



*providing*  
**BEFORE & AFTERSCHOOL CARE**

## Parent Handbook *2017-2018 School Year*

### **Contact Information**

Bridges Club ..... 643-1805  
Grand Avenue Club..... 643-1999  
Tower Rock Club.....643-1987  
Merrimac Club..... 643-1985

**Alison Horne**  
Afterschool Club Coordinator  
[Alison.horne@saukprairieschools.org](mailto:Alison.horne@saukprairieschools.org)  
643-8386 (Ext. 2717)

# **Before and Afterschool Care offers...**

## **Academic Support**

Certified teachers provide instruction using an inquiry based research model that enhances the regular school day.

## **Homework Support**

Time to complete homework is offered to students. Communication between classroom teachers and homework support staff creates a link between classroom and afterschool learning.

## **Recreation**

Supervised and planned recreation activities will be offered to increase student's physical activity and skill level. Teamwork and fun are emphasized!

## **Free Play**

Opportunities for students to choose a wide variety of activities.

# **Afterschool Club Sites**

All sites start their day with attendance, snack, and homework. Students will then participate in a variety of activities which may include outdoor play, crafts, games, computer time, and various others.

## **Bridges Elementary**

All students enrolled in grades 4K-2 at Bridges and St. Aloysius will attend ASC at Bridges Elementary School. Those not attending Bridges during the academic day will be bused to Bridges directly after the school day ends. Students will walk to the gym at the dismissal bell. 4K students attending at Sauk Prairie Nursery Center or KinderPrep in the afternoon will ride the bus to Bridges to attend ASC.

## **Grand Ave Elementary**

St. Aloysius, and Grand Ave students who are enrolled in grades 3-5 will attend Afterschool Club at Grand Ave Elementary School. Students attending Grand Ave during the academic day will walk to the cafeteria to check in with staff. Students arriving from St. Al's will arrive on the bus.

## **Tower Rock School**

Tower Rock students enrolled in ASC will stay at Tower Rock to attend ASC. Students will walk to the cafeteria at the dismissal bell to check in with staff.

## **Merrimac Charter School**

Merrimac students enrolled in ASC will stay at Merrimac to attend ASC. Students will walk to the gym at the dismissal bell to check in with staff.

## **Fees for After School Care**

Payment is required prior to your child attending. By closing on Friday each week, parents need to inform the site of any changes to their child's schedule for the following week. Parents will be responsible for fees on days when we are expecting your child.

### **4K-5 AFTER SCHOOL CARE FEES**

<b>REGISTRATION FEE</b> (non-refundable)	<b>PER DAY CHARGE</b> (2 Day Minimum Required)	<b>EARLY RELEASE DAY</b> (1:45-5:45 p.m.) CHARGE	<b>LATE PICKUP FEE</b>
\$20	\$8	\$10	\$5*

**TWO DAY MINIMUM IS REQUIRED EACH WEEK**

\*\$5 late fee will be charged for the first 15 minutes after 5:45 p.m. and \$1 per minute thereafter.

### **Reduced Fees (Scholarships)**

- \$5.00 per child per day will be deducted from the total if student qualifies for free/reduced meals
- Scholarships are limited and qualifying for free/reduced meals does not guarantee a scholarship.
- Parents must sign the release of information allowing administration to inform Afterschool Club of free/reduced status. This must be done prior to any scholarship approval.
- Fees cannot be prorated if charges have already accrued prior to approval.
- Parents must request financial assistance by contacting Alison at [alison.horne@saukprairieschools.org](mailto:alison.horne@saukprairieschools.org) or 608-643-8386 (ext. 2717).

# **Fees for Before School Care**

The Before School Club is supported by user fees. There is no financial assistance available for the Before School program at this time.

