

Parent Handbook
for
2011-2012 School Year

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Bristol Kid's Club

Licensed Since August 28th, 1997

Located in Room 330

Bristol Grade School

20121 83rd St.

Bristol, WI 53104

262-945-8347

Rob Thornton, Kid's Club Administrator

262-945-3547

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Kid's Club is a before and after school child care program for children age 5 to 14 (Approximately Kindergarten through 8th Grade). Its purpose is to provide children with care in a safe and warm environment while their parents are at work or tending to other personal business. To do this we provide the children a relaxed atmosphere where they are free to do many different activities.

Your child's daily activities will include:

BEFORE SCHOOL (6:30 to 7:40) – Children will be allowed to play with the many activities found in the Kid's Club Classroom (Room 330). There will be many different board games and puzzles for them to work on and play with. The children will also be allowed to watch videos (rated PG or lower) or early morning cartoons. There will be an art area set up with crayons, markers, paints, scissors, glue and many other art supplies. There will also be many other indoor activities from which to choose from. Occasionally the children will be allowed to go into the gym. If interested Bristol Grade School has a breakfast program that the children are also allowed to go to if you purchase breakfast tickets.

AFTER SCHOOL (2:40 to 6:00) – Children will be separated into two separate groups. One group will be located in the Kid's Club classroom (Room 330) and the other group will be located in the cafeteria. Depending on the day your child may be located in either area. As in the morning there will be many different board games and puzzles for them to work and play with. The children will also be allowed to watch videos (rated PG or lower) or afternoon cartoons. There will be an art area set up with crayons, markers, paints, scissors, glue and many other art supplies. There will also be many other indoor activities from which to choose from. Occasionally the children will be allowed to go into the gym or go outside. In the winter we may even go sledding.

EARLY RELEASE DAYS (12:30 to 6:00) – Children will be allowed to do the same activities they would do on any other day. We will occasionally go on a field trip on these days or bring in a special movie and snack.

ENROLLMENT FORMS:

Every child enrolled must have the following forms.

1. Child Care Enrollment form – This is to be filled out at the time of registration and left with the teacher or director. It gives us emergency contact information for your child.
2. Health History and Emergency Care Plan form – This form is also to be filled out at the time of registration. It informs the staff of any allergies or special needs your child may have.
3. Day Care Immunization Record – This form is to be turned in within 30 days of the first day of attendance. It is used to make sure all children are in compliance with state immunization statues. Bristol School has a copy of these records and the staff will obtain them from the school for you to sign.
4. Walking Agreement – This form gives Kid's Club permission to have your child walk to and/or from his/her classroom to the Kid's Club Program
5. Parent Agreement – This form states that you have read and understand the Kid's Club policies, which are summarized in this handbook.

Children will be accepted at the center on a 1-month trial basis. After the trial period, the child may be cared for, if the care of that child does not cause any unusual burden to the center. There will be no discrimination on the basis of race, color, sex, creed, national origin, political persuasion or handicap.

YEARLY SCHEDULE:

Kid's Club Before and After School Child Care program will only operate during the school year. A school calendar may be obtained in the Bristol Grade School's Main Office. Care is only scheduled for the days that the children are supposed to attend school. On days where there is no school such as teacher in-service, care may be provided for an extra fee. During the weeks of Christmas and Spring Break no care will be provided at Bristol Grade School. Care can be provided for an extra fee at the Bristol United Methodist Church (8014 199th Avenue) home of Joyce's Preschool. Care may also be provided on snow days if 8 or more children have signed up.

FEES AND CARE OPTIONS:

There is a \$35.00 annual registration fee to enroll your child. This fee is non-refundable and if you withdraw your child from the child care program your spot will not be held.

Kid's Club has 3 different childcare options available: (20% Discount on second child's tuition)

1. Before School Only – The care will be provided from 6:30 to 7:40. The care will be provided in the Kid's Club classroom (Room 330) for \$16.00 per week.
2. After School Only – The care will be provided from 2:40 to 6:00 (12:30 to 5:30 on early release days). Care will be provided in the both the Kid's Club classroom (Room 330) and/or the cafeteria for \$48.00 per week.
3. Both Before and After School - The care will be provided from 6:30 to 7:40 before school and from 2:40 to 5:30 (12:30 to 6:00 on early release days) after school. The cost for this care is \$61.00 per week.

No refund will be given if your child is sick. If they are hospitalized a decision will be made about tuition at that time. No refunds will be given for snow days, cold days or any other day that Bristol Grade School does not open due to unforeseen circumstances. No refund will be given if your child is suspended or terminated from the program.

Kid's Club is closed at 6:00 p.m. If you are late picking up your child, you will be fined \$1.00 per minute paid directly to the teacher for staying overtime.

If you would like to have full day child care on days when the children do not have school the fee will be \$35.00 per day. The care will be provided in the Kid's Club classroom (Room 330). There must be 8 children signed up for care on that day for care to be given. During the week of Christmas and Spring Break care will be available Monday through Friday (The dates for care depend on days the actual holidays fall) at the Bristol United Methodist Church for a fee of \$35.00 per day or \$150.00 for the full week.

