

Bears Club



Family Handbook

Clayton School District

Welcome to Bears Club!

Mission, Vision, and Goals:

Mission Statement

The Clayton School District promotes unique programming opportunities, empowering students to maximize potential and become successful, productive, well-rounded citizens proud to say "WE ARE CLAYTON!"

Vision

The Clayton School District's vision for the center is to provide quality child care to our community which gives children the opportunity to explore, create, socialize and be their own individual self while being respected and under the guidance of qualified staff.

Goals

- To establish a program where children are the first priority.
- To provide a stimulating and safe environment that the children can have opportunities grow and blossom and meet milestones.
- To provide opportunities for children to grow character, imagination, self-help skills, and life skills.
- To provide nutritious meals by participating in the school breakfast and lunch program.
- To develop a community connection that will last for years.
- To be in partnership with parents to offer the opportunity to every child to increase social/emotional, physical, and ethical growth that best suits each child's individualism.

In partnership with parents, we will offer children the opportunity to increase their social/emotional, physical, and ethical growth at a pace, and in a style, that best suits each individual child.

Teachers will be flexible and observant and will choose the teaching strategy that best fits each situation and child. All children's information will be kept confidential.

Enrollment forms, brochures, and contracts are available from Student Services Office and the school website!

www.claytonsd.k12.wi.us

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.

Registration and Orientation

Parent Orientation & To-Do List

- Read the handbook and know the contract terms and program policies. Failure to follow policies could result in termination of enrollment.
- For safety reasons, it is imperative that you provide current information on your child's form. Should any changes occur throughout the year, please inform the director immediately!
- Adequately dress your child for indoor and outdoor activities. Please send extra clothes for children who are toilet training.
- Communicate regularly with Bears Club staff regarding your child's needs.
- Label personal belongings. Bears Club is not responsible for the loss or damage of personal items.
- Dietary Needs: Provide Bears Club staff with any modified diet information or food allergies in relation to your child. Breakfast, lunch and snack are provided or offered daily; however, if your child requires a rigid diet, you may need to supply their meals.
- If your child attends after the scheduled meal/snack time, please have them eat before they arrive.
- If there is an absence, Bears Club will need to be contacted by phone or email, if a child will not be attending Bears Club on their scheduled day or if they will be late. A courtesy call or email will be given to assure the safety of the child (per state regulation).
- Children cannot arrive prior to 6:00 AM and will need to be picked up by 6:00 PM. If a parent/guardian is not able to pick up, alternative arrangements need to be made with emergency contact people and then notification to the center immediately.
- A parent information board is located outside the Bears Club door. A change of schedule form, school menu, and other information or forms will be located in this area for parents.
- Please send a rest time mat or sleeping bag with your child.

Registration

- All children must be registered in order to participate in Bears Club. Enrollment may be limited; call 715-948-2163 ext. 112 to inquire about availability. Registration forms can be found in the Student Services Office and on the Clayton School District website www.claytonsd.k12.wi.us
- Registration Requirements:
 - Complete all registration materials
 - Pay non-refundable registration fee
- Registration Fee:
 - The cost for processing registrations is charged as a separate fee. Registration fees are non-refundable.
 - Registration fee is \$30 per family per school year.
 - Before and After School Care **ONLY** - \$10 per family per school year registration fee.