- Students attending Grand Ave during the day or St. Al's grades 3-5 will meet in the basement under the stage in the old gym at Grand Avenue School. Use door N-10 for entrance.
- Students attending Bridges Elementary or St. Al's grades 4k-2 will meet in room 105 of Bridges Elementary.
- Students are welcome any time after 6:30 a.m. Students attending St. Al's will ride the bus at approximately 7:45am.
- If school is delayed or cancelled for any reason (i.e. inclement weather or road conditions) Before School Club will not operate. Please watch your local weather station for updates on closings and cancellations.
- Breakfast is not provided by the program, but students are welcome to bring a snack or participate in the district breakfast.
- Currently there is no Before School Club offered at Tower Rock or Merrimac Community Charter School.

Payment is required prior to the week of service. By closing on Friday each week, parents should inform the site of any changes to their child's schedule for the following week. Parents will be responsible for fees on days when we are expecting your child.

## **4K-5 BEFORE SCHOOL CARE FEES**

<b>REGISTRATION FEE</b> (non-refundable)	<b>PER MORNING CHARGE</b> (2 Day Minimum Required)
<b>\$20</b>	<b>\$3</b>

**TWO DAY MINIMUM IS REQUIRED EACH WEEK**

# **Registration/Enrollment Policy**

Admission to the Afterschool Club (grades 4K-5) is open to students residing in the Sauk Prairie School District. Admission is open to students attending Bridges, Grand Avenue, Merrimac, Tower Rock, Sauk Prairie Nursery Center and St. Aloysius schools. Students must be enrolled a minimum of 2 days in order to participate in the program.

## **Registration**

Pre-registration is required. Enrollment is an online process available on the Sauk Prairie Schools website under Community Programs. Go to Community Education and click on Before and After School Care. The link for registration is on the right. You can also find our online system by doing a Google search for “Sauk Prairie ActiveNet” and clicking on the first link.

## **Enrollment**

A student is officially enrolled in Afterschool Club when the registration fee and the first week's fees are paid. This must be completed prior to a child attending. Days to your child's schedule may be changed or added with prior approval.

## **Leaving the Program**

Advanced written notice is needed if your child will be leaving our program for any reason. To return or re-activate an account requires a formal request to the coordinator. Re-entry in the program will be based on availability.

# **Payments**

Checks should be made payable to Afterschool Club (ASC). Payments can be made online using a credit card or dropped off at the Community Center (730 Monroe Street) or any AfterSchool Club site. A secure after hours drop box is available. Payment is required prior to your child attending. Parents will be responsible for fees on days when we are expecting your child.

## **Credit Card Payments**

Credit card payments may be made online at the same site used for registration. Please note there is a processing fee for credit card payments.

## **Payment by Check/Cash**

Payments by check or cash can be left at any ASC site or brought to the Community Center. The Community Center is open 7:30-3:45 Mon-Fri and also has a secure drop box outside the front doors. An electronic receipt will be automatically generated for cash/check payments once they have been applied to your account.

## **Tax Statements**

Tax statements will automatically be emailed to every account by January 31 of the next year. All eligible payments will be included. Only payments made into the account prior to December 31 will appear on the tax statement.

## **Overdue Accounts**

Accounts with balances overdue by more than \$100 will result in services being suspended until payment arrangements have been made. If you are having financial difficulties, please contact Alison Horne, ASC Coordinator to discuss a payment plan.

# **Behavior Policy**

The Afterschool Club is part of the Sauk Prairie School District; therefore we honor the same rules of respect and responsibility during the before and after school hours as we do during the day.

Child safety and wellbeing are high on our list for having a positive after school experience. We will work with you to make sure your child is safe. We will also be consistent in making sure every child is responsible for themselves, as well as being respectful of other children at the Afterschool Club. To accomplish this, we ask that you take a few moments to review our behavior policy with your child(ren).

## **Points of Emphasis**

### **Respectfulness**

Showing respect to staff and other children. What does respect look/sound like on the playground? When a teacher is talking? When eating a snack?

### **Participation**

Encourage your child to participate in the activities. Children who engage are much more likely to display kind, safe and helpful behaviors.

We try very hard to work through situations as they come up, however, if a child is consistently disruptive, we will need to consider:

- How safe is your child to him/herself?
- How does your child's behavior affect other children?
- How safe is your child to staff?
- Is this the right place for him/her to be successful?

If we are unable to help your child be successful in these areas, it may be possible that your child will be asked to leave the Afterschool Club.



