



**OCONTO FALLS
PUBLIC SCHOOLS
COMMUNITY EDUCATION
SCHOOL-AGE CHILD CARE
PARENT HANDBOOK**

*Dedicated to Building
Character, Confidence
and Companionship*

2018-2019



Program Goals and Guidelines

The program goals and curriculum guidelines are based on research done on successful school age child care programs in other cities. The program goals are:

1. To provide quality care for children regardless of socio-economic background.
2. To help children develop to their fullest potential, focusing on:
 - ◆ Self-awareness, confidence and feeling self-worth.
 - ◆ Interpersonal relationships.
 - ◆ Values development.
 - ◆ Academic achievement.
 - ◆ Physical skills.
 - ◆ Health and nutrition.
3. To deliver the program in a positive environment of safety, support, and care, focusing on:
 - ◆ Creating an atmosphere which provides care and understanding, student to student and staff to student.
 - ◆ Having all children be safe and happy in the program.

Required Parent Orientation Meeting

Before each school year there is a required parent orientation meeting scheduled. It is usually early to middle August and is listed in the School District calendar that is mailed to each home in August. This orientation is for all parents from both locations, Abrams or Oconto Falls. Parents of NEW PARTICIPANTS ONLY must attend this meeting.

Who Can Attend the Programs?

Programs are open to students currently enrolled in 4K through 5th grade. Parents may send their child to any site in the district if transportation is available. Check with Transportation Supervisor Kay Oninski at 848-4460 to see if transportation is available.

Hours of Operation

The 4-Year Old Program will be open for 4-year olds, attending school, both before and after each session in Abrams and Oconto Falls. The 4-Year Old Program will only be housed at Abrams so students from OFES can only attend the AM session of Kids Station and will be bussed back to OFES for 4K class in the afternoon. The After School Program will be open from school dismissal until 6:00 p.m. at both locations as well.

Program hours end at 6:00. Children must be picked up at 6:00 or an extra fee will be charged.

Early Release Days - School Holidays - Inclement Weather Days

Early Release:

The After School Program will run from the time of early release until 6:00 p.m.

School Holidays/Vacations:

On school holidays/vacations, Kids Station will not be open.

Inclement Weather:

If school is canceled for the day, Kids Station will not be open. If there is a 2 hour delay and no morning 4K then Kids Station will open 2 hours later than normal for students needing to attend the 4K afternoon session. If the school closes during the regular school day, Kids Station **WILL** be open. However, in these situations, please try to pick up your child as soon as possible so the program facilitators can also get home safely. If you do not wish your child to go to the After School Program, it is your responsibility to have an alternative plan filed with the school to get your child home safely. Please also inform the program facilitator what your alternative plan is for your child and know your child's bus number if that is part of the alternative plan. Space is provided on the emergency form for this purpose.

What do I need to know about payments and more?

- ◆ Parents may choose to pay weekly, semi-monthly, or monthly. Payments are due no later than the Friday of the week prior.
- ◆ It is requested that all payments be made by **check or money order**. **Cash will be accepted and a receipt given.** Make checks payable to Oconto Falls Schools. ***Give your payment to your child's Kids Station facilitator.***
- ◆ **If payment is not received on time, your child may not be accepted in the program the first day the payment is missing and may result in termination from the program.**
- ◆ **Parents with varied schedules may choose the days their child attends.** Parents must notify the program facilitator one week in advance and pay the rate designated for the number of days attending.
- ◆ If you have scheduled days, you must pay for those days even if your child is absent. **Fees are paid in advance and cannot be transferred to other weeks.**
- ◆ **Financial information and records will only be given to the custodial parent.**
- ◆ If you schedule in advance for a specific number of days per week and need additional days in that same week, you will be charged the single daily rate for the additional days.
- ◆ If your child will be absent from the program for five (5) consecutive days beginning with a Monday, you will not be required to pay for that week.
- ◆ There is a **LATE FEE CHARGE** of \$4.00 for every five (5) minutes after the program closes (see hours of operation) that your child is not picked up. This is to be included on your next check. Chronic late pick-ups are grounds for dismissal from the program. If the school calendar is extended because of snow day make-up, you **do not** pay for these extra snow day make-up days **if** you already paid for them.
- ◆ **Return Checks – Please see the Returned Check Policy included in this handbook.**

Do I pay for school holidays?

NO. If there is a holiday during the school week where school is not in session you are not required to pay for that day.

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Can I apply for financial assistance?

NO. We no longer offer this option with the county.