Admission & Items Needed

- The program will care for children 2 years old to 12 years old. Bears Club will be open the hours of 6:30 AM to 5:30 PM, Monday through Friday. The center will be open year-round, 12 months.
- There is no drop-in service available and only children who are enrolled in the child care program may attend. Parents will need to have approval before bringing their child(ren) before their scheduled time or call if their child is not picking up at their scheduled time. A child who attends a part time week may add or switch a day if applicable but this must be approved before it can take place.
- Children cannot attend Bears Club unless proper paperwork is on file. Children will need to have an Enrollment Form, Tuition Agreement, Schedule Form, Health Form, and an up-to-date Immunization Form, Income Form from the DPI Food Program, photo release form, school-age children will need to have a School-Age Form. All forms have expiration dates and may need to be updated or resubmitted during the year or when family statuses change.
- If there is an absence, Bears Club will need to be contacted by phone or email, if a child will not be attending Bears Club on their scheduled day or if they will be late. A courtesy call or email will be given to assure the safety of the child (per state regulation).
- Child Teacher Ratio: Children 2 to 4 years old will be merged in with the before and after school care and/or wrap around care groups at any given time throughout the day. The Wisconsin State Regulations child/teacher ratio of children will be followed by the number of children and the age of the youngest child.

Items Needed

- Adequately dress your child for indoor and outdoor activities.
- Please send an extra full set of clothes for children who are toilet training.
- Diapers and Wipes (if applicable)
- Please send a rest time mat or sleeping bag with your child.
- Dietary Needs: Provide Bears Club staff with any modified diet information or food allergies in relation to your child. Breakfast, lunch and snack are provided or offered daily; however, if your child requires a rigid diet, you may need to supply their meals.

- The center focuses on Creative Curriculum and aligns their lesson plans with the Wisconsin Model Early Learning Standards for children. We focus on the “whole child” and plan activities that encourage a child to expand their physical abilities along with their cognitive thinking processes.
- Our main focus is letting kids be kids and letting them have a safe, nurturing, and happy environment they can be themselves in to learn and discover. The teachers will develop activities according to the needs of the children and their developmental goals. The lesson plans that are developed will align with the knowledge that the children learn best by play and give opportunities to build imagination and self-awareness. We focus on the physical development of fine and gross motor activities. By incorporating social and emotional components to all activities throughout the day we help children begin to recognize feelings within themselves and others and how to react to those feelings.
- We respect all cultures and family beliefs and do not teach religion. We do however celebrate traditional holidays and are open to learn about other cultures from families if the opportunity were to arise. If a parent prefers not to have their child participate in a holiday activity, alternative activities will be planned for that child without singling out that child.
 - A room schedule will be posted for the center to follow.
- Outside time is planned into our day. A scheduled time for the Bears Club will be developed to use the fenced playground when not in use by the school age children. This will provide the children with a safer opportunity to use the equipment and the freedom of imagination by having more area to play and discover.

“We Are Clayton”

Bears Club Fees - Payments

Bears Club Child Care	
Hours of Operation 6:30 AM – 5:30 PM	
Weekly Rate Per Child Aged 2 - 4	
3 Days/Week	\$100.00 per week
4 Days/Week	\$130.00 per week
5 Days/Week	\$160.00 per week
Family Discount: There is a \$10 discount for having more than one full time (5 days) child enrolled in Bears Club.	

Bears Club Child Care Registration Fee:
\$30 per family per school year

Before and After School Care Daily Rate	
School Aged Enrolled Students Only	
Before School until 7:45 AM	\$5.00 per child
After School from 3:30 PM	\$5.00 per child
JK – 6 Early Release Care	\$15.00 per day
JK – 6 No School Care	\$25.00 per day
*Before and After School Care ONLY registration fee: \$10.00	

Payments

- **Late/Non-Payment Fee:** Payments are due at the beginning of each month. If your payment is not turned in at that time, you may be charged a \$10 late fee each week your payment is past due. If your balance is not paid by the beginning of the fourth week, your child's enrollment may be terminated. If you cannot make your payment at the beginning of each month, payment arrangements can be set up. If scheduled payments are not made through your payment arrangement, the above termination policy applies.
- **Cash, Check or Credit Cards** are accepted.
 - Checks made payable to **The Clayton School District**
 - **Visa, Mastercard or Discover** are accepted. A \$3.00 service charge applies for all credit card payments.
 - Receipts are available upon request.
- **County Financial Assistance:** Polk County recognizes this program as a reimbursable child care provider site through the Wisconsin W-2 program. Families working with a state or county agency to help defray the costs of child care must contact their caseworker about involvement in this program. Written authorization of payment from that agency must be on file before a child begins the program.
- **Late Pick Up:** If a child is picked up after 5:30 PM, a late fee of **\$5.00 for every 15 minutes (or portion of a quarter hour)** will be charged. More than **FOUR** occurrences of late pick up may result in termination of participation in the program.
- **Non-Sufficient Fund Checks:** If a person presents **TWO** non-sufficient fund checks to the school district, the district shall, for the remainder of the school year, request cash payment for school bills in lieu of payment by check. The District will charge a **\$30 fee** for **ANY** checks returned due to non-sufficient funds.
- Credits will **ONLY** be issued for inclement weather closures.

