

Middle School Club 309



PARENT AND CHILD HANDBOOK

Park Rapids Community Education, 301 Huntsinger Avenue

Held at: Century School, 501 Helten Avenue

Park Rapids, MN 56470

Katie Deschene – Program Coordinator

218-616-4289 Club 309 Cell Phone

218-237-6600 Community Education Office

Email: kdeschene@parkrapids.k12.mn.us

Welcome and Philosophy

Welcome to the Club 309 program! Club 309 is an activity-based school-age childcare program for fifth through eighth grade. We use the community and area people for many resources. Our on-the-go program consists of sport activities, arts and crafts, homework help and many exciting adventures. This handbook was developed for you to read and use as a guide and resource throughout the year. For more information, contact Katie Deschene, program coordinator at 218-616-4289 (Club 309 cell) or via email kdeschene@parkrapids.k12.mn.us

Program Philosophy

The philosophy of the Park Rapids Club 309 program is to provide a positive atmosphere and to encourage healthy growth and development in children during non-school hours.

Program Goals

1. To provide a community-based childcare program to serve families with school-age children.
2. To provide a structured and safe environment.
3. To provide a caring and supportive environment for children to play and learn.
4. To provide opportunities for healthy, social and emotional development.
5. To encourage independence and self-worth.
6. To offer opportunities for a variety of recreational and educational activities.

Program Information

Hours of Operation

After School Program 3:05 PM to 5:15 PM
(this will include early out days during the school year – 1:00 PM to 5:15 PM)

Note: Club 309 follows the Park Rapids Calendar and are *closed* on non school days.

Sign Up

This program is for students who are in fifth grade through eighth grade. Sign up is on a first come first served basis. Once the program has reached the maximum, students are placed on a wait list. Students currently attending school in District #309 will be given priority.

Fees

| <u>Rate Schedule</u> | <u>Rate Per Child</u> |
|-------------------------|-----------------------|
| After School Day Rate | \$4.00 + |
| After School Full Month | \$66.00 |

Payment Policy

For the After-School program we may be able to reduce the monthly fees by following the guidelines for the districts free and reduced lunch program and some scholarships are available, please contact the Community Education Office for further information. You need to keep your account current. You will be charged a late fee if we have to bill you. Your child may be dismissed from the program if your account is more than two months past due. No refunds will be given for days unattended that you have committed to.

Attendance/Schedule Changes/Absences

Should you need to change the days your child attends or if your child needs to be absent on a day he/she is scheduled you will need to call the Club 309 phone (218-616-4289) and let the staff know.

Holidays

Club 309 will be closed on holidays. You will be notified at least two weeks in advance of these days.

Late Pick Up Fees

Middle School Adventure staff enjoy their jobs, but they do have other responsibilities and families who like to see them. Therefore, our sites close promptly at 5:15 PM. If you know you will be late, please make other arrangements for your child to be picked up by 5:15 PM, and notify the site immediately. A late fee of \$5.00 per child per 15 minutes block or portion thereof incurs at 5:16 PM. There will be no exceptions! You will be asked to sign a Late Pickup form, and an additional fee will be added to your weekly account. We will be calling

your emergency numbers after the first 15 minutes. Should it get to the point that a child is left for 45 minutes or more and we have not heard from you or a family member, we will contact the local authorities. They will then take the child(ren) and try to locate you or a family member to pick them up. Should this become a habit, your child(ren) will be dismissed from the program.

Behavior Guidance Policies

As a part of the Park Rapids School District, we will follow the policies set up in each building. Their playground rules will also be followed. In conjunction with these policies, the following behaviors will not be tolerated at Club 309 and each will result in a Behavior Report being filled out:

- Any form of physical aggression such as kicking, hitting, pushing, biting, or throwing objects.
- Verbal threats, disrespectful language, name calling, or inappropriate gestures.
- Crude language or inappropriate touching of another's body.
- Leaving the group or program area without staff knowledge and approval.
- Lack of self-control when angry.
- Disrespect of or refusal to cooperate with staff.
- Behavior resulting from inadequate or untimely administration of medications.