Weekly fees are to be paid every Monday before service is rendered. Checks should be made out to **Choo Choo ChildCare Ltd.** All fees are tax deductible.

There will be a fee of \$25.00 charged for checks that are returned for insufficient funds.

There will be a vacation rate given only when your child is gone for the full week. The vacation rate is 1/2 the price of your normal weekly tuition and will only be given for one week throughout the school year.

LICENSING RULES:

Kid's Club has been state licensed since 1997. All parents have the right to view the licensing rules for Group Day Care Centers (Before and After School Care fall under this category). There is a copy located in the class at all times if you would like to see them feel free to ask your child's teacher. If you would like your own copy please feel free to contact the Administrator, Rob Thornton at 262-945-3547 for more information.

STAFF:

All of our staff are state licensed. Our Administrator has been a licensed childcare teacher for more than 10 years through the state of Wisconsin along with having a degree in education from the University of Wisconsin, Parkside. All of the teachers are licensed as Child Care Teachers or Child Care Assistant Teachers. Most have also been with us for a number of years.

COMMUNICATION:

Here at Kid's Club we have an open door policy. This means you are welcome to visit at anytime and observe what goes on at the center. We welcome parent volunteers and most any involvement you wish to contribute to our center. If you need to communicate with any staff member please feel free to talk to them at anytime or call at your convenience.

DISCIPLINE:

Kid's Club has been set up in a way to try and avoid conflict between children. Once in awhile a conflict will come up, when this happens the teacher will talk to the children involved to promote discussion between them. The hope is for the children to learn to solve the conflict by themselves. They may be re-directed to another play area for the discussion. If the children cannot solve the problem the teacher will help. If a child is causing harm or being disruptive to others they may receive a "time out" where they will have to sit in a chair to think about their actions and how to improve them.

When a child is having a hard time getting along or being disruptive in class, his parents will be notified for a parent/teacher conference. Working together the parents and teachers will try to come up with a solution to the problem.

The rules listed below are a general guideline the children need to follow:

1. Physical aggression towards other children or teachers is not acceptable. No kicking, hitting, pushing, biting, spitting, no threats, etc.
2. Unacceptable language will not be allowed. No swearing or name-calling.
3. Lack of concern for toys, equipment or other children's belongings will not be allowed.
4. Children must walk inside.
5. Children must use an inside voice while inside.
6. Lack of respect for teachers, adults, other children and classroom rules is not acceptable.

SUSPENSION AND TERMINATION:

A child may be suspended for failure to follow the rules listed above or for any other inappropriate or unacceptable acts. A suspension will be for 3 days. There will be no refund for childcare fees for the time the child is suspended. After the 3 day suspension the child can return to the program. If a child is suspended 3 times, they will be terminated from the program.

MEDICAL LOG:

The medical log is used to record any accidents that children have while in our care or any medicine that is given to them while at Kid's Club. Teachers are also mandated by the state to look for child abuse. If a child comes to school with unusual marks on their body, teachers are required to record what they see in the medical log. The Teachers are required to report any child abuse to the authorities. The medical log can be used in a court of law if a child abuse case requires it.

HEALTH:

Remember sick children **do not** belong at school. A child will be sent home if any of the following symptoms appear: fever, rashes, diarrhea, earache, sore throat, etc. We do not want to expose the other children to any illnesses. If this occurs an emergency contact will be notified to come pick the child up.

SNACKS:

Children will have a snack everyday at the center. Kid's Club will serve a prepackaged store bought snack and 100% juice or milk. We will follow the guidelines designated by the Department of Health and Family Service in the State of Wisconsin. Please let us know about any food allergies your child may have.

FIELD TRIPS:

Field Trips are occasionally scheduled throughout the year. A permission slip must be signed before your child may attend. There is a fee for the field trips to cover bus cost and/or if there is any admittance charge for the children, teachers, and chaperones. If you sign up for a field trip and pay, and then find you cannot attend, there will be no refund of the money. We are always grateful for parent volunteers on these trips.

PETS/ANIMALS:

At this time we do not have any pets in our child care rooms. If your child would like to bring in a pet or animal for show and tell, the teachers must be notified at least a week in advance. This will allow the teachers to inform the other families of the upcoming event and decide if they want their child to be there for that day.

HAND HELD VIDEO GAMES SYSTEMS/MP3 PLAYERS

Hand Held Video Games/MP3 Players are allowed at Kid's Club on a limited basis. Please check with your child's teacher which days they will be allow. Kid's Club is not responsible if your child's game system, games and/or mp3 players becoming lost or stolen.

If you have any questions or concerns, please do not hesitate to call your child's teacher at 262-945-8347. You may also contact the Administrator, Rob Thornton at 262-945-3547.

We look forward to working with you and your children.