What are the Program and Registration Fees?

Registration \$25.00 per child due at time of registration. **All children must be registered and the registration fee paid prior to their first visit.** All program fees are based on days per week. There is no fee discount available for children attending another program (Scouts, dance class, etc.) during the hours Kids Station is open. **Fees are subject to change without prior notice.**

Days/Week	Before or After 4K		After School		Both Programs Ending @ 6:00	
	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child
5 Days	\$55.00	\$50.00	\$45.00	\$40.00	\$90.00	\$80.00
4 Days	\$50.00	\$45.00	\$40.00	\$35.00	\$80.00	\$70.00
3 Days	\$45.00	\$40.00	\$35.00	\$30.00	\$75.00	\$65.00
2 Days	\$40.00	\$35.00	\$30.00	\$25.00	\$65.00	\$55.00
Daily Rate	\$25.00	\$25.00	\$20.00	\$20.00	\$40.00	\$40.00

How Do I Register My Child?

Read the Parent Handbook. Paper copy supplied the first year enrolling in the program. During subsequent years the handbook can be found on our website or at request it can be emailed to you. Kids Station Supervisors will have access to Skyward for family and emergency information so no additional forms are needed to be filled out this year.

Complete and turn in the following forms to the Kids Station Site Supervisor before your child begins the program.

1. Registration Form -- This provides us with general information regarding the request to attend the program.
2. Your signed Agreement Form, which includes an understanding of the discipline policy.

NOTE: The Kids Station program begins the first day of school. Kids Station *fees* begin the first **full** week of school. These fees are due on the first day of Kids Station. See the “*What do I Need to Know About Payments and More?*” section.

What will my child eat?

Before/After 4-Year Old Kindergarten Program:

Lunch is the responsibility of the parent/guardian. Your options are the school meal program or bring your own meal. Milk can also be purchased at the normal school rate.

After School Program:

Milk and snacks are provided.

Who do I call if I have a question or concern regarding the school age child care program?

If you need assistance, call the Abrams Kids Station Supervisor at 848-3757 or the Oconto Falls Elementary Kids Station Supervisor at 848-4440 or Mrs. Michalski, Kids Station Director at 826-5819, ext 2005. After hours, please call the Kids Station Supervisor for your site location.

Do I have to sign my child out each day?

Not Daily, but on Friday! Children should **NEVER** be picked up in the parking lot, but rather picked up by an authorized person who will speak to the facilitator. There will be a role call sheet that must be used to sign out your child on Fridays. This is to verify attendance and times of dismissal. Children will only be dismissed to parents and persons listed on the enrollment application. **THIS IS FOR THE SAFETY AND WELL-BEING OF YOUR CHILD.**

Who is authorized to pick up a child?

Only persons authorized in writing, listed in Skyward, by the primary caregiver may pick up a child. **THIS IS FOR THE CHILD'S PROTECTION.** The staff will question those with whom they are unfamiliar and check their authorization and I.D. Anyone without proper authorization will be stopped from taking a child. Parents will be called immediately if this occurs.

What happens if my child is ill or will be absent from the program?

If your child is unexpectedly absent due to illness or any other reason, and you have not previously informed the staff, **YOU MUST REPORT IT BY** calling your child's school secretary. A message will be passed on to the program facilitator.

PARENTS: Please remember to follow these call-in procedures. By calling in your child's absence, you are helping to keep the staff from making an unnecessary search for an absent child.

How should changes in my child's "normal" Kids Station schedule be handled?

If your child needs to take the bus home instead of going to Kids Station the parent **MUST** send written notification if possible. If changes occur during the course of the day, the parent **MUST** call the school office and the Kids Station Supervisor. Please follow these same guidelines if you need your child to attend Kids Station on a day that is not usual to their schedule.

What happens if my child arrives ill or becomes ill at the program?

If your child arrives ill or becomes ill at the program, the authorized person will be notified to come pick-up the child immediately. A fever of 101 degrees or higher will require an authorized person to pick up a child immediately. The child will be isolated and monitored until picked up.

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Should your child contract a communicable disease, please notify the program facilitator at your site immediately. It is required that we notify all program participants at the site.

What happens if my child needs to take medication?

School policy will be followed. This is for your child's safety.

Medications which need to be administered should:

- a. Be brought directly to the program supervisor at your site. (This includes non-prescription medicines.)
- b. Must be in the original container. Additionally, written clearance must be given on the form called Medical Authorization Form, which the program facilitator has at the site or use the form in this handbook.

