups for the Playgroup list. |
| Babysitting |
| When a babysitter is needed, members should contact the Youth Coordinator (YC) at least two weeks in advance. The YC will try hard to locate you a baby sitter. Each member is only allowed up to 15 babysitting hours a month. To become a SMKC sitter you must be an active SMKC member, in good standing and over the age of 16. You must also fill out an application. All babysitters are volunteering their services. Baby sitters are not allowed to care for more than two (2) children at one time (exceptions may be made). Babysitters will receive points (no money). Every month you can turn in your points for an incentive. You can request an incentive redemption form from the YC or anyone on the Childcare Committee. |
| Sick |
| If you or your child is sick, it is greatly appreciated that you stay home. This is to prevent other members from becoming sick. Sickness includes rashes, fevers, runny noses, coughing or anything that is considered contagious to others. |
| Termination of Membership |
| Any member may voluntarily terminate their membership by notifying a membership coordinator in writing. A member may be terminated for the following reasons:   * Nonpayment of dues by the end of the month following the anniversary month. * A child consistently causes damage and/or harm to others and the parent is unable/unwilling to prevent the damage or harm. * A member's conduct is deemed to be inappropriate to the purpose and mission of SMKC. |
| CONTACT INFORMATION |
| Special Moments Kids Club  [SpecialMomentsKidsClub@gmail.com](mailto:SpecialMomentsGroup@yahoo.com)  914-712-8827 |