# **Behavior Policy**

**Prior to asking a child to leave After School Club because of behavior issues, we will carry out the following procedure:**

- Parents/guardians will be contacted (by phone or in person) when your child has been aggressive to staff or other children. (Aggressive behavior can include talking back to staff, hitting others, throwing objects, cursing, leaving school property, or intentionally destroying property).
- Children who act out a second time will be required to meet with staff and their parents that same day to discuss how the next day will be adjusted to help them have a more successful day.
- Children who become increasingly aggressive will be asked to leave ASC and BSC for a week (five school days).
- Continued or increased aggression after serving the one week (five day) suspension will result in dismissal from the program for no less than 12 months.
- Dismissal from the after school program will also include the before school programs as well as before and after school programs during the summer.

**Staff hold the right to skip any of the steps based on the severity of the behavior due to safety concerns.**

We strive for every child to be safe at Afterschool Club and have a positive experience.

By sending your child to the program, you agree to abide by the policies laid out in this handbook.

# Safe Arrival Policy

Students are expected to arrive at their designated Afterschool site immediately following school dismissal or when the bus arrives from their school. In order to conform to the District's Safe Arrival Policy, parents need to notify us before the end of the school day when a child will be absent.

## How to Notify ASC about an absence/appointment

- Deliver a note to the site in advance  
or
- Call the site your child/children attend. These ASC sites can be called 24 hours a day, please leave a detailed voice message.

Bridges Club.....	643-1805
Grand Avenue Club .....	643-1999
Tower Rock Club.....	643-1987
Merrimac Club .....	643-1985

If you find that you are unable to make contact with the site, please call the Community Center at 643-8386 or your school's office.

***We will make every effort to notify you if your child has not arrived within 15 minutes of the starting time.***

If you would like to have your child attend on a day not previously scheduled, you must have prior approval. Please contact the appropriate site. This will allow us to schedule adequate staff and assures parents that their child has arrived safely.

Only persons listed as authorized to sign-out on the registration form will be allowed to pick up a child. If a person is not listed to pick up your child, they will not be allowed to take your child without a verbal or written request signed by the parent. Please send a note or contact staff if someone new will be picking up your child.

# **Emergency Snow Day Procedures**

When school closes early due to bad weather, Tower Rock and Merrimac sites will be closed for student and staff safety. Grand Ave and Bridges sites are open until 4pm. Please note: ***There is no bus service home at 4 p.m. All students must be picked up.*** Please notify us as soon as possible if your child will not be attending on a snow day.

## **Transportation**

There will be **NO** transportation home at the end of the day. Parents are responsible for picking up their child no later than 5:45 p.m. each day. **A \$5 fee** will be charged for the first 15 minutes late for pickups. Fees will accrue at \$1 per minute after 6:00pm. Chronic and/or excessive tardiness in pick up could result in suspension of services. Please call if you know you are going to be late picking up your child.

If you ever have questions or concerns regarding your child's attendance at AfterSchool Club, please contact Alison Horne at [Alison.horne@saukprairieschools.org](mailto:Alison.horne@saukprairieschools.org) or 643-8386 ext. 2717. Office hours are typically 9:30-2:30 Mon-Fri.

## Early Release Days

Childcare WILL be available until 5:45pm during the school year for early dismissal dates as follows:

Wednesday, September 20	Wednesday, October 25
Wednesday, December 13	Wednesday, January 17
Wednesday, February 21	Wednesday, April 18
Wednesday, May 16	

## No Before or After School Care Days

Childcare WILL NOT be available on days (listed below) that school is not in session.

Monday	September 4	Labor Day
Thursday	October 26	
Friday	October 27	
Wednesday	November 22	
Thursday	November 23	Thanksgiving Day
Friday	November 24	
Friday	December 1	
<b>Winter Break</b>	<b>December 23-January 2</b>	
Thursday	February 8	
Friday	February 9	
Friday	March 9	
<b>Spring Break</b>	<b>March 24-April 1</b>	
Monday	May 28	Memorial Day
Wednesday	June 7 (half day)	Last day of school



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