Medication records will be kept on record at the site.

What happens if my child is injured?

If your child is injured, the program facilitator at your site will take whatever steps may be necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

- a. Attempts to contact a parent or guardian.
- b. Attempts to contact you through any persons listed on the emergency information form you completed.

If we cannot contact you or any emergency contacts, we will do any or all of the following:

- a. Administer emergency first aid.
- b. Call an ambulance or fire rescue. The fee for this service is the responsibility of the parent.
- c. Have the child taken to an emergency hospital accompanied by a staff member, if possible.

What about insurance coverage for my child?

Parents are responsible for any medical expenses related to any injury their child incurs while participating in the program. The Oconto Falls Public Schools **does not** carry supplemental health insurance for this program. Please file any medical claims with your personal health insurance company.

What happens if the program rules established by the staff and the children are broken?

Staff shall use positive methods of discipline which encourage self-control, self-direction, self-esteem, cooperation and respect for others. Problem solving, warnings, time outs, and removing privileges will be used when children display inappropriate behavior. In the event of continued problems, parents will be contacted to discuss possible solutions for the child's misbehavior.

What may cause termination?

- a. Failure to pay fees for the program on time.
- b. Failure to observe rules related to arrival/departure of child.
- c. Any child who, after attempts have been made to meet the child's individual needs, demonstrates the inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group.
- d. Failure to comply with the School Age Child Care procedures and policies.
- e. Failure by parents to respect School Age Child Care staff and handle concerns in a professional manner.

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- f. Failure by children to respect staff, any threats made by children to the staff, or any physical attack by a child on staff. (Failure to follow discipline policy)
- g. Chronic late pick-ups.

When is the site legally responsible for my child?

The School Age Site is legally responsible for your child **ONLY** during the time that your child is signed into the program.

Who will have access to personal information on my child?

Personal information is **ONLY** available to the School Age Site staff. Please let the site supervisor know of any extenuating circumstance that might affect your child.

What if I'm concerned about an issue dealing with my child?

Please discuss the issue with the site supervisor and try to work out an agreement that is satisfactory to both parties. If you feel you have received no results after this time, please feel free to contact the Kids Station Director, Joanne Michalski, and discuss your concerns with her.

All policies are subject to change. Parents would be given a written notice of any change with ample lead time.

Can my child bring in his/her own toys to Kids Station?

No personal items or toys may be brought to Kids Station by your child. This only creates conflict amongst the children. These items will not be allowed, and the Kids Station Supervisor will not be responsible for lost, stolen, or broken items.

6151 - NON-SUFFICIENT FUND CHECKS

The Board of Education shall permit individuals to use personal checks for the transaction of business with the School District. However, effective July 1, 2004, if such checks are returned for non-sufficient funds, the following shall apply:

- A. A service charge of \$25 will be assessed each individual who writes a non-sufficient fund check. The charge may be waived by the District Accountant if the error was caused by a financial institution and the appropriate documentation is submitted. The service charge may be reduced at the discretion of the building administrator/District Administrator.
- B. After the second non-sufficient fund checks have been received, the District may require cash payment for the remainder of the school year.
- C. Names of repeat offenders will be placed on a confidential list to be distributed to the appropriate school buildings with instructions to accept no further checks from those names.

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Kids Station Discipline Policy

Dear Parents,

In order to provide each child in the Kids Station program a safe and enjoyable school year, we ask that you review this discipline policy with your child and return it to us, signed by you and your child.

We hope this policy will prevent behavior problems and also help us to communicate effectively with parents if behavior problems develop. Please return the bottom of this form with your enrollment forms by the first day of attendance.

Examples of unacceptable behavior include but are not limited to:

- Bad language
- Fighting, pushing, hitting
- Spitting
- Talking back to Kids Station teachers
- Leaving group without permission
- Bad manners
- Mistreatment of other people's belongings
- Mistreatment of other people

Three verbal warnings will be given before step 1 (in case of very serious infractions, staff reserve the right to move to later steps):

Step 1 - Note sent home to parents, must be signed and returned the next day your child attends.

Step 2 - Supervisor will meet with the parent(s).

Step 3 - Child will be suspended from Kids Station for one day (parent must still pay for this day.)

Step 4 – In the event that a behavioral problem persists, and this behavior is deemed harmful to the child, other children, or the staff, the child will be dismissed immediately, upon contacting the parents. The Supervisor with assistance from the Director of Kids Station has the ability to determine this for the safety of all the children.

We appreciate your support!
The Kids Station Staff

