

# Hustisford Community Education Program



## **KID'S CLUB**

**John Hustis Elementary School**

**3K & 4K Wrap-Around  
&  
After School Program**

**Kid's Club Parent Handbook**

## **Kid's Club**

"Where Fun and Learning Come Together"

Kid's Club offers 4K Wrap Around and after school programs at John Hustis Elementary. Kid's Club is based on the **3 R's: Respect** for self, **Respect** for others, and **Responsible** for all actions. Our staff is actively involved with the children in the program and is committed to ensure a fun and safe environment. We offer a wide range of activities such as arts and crafts, homework help, sports, snack, and other special areas during the afterschool program that will be determined by interest and availability. The Wrap-Around program will provide a pre-school type learning environment to complement the 3K and 4K curriculum based off of the Wisconsin Early Learning standards. Time will be set aside for rest and lunch to help rejuvenate their little bodies.

### **Hours and Days of Operation**

Kid's Club will be available to children 3K through grade 5. The afternoon hours are from the end of classes at 3:00 p.m. until 6:00 p.m. This program operates after school Monday through Friday. The wrap around program will start each day following 4K dismissal and run until 3:00 p.m. At 3:00 p.m., the program will transition to Kid's Club. Children in the 4K wrap-around program will also have the option to ride the bus home at the end of the regular school day at 3:00 p.m. Students in 3K will not have the bussing option available to them. Kids Club follows the same schedule established by the Hustisford School District. Kid's Club does not operate on non-school days. Although we will follow many of the same guidelines as the state, Kid's Club is not licensed through the state.

### **School Closings/Delayed Start**

If schools are closed for any reason for the day, Kid's Club will not operate. Listen to the news or Blackboard Connect message for the announcements. Kid's Club is not announced separately; if the Hustisford School District is announced, the announcement also applies to Kid's Club. In the event of a delayed start, early release, or if evening activities are canceled, there will be staff on site. Parents must make every attempt to pick up their child in a timely manner to ensure our staffs' safety. In the event of a delayed start to the school day, Wrap-Around care will not be offered as the morning 3K and 4K classes would not be held.

### **Registration**

To register, families must complete the proper enrollment forms, return the forms and the registration fee; \$30 per child or \$45 per family. The registration fee is nonrefundable and is due each school year. Parents are responsible to inform us of any changes of enrollment information, phone numbers, address, authorized/emergency contacts, etc.

### **Special Needs**

If your child has any type of special needs, please make sure that it is clear on the enrollment forms. We want the best fit for you and your child, and a safe environment for all. If necessary, we will determine each individual's needs by having a conversation and/or meeting with the families. Every effort will be made to provide reasonable accommodations.

### **Attending Kid's Club**

When dropping off or picking up your child(ren), please follow the school policy of not parking in front of the school entrance. Parking in front of the entrance is a safety hazard and blocks easy access for other families or emergency vehicles. Please utilize the visitor parking spaces or park in the regular parking lot on the south side of the building.

If your child is going to be absent from the program at any time, please inform the program staff in writing or by phone the day of or preferably the day before the absence. We must hear from an adult, not just the child. Absences can be called into the elementary school office anytime. If your child is not accounted for at the beginning of his/her scheduled time, the Kid's Club staff is required to call you or the emergency contacts. In the event that we do not reach you, we will notify the proper authorities. This takes valuable time away from the children and the program. It is your responsibility to notify us if your child will be out. Drop in care is available with a 24-hour notice to the program and space availability. The registration fee applies. Drop in care is designed for families that do not attend our program on a regular basis.

### **Authorized/Emergency Contacts**

Children will only be released to authorized persons that are listed on enrollment forms, including older siblings. Please inform all contacts that you have used them as an emergency contact and they will need a photo ID if they are required to pick up your child. In the case of separated or divorced parents, it is the enrolling parent's responsibility to provide accurate and proper information. If custody is an issue, we can only deny release to a parent if we have a copy of the court order on file. It is our responsibility to abide by the law and ensure legal rights to all parties.

### **Payments and Fees**

Families will be invoiced by the second school day of the new month for the previous month's activity. Invoices will be mailed to families via US Mail. Tuition payments, if mailed, need to be sent in full to: John Hustis Elementary, 600 South Hustis Street, Hustisford, WI 53034. All payments are due on the 15<sup>th</sup> of the month. Please make checks payable to: Hustisford School District. Any account that has a past due balance of \$100.00 or more may result in dismissal from the program. Further, families who do not pay in full may be required to prepay in the future. Any returned checks will result in a \$30.00 NSF fee and payment by cash or money order will only be accepted. Checks returned because an account is closed or has an outstanding balance may be referred to a collection agency. Individual circumstances may be evaluated by the Elementary Principal.

