

## CLAYTON SCHOOL DISTRICT

# Kids Club

## School Age Care Program Before and After School

**948-2163, ext. 400**

### CUSTODY ARRANGEMENTS:

If custody arrangements prohibit a parent from picking up his/her child, a copy of the court order must be on file. If there is no court order, the staff will not accept responsibility for deciding which parent has legal custody.

### CHANGE OF ADDRESS/TELEPHONE:

It is very important that the program has current personal information on each student. If your address or telephone numbers should change during the school year, please notify Lisa Cerney at 948-2163, EXT. 400 as soon as possible. If an emergency should arise, it is imperative that staff is able to contact you immediately.

By signing a registration contract with our program, you are stating your awareness of, and agreement with, the terms and conditions identified in this Family Handbook.

6:30-8:00 A.M. - **\$3.00** per child      *Drop In: \$4.00*  
7:15-8:00 A.M. - **\$2.50** per child      *(same day notice)*

3:30-4:00 P.M. - **\$3.00** per child      *Drop In: \$6.00*  
3:30-5:00 P.M. - **\$4.00** per child      *(same day notice)*  
3:30-6:00 P.M. - **\$5.00** per child

\* a fee of \$5.00 is charged for every 15 minutes,  
or portion of 15 minutes, when a student is picked up late



A.M. CARE MEETS IN THE LIBRARY  
P.M. CARE MEETS IN THE NEW SCHOOL-AGE CARE ROOM  
IN THE ELEMENTARY WING

**School age Care Director**  
**Lisa Cerney**

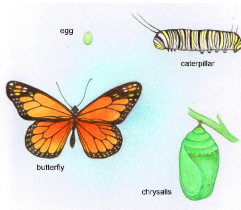
[cerneyl@claytonsd.k12.wi.us](mailto:cerneyl@claytonsd.k12.wi.us)

The Clayton School District is excited to continue their commitment to helping children and their parents with the School-Age Care Program.

The program is available from 6:30-8:00 AM and 3:30-6:00 PM on days when school is in session. Field trips/Activities will be offered on early release days. Students must be registered to attend the before and after school program.

### **GOALS:**

- \*To provide opportunities for exercise through indoor and outdoor playground games and free play.
- \*To provide opportunities for academic achievement with time devoted to homework, study time, and quiet reading time.
- \*To promote nutrition with healthy after-school snacks and participation in the school breakfast program.
- \*To provide enrichment through themed units, arts and crafts projects, board games, and computer time.



### **REGISTRATION:**

All children must be registered and have a yearly registration fee paid in full in order to participate in the before and/or after school program. Registration forms can be found in the elementary and district offices.

### **REGISTRATION FEE:**

The cost for registration is \$10.00 per family per school year.

### **MEDICATIONS:**

Our primary concern when administering medication is the safety and health of your child. Medication which needs to be administered by the staff, must meet the following guidelines:

#### **PRESCRIPTION MEDICATIONS:**

A written, signed statement from the parent/guardian and a written, signed instruction from a practitioner must be on file at the school authorizing school personnel to administer any medication. The statement must include:

- \*Student name, date of birth
- \*Medication name, dose, routine frequency, time/conditions duration
- \*Reason for medication
- \*Precautions, possible reactions, and/or interventions
- \*Name of practitioner
- \*Parent/Guardian signature, date
- \*Practitioner signature, date

Medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions.

#### **NON-PRESCRIPTION MEDICATIONS:**

Non-prescription medication (over the counter) which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file authorizing personnel to administer. Non-prescription medications must be supplied in the original container with the student's name affixed.

**INJURIES:**

If your child is injured, staff will attempt to contact a parent or guardian. If that person cannot be reached, an attempt will be made to contact the emergency persons listed on your child's registration form. If these people cannot be reached, staff will contact your child's physician, an ambulance, and/or have your child taken to the hospital accompanied by a staff member. Minor injuries will be treated using basic first aid procedures.

**ALLERGIES:**

It is the parent's responsibility to inform staff of any allergies.

**LOCATION:**

KIDS CLUB meets in the Library/Media Center in the mornings and in the School-Age Care room after school. Afternoon JK-ers are dropped off at the SAC room and elementary students are also dropped off at the SAC room at the end of the school day.

**FEES:**

Cost for the School Year per child (prepaid):

Before School	6:30-School Start	7:15-School Start	
	\$3.00	\$2.50	
After School	Pick-up by 4:00 pm	Pick-up by 5:00 pm	Pick-up by 6:00 pm
	\$3.00	\$4.00	\$5.00

**SCHEDULING:**

Parents/Guardians will be required to fill out monthly or bi-weekly attendance sheets. Parents will be required to prepay for a half-month prior to the half-month starting or pay the \$3/\$6 drop-in rate for any days during that half-month period. Drop-in rates will apply if the half-month calendar is not turned in prior to or on the calendar due date. If a student attends for a longer period than contracted for on the half-month calendar, an invoice will be issued and parents will be expected to pay the difference. If for any reason changes need to be made, please notify Lisa Cerney at 948-2163, ext. 400.

### DROP IN CARE: (Same Day Notice)

Drop in (same day notice) care is available to pre-registered families at a rate of \$4.00 for A.M. care and \$6.00 for P.M. care and must have cash in hand. A parent who needs to use drop-in care should send a note (and the fee) with their child and/or notify Lisa Cerney (948-2163, ext. 400), evenings: 948-2357. Or at cerneyl@claytonsd.k12.wi.us

### CREDITS:

\*Credits WILL NOT be given when a child is absent, arrives late to the morning program, or is picked up early from the afterschool program.

\*Credits WILL be given if school is closed due to inclement weather, a school emergency, or if a student is ill 3 or more consecutive days. In addition, a change in schedule, which can be accommodated by "swapping" days, will be allowed with at least a 2-day notice. Also, last-minute sports practice changes will be accommodated with credits.

### PICK UP:

Before a child may leave the after school program, a parent/guardian or an authorized adult must sign out each child with a signature and time of day on the sign out sheet. We will ask for identification from anyone unfamiliar attempting to pick up a child. Staff will not release a child to anyone who has not been listed on the child's file. If an unauthorized person attempts to pick up a child, a parent/guardian will be notified. If they cannot be reached, the emergency contact person will be contacted. The child will remain at the school with the director until a parent/guardian or the emergency contact person arrives. This policy is designed to protect the child.

### LATE PICK-UP:

If a child is picked up after 6:00, a late fee of \$5.00 for every 15 minutes (or portion of a quarter hour) will be charged. More than 4 occurrences of late pick up may result in termination of participation in the program.

### ILLNESS:

If a student has been absent from school or sent home early due to illness, the student may not attend the program that day. If a student becomes ill, you will be contacted to make arrangements to pick up your child as soon as possible