Behavior Guidance Plan

1. Sit down with the child and talk about what happened, why it happened, and what could be done next time. Explain to them the consequences that will happen if these behaviors continue.
2. If the behaviors continue, redirect the child to another area.
3. If the behaviors still continue, follow through with the consequences discussed earlier.
4. If none of the above seems to work, a Behavior Report will be filled out. At this time the staff may put a call into the child's parent/guardian to discuss the behaviors occurring and ask them to talk with their child. (We will not call unless none of our guidance policies are working.) You may be asked to come remove your child immediately.
5. After three Behavior Reports the child will be suspended for three scheduled days.

The parents will be asked to make other childcare arrangements. A letter will be sent to the parents and/or a conference will be held between the coordinator, supervisors, parents/guardians, and child before they may return to the program.

6. If none of the above has worked, Club 309 will be considered an inappropriate environment for the child. The parents will be asked to remove the child from the program.

Staff

Club 309 staff are chosen for their ability to provide a safe, loving, recreational environment for school age children. One of the most important aspects of Club 309 will be the communication between staff and parents. Club 309 staff members encourage your ideas and input.

Staff Functions

Program Coordinator is responsible for coordinating the Club 309 School-Age Care Program, planning and supervising daily program and reporting to the Park Rapids Community Education office.

Program Assistants and Volunteers will be an important part of the staff according to program needs.

Release of Children

Club 309 staff will not release children to anyone who is not listed on the registration form as "authorized to pick up your child." It is imperative that anyone who will be picking up a child be listed on the registration form. In an emergency, please call or write a note, if someone not listed will be picking up your child(ren). They will be asked to show some identification. The staff will not allow children to leave with a parent or unauthorized person under the influence of drugs or alcohol.

Weather/Emergency Closing Information – School Year

School Closed

If the Park Rapids Public Schools are closed due to weather conditions or other emergency, Club 309 is also **CLOSED** for the entire day.

School Early Dismissal

If the Park Rapids Public Schools are dismissed early Club 309 will **be CLOSED also**.

Community Education Evening Activities Cancelled

If District 309 Community Education After-school or Evening Activities are cancelled Club 309 will **CLOSE ONE HOUR** after school closes.

General Information

Snacks

Snack will be provided in the afternoon at no additional charge.

Children's Personal Belongings

We do not allow toys or items from home at our program. Things get broken easily and are better left at home. Electronics are allowed at Club 309 (This includes phones, iPods/iPads, Gizmo Gadget Watches, etc) during certain times. Children can have their phones during the first 10 minutes and the last 10 minutes. If any of the electronics become an issue of not getting along, they will be taken away and asked to not be used anymore.

Illness:

We follow the District Policy:

This is taken from page 7 of the handbook.

At times it is necessary to exclude students from school until a particular health condition is resolved or medical advice is sought.

Some conditions for exclusion are; elevated temperature (100 degrees), advanced cases of impetigo, scabies, some rashes, head lice, bed bugs, vomiting or diarrhea within the previous 24 hours and failure to meet the minimum immunization requirements.

Allergies

Club 309 requires that before a child begins in the program, we must obtain documentation of any known allergies. The allergy information must include a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction as well as procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

Transporting Children

Club 309 coordinator has been trained to drive the school suburban and van, this will be a way of transporting the children. In the event of a 7 or more children, a school bus will be taken.

Mandated Reporting

Middle School complies with the reporting requirements for abuse and neglect specified in section 626.556 which includes, who should report child abuse and neglect, where to report.

Parent Contract

I have read the Club 309 Handbook and understand that:

I will be charged according to the contract I have signed for the school year and/or summer program commitment forms.

In the event that my child(ren) would be picked up after 5:15 PM, I am aware that I will be charged a late fee and sign a form indicating such.

An authorized person or myself will enter the building and sign my child(ren) in and out on the attendance sheet. (No children will be allowed to sign themselves in or out).

I will notify the Club 309 Staff in writing or by phone if someone other than an authorized person will be picking my child(ren) up.

I give permission to use photographs with my child(ren) as part of Community Education publicity, programming, or when the local newspaper staff photographs events.

I give permission for transporting my child to special field trips or to summer activities if weather does not permit walking.

I give permission to take my child(ren) off campus for field trips.

Child's Name (Please Print)

Parent/Guardian Signature

Date

Student Contract

I have read the Club 309 Handbook and understand that:

I will be SAFE and stay in designated areas and follow area rules.

I will be KIND and respect everyone at Club 309.

I will be FAIR and treat others the way I would like to be treated

I will be held accountable for my actions and know that there are consequences

for what I do if I do not follow the rules

Student's Signature

Date