Inclement Weather Policy

- Bears Club will be open, even if school is closed or running late, unless the weather conditions are too dangerous to permit us to open.
- If Bears Club has to close for severe weather you will be notified in the same manner as for school closings.
- If school is in session until the end of the school day but after-school activities are cancelled due to weather, Bears Club will be open until all children have been picked up.
- Credits will be issued if Bears Club must close for inclement weather.

Bears Club Closings

- Bears Club will be open year-round from 6:30 AM – 5:30 PM and will be open on teacher in-service and early-release days, and also on school vacation days. Bears Club may be closed for cleaning or in-service as needed. Bears Club will be closed the following holidays:
 - New Year's Eve
 - New Year's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - Day after Christmas

Arrival

- **Children cannot arrive prior to 6:30 AM!**
- Please ring the doorbell at door #18 upon arrival. This will ring inside the classroom and a Bears Club staff member will speak to you through the doorbell. Once it has been confirmed you are here to drop off, a Bears Club staff member will meet you at the door and escort you into the center.
- Upon arrival all children must wash their hands.
- A parent/guardian or authorized person at the minimum age of eighteen must sign each child in every day along with the drop off person's initials or signature. Each child is also to be brought to the child's designated area of care. *Children may not walk in themselves.*
- Children are expected to be dropped off at their scheduled time. If your child is going to be late or not in attendance, please call Bears Club at 715-948-2163 ext. 112 or email the director before your child's arrival time to let staff know. If a child is not in attendance on their scheduled day with no notification, staff will call to do a well-child call.

Departure

- **Children must be picked up prior to 5:30 PM!**
- Please ring doorbell at door #18 when coming to pick up your child. This will ring inside the classroom and a Bears Club staff member will speak to you through the doorbell. Once it has been confirmed you are here to pick up, a Bears Club staff member will meet you at the door and escort you into the center.
- Staff are required to ask for identification for any unfamiliar person picking up any child. The identification must match the authorized person on the enrollment form for a child to be released. Parent/guardian permission/notification is also asked.
- If an unauthorized person tries to pick up child the parent/guardian will be notified. A child will need to be signed out with the pick-up person's initials or signature this person needs to be a minimum of eighteen years old.
- If a parent/guardian is not able to pick up alternative arrangements need to be made with emergency contact people and then notification to the center immediately.
- Staff will not release a child to any person that is in any way impaired. The director or teacher will state that they believe that it is not safe for them to transport the child. The person will be asked to find a suitable replacement to transport the child from Bears Club.

Bears Club Medication Policy

If a child requires medication of any type please bring the medication to the director. Any medications, including Benadryl, Tylenol, etc. need to be provided by the parents. Please plan to have medications available upon admission to Bears Club. Parent permission forms are to be signed for all medications given and must include exact dosing instructions. A doctor's form must be completed for medications given longer than 10 days. Medication must be in the original container with specific instructions on the label. Sunscreen, though not a "medication" must also be provided by the parents and given to Bears Club staff to be kept in a safe place until needed. Students with lice or nits/eggs will be sent home for treatment. Children are not allowed to return to school or Bears Club until all nits have been removed from the hair. **AT NO TIME ARE STUDENTS ALLOWED TO KEEP MEDICATION OF ANY SORT.**

Illness

- When students become ill or injured at Bears Club every effort will be made to care for their needs. First aid is provided by trained staff. If necessary, a parent/guardian or emergency contact will be contacted to come pick the child up. We must have an emergency contact in case a child becomes ill and parents are not available.