**Registration Fee:               \$30.00/Single**

**Family Registration Fee: \$45.00**

**Wrap Around and After School Fee:       \$5.00/hour**

**3K Fee: \$5.00/hour**

*A 10 minute "window" will be allowed (after the hour) on child pick-up. An example of this is when a child is picked-up at 4:05 p.m. The family would be charged for one hour of care rather than two.*

End of the year statements will be available at the end of January.

### **Late Pick-Up Fees**

Kid's Club closes at 6:00 p.m. If your child is picked up after the 6:00 p.m. closing, you will be charged a rate of \$40.00/hour/child. Fees are due prior to your child returning to the program. The staff have commitments outside of the program, please be understanding and respectful of them.

### **Medication**

The Kid's Club staff will not administer any medication unless it is an emergency situation such as an Epi Pen. If the child is enrolled in the 4K wrap around program during regular school hours, arrangements can be made for office staff to administer medication if necessary.

### **Allergies**

Please communicate all allergies on the enrollment forms and verbally to program staff. We offer a variety of snacks to children. We are **not** peanut free.

### **Injury**

It is essential that you sign off on the enrollment forms giving us permission to seek medical attention, in the case of an emergency. If your child obtains a minor injury, staff can assist with soap, water and a Band-Aid. No accident insurance is provided by the Hustisford Community Education Program or District.

### **Illness**

If your child becomes ill during Kid's Club, such as a fever over 100 degrees, vomiting, diarrhea, or a contagious disease, you will be required to pick up your child at (right after) the time of notification. Kid's Club will follow the same guidelines as JHE in that students will need to be symptom free and fever free for 24 hours without the aid of medication.

### **Toileting**

Students enrolled in wrap around care need to be toilet trained. Our facilities do not have changing stations for students. We understand that children may have accidents, but overall they need to be completely toilet trained to attend.

### **Snacks/Lunch**

Kid's Club will provide a nutritious snack after school and during the wrap around time. Please refrain from sending extra snacks with your child. Students enrolled in wrap around care will be able to participate in the school lunch program. Students may choose to bring lunch with them if they do not want the choice of lunch that day. School lunch fees will apply to students in wrap around care choosing to take hot lunch. The daily cost for lunch is \$2.80. Payments for lunch can be made through the Elementary Office.

### **Clothing**

Please dress your child appropriately. We will go outside on a regular basis, weather permitting. Children who are well enough to attend the program are well enough to go outside.

### **Photos**

We love to take pictures in the program of all the wonderful things the children are doing. At times, photos may be posted on social media and the district and school newsletter. On the enrollment form, your signature gives us permission to do so.

### **Inappropriate Behavior**

Please communicate any issues or concerns that may be going on in your child's life that may lead to behavioral changes. We will communicate any issues we experience at the program to the person that is picking up the child or to the parent by phone. If we experience consistent behaviors that are inappropriate, the following steps will be taken:

- We will give the parent a verbal warning regarding the behaviors and inform them that the next step will be a written warning.
- Document and communicate the behaviors to the child and parent/guardian via a written disciplinary referral form.
- The child may be suspended depending on the circumstance.
- Future enrollment will be evaluated.

Kid's Club reserves the right to immediately suspend and/or dismiss students that endanger the safety of themselves or others.

### **Child Abuse and Neglect**

We are required by law to report any suspected abuse or neglect to Dodge County Protective Services. Please communicate any issues or concerns to the staff if you have any concerns regarding your child's well-being.

Kid's Club and the Hustisford Community Education reserve the right to up-date, change or remove policies and procedures at any time.

### **NON-DISCRIMINATION POLICY**

**Non-Discrimination:** The Hustisford School District does not discriminate on the basis of age, race, color, sex, national origin, ancestry, religion, creed, pregnancy, marital or parental status, gender, sexual orientation (including transgender status, change of sex or gender identity), homelessness status, physical, emotional, or learning disability/handicap, in its curricular, career and technical education programs, co-curricular programs, student services, recreational or other programs and activities, or in admissions or access to programs or activities offered by the school district.

All career and technical education opportunities are offered on a nondiscriminatory basis and are open to all students in the Hustisford School District. These programs include offerings in business education, technical education, and family and consumer education.

The Hustisford School District will make reasonable accommodation of a student's sincerely held religious beliefs with regard to academic requirements. The Superintendent of Schools may be contacted regarding non-discrimination issues. He/she can be reached at: Superintendent of Schools, Hustisford School District, 845 South Lake Street, Hustisford, WI 53034 (920-349-8109). (School Board Policies - 1422, 2260, 3122, & 4122)