In Case of Illness

- If a school-age child is too ill to attend school, he/she CANNOT attend Bears Club.
- Ill Children CANNOT attend Bears Club. A parent/guardian will be contacted to pick up children with the following symptoms:
 - Vomiting
 - Sever cold/cough
 - Sore throat
 - Discharge from the eyes or ears
 - Diarrhea/cramps
 - Undiagnosed rash
 - Profuse nasal discharge
 - An oral temperature registering above 100° Fahrenheit
 - On medication for a communicable disease for less than 24 hours
 - Other symptoms of communicable diseases.
- If a child is ill, he/she will be separated from activities and a parent will be notified. A parent/guardian **MUST** pick up the ill child within **ONE HOUR** of being contacted.
- If a parent/guardian cannot be reached, the designated emergency contact will be called to pick up the child.

Child Abuse and Neglect

Under Wisconsin State Law, all professional staff that work with children are required to report all suspected physical abuse, sexual abuse or neglect of children to authorities.

Behavior Management

It is the goal of Bears Club to provide a safe, healthy, and supervised environment for all children in the program.

If a child demonstrates behavior which has a negative impact on the child or others, the staff will take one or more of the following steps:

- Prevention: Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. Adjustments may be made in these areas:
 - Environment
 - Grouping of children
 - Activities
 - Staffing
- Positive Redirection: Staff will help the child identify acceptable alternatives to unacceptable behavior and help the child understand the impact of his/her behavior on self and others.
- Modeling: Staff and peers will provide positive modeling of appropriate behavior. Children learn to take responsibility for their actions.
- Setting Limits: Simple behavioral expectations are established for the site. Staff will:
 - Tell children what is expected of them in a positive yet firm manner.
 - Make sure children understand the expectations.
 - Apply expectations consistently and appropriately.
 - Use natural and logical consequences (loss of privileges, apologies, etc.)

Behavior Considered Harmful/Inappropriate

- Behavior which directly or indirectly threatens the safety of others:
 - Any form of aggression
 - Verbal threats, disrespectful language, or other harassing behavior
 - Inappropriate touching of a person's body or belongings
 - Inappropriate gestures
- Behavior which keeps staff from fulfilling their ability to be available for all children:
 - Removing self from group or program area without staff approval
 - Demonstrating lack of self-control with anger
 - Blatant disrespect or absolute refusal of staff person in charge
- Behavior which intentionally causes of destruction of property

In case of harmful/inappropriate behavior, Bears Club will:

1. Inform parent of extreme or continuous inappropriate behavior
2. Temporarily remove the child from the program
3. Hold a formal parent/staff conference to create a behavior plan.
4. If the behavior persists or parent is unwilling to work with staff towards behavior improvement, the child may be indefinitely removed from the program.

We encourage involvement from parents/guardians. In order to address concerns and suggestions at the most appropriate and effective level, we suggest the following steps:

1. Direct concerns to the director. Please plan to talk to the director when he/she is not supervising children. The director will have contact information posted on the Parent Board.
2. If concerns persist, or discussing the issue with the director proves to be insufficient, contact the Clayton School District at 715-948-2163.

We invite you to visit Bears Club during operating hours. Parents/guardians are encouraged to and welcome to observe the program prior to enrollment and while children are enrolled. If you would like to meet with a staff member, please contact Bears Club at 715-948-2163 ext. 112 to schedule a visit. Also, if you have a talent or skill you would like to share with the children, we encourage you to contact our staff or director to arrange for this opportunity.

Contact Information

Bears Club Director

Amy Graunke
Clayton School District
236 Polk Ave W, PO Box 130
Clayton, WI 54004
715-948-2163 ext. 112

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