



River Valley School District
Before and After School Care Program
Parent Handbook
2019-2020 School Year

Before school care will be available from 6:30-7:45 a.m.
After school care will be available from 3:15-5:30 p.m.

Contact Information

Sue Bruss
Before/After School Director
sbruss@rvschools.org
608-588-0374

Before and After School Care offers...

Academic/Homework Support

Time to complete homework is offered to students. Communication between classroom teachers and program staff creates a link between classroom and after school learning. For students who do not have homework, alternate academic enrichment, such as read-alouds, will be provided.

Planned Activities

Planned activities that will promote a variety of skill growth, ranging anywhere from creative thinking to peer relations.

Recreation

Supervised and planned recreation activities will be offered to increase student's physical activity and skill level. Teamwork and fun are emphasized!

Free Play

Opportunities for students to choose from a wide variety of activities.

After School Care

- Students coming from the ELC will ride the shuttle to the RVE building after school. Students attending RVE will be released to the library.
- A healthy snack will be provided for all participants
- Parents are responsible for picking up their child by no later than 5:30 each day. Parents will need to come into the building to sign their child out.
- When students are not present (i.e. inservice/workshop days) in school, before and after school care will not be provided.
- If school closes early due to bad weather, there is no After School Care

Fees:

Payment is required prior to your child attending. By closing on Friday each week, parents need to inform the site of any changes to their child's schedule for the following week. Parents will be responsible for fees on days when we are expecting your child. With 24 hour notice, drop-in care may be available depending on staffing and numbers. Billing will be handled by the fee management system in Skyward, similar to lunch payments.

- \$6.00 per child per day. Price breaks for after school care include:
 - Second child= \$5.00
 - Third child and each child thereafter= \$4.00
 - Families on free or reduced price lunch will pay 50% of after school costs.
- Late fee: \$5.00 for the first 15 minutes (5:30-5:45)
 - \$1.00 each minute after that

Before School Care

- Students may arrive any time after 6:30. Parents will drop students off at RVE where they will report to the library. We ask that parents walk with their child(ren) to the library. Parents may park in the circle during this time.
- Breakfast is not provided by the program, but students are welcome to bring a healthy snack or participate in the district breakfast program beginning at 7:45am.
- Students attending the ELC will ride the shuttle to the ELC in the morning.
- If school is delayed or cancelled for any reason (i.e. inclement weather) Before School Care will not operate.
- When students are not present (i.e. inservice/workshop days) in school, before and after school care will not be provided.

Fees:

The Before School Care is supported by user fees. There is no financial assistance available for the Before School program at this time. Billing will be handled by the fee management system in Skyward, similar to lunch payments.

- \$3.00 per child per day

Registration/Enrollment Policy

Admission to the Before/After School Care program (grades 4K-4) is open to students enrolled in the River Valley School District. Children of staff members of the River Valley School District are also eligible.

Registration and Enrollment

Pre-registration is required. Registration form must be completed prior to a student starting in the program. Completed registrations can be turned into the office at RVE. A student is officially enrolled in the program when the registration form is turned in and the first week's fees are paid. This must be completed prior to a child attending. Days to your child's schedule may be changed or added with prior approval.

Leaving the Program

Advance written notice is needed if your child will be leaving our program for any reason. To return or re-activate a student requires a formal request to the coordinator. Re-entry in the program will be based on availability.

Payments

Payment is required **prior** to your child attending. By closing on Friday each week, parents need to inform the Director of any changes to their child's schedule for the following week. Parents will be responsible for fees on days when we are expecting your child.

Payment by Cash/Check

Checks should be made payable to River Valley Schools and can be dropped off with the Program Director or at the RVE office.

Credit Card Payments

Payments can be made online through Skyward using a credit card.

Overdue Accounts

Accounts with balances overdue by more than \$100 will result in services being suspended until payment arrangements have been made. If you are having financial difficulties, please contact Carla Peterson, Elementary Principal to discuss a payment plan.

Behavior Policy

The Before and After School program is part of the River Valley School District; therefore we honor the same rules of respect and responsibility during the before and after school hours as we do during the day. Child safety and well being are high on our list for having a positive before/after school experience. We will work with you to make sure your child is safe. We will also be consistent in making sure every child is responsible for themselves, as well as being respectful of other children in the program. To accomplish this, we ask that you take a few moments to review our behavior policy with your child(ren).

Points of Emphasis

Respectfulness

Showing respect to staff and other children. What does respect look/sound like on the playground? When a teacher is talking? When eating a snack?

Participation

Encourage your child to participate in the activities. Children who engage are much more likely to display kind, safe and helpful behaviors. We try very hard to work through situations as they come up, however, if a child is consistently disruptive, we will need to consider:

- How safe is your child to him/herself?
- How does your child's behavior affect other children?
- How safe is your child to staff?
- Is this the right place for him/her to be successful?

We use a variety of structures to reteach behaviors to students. These may include a phone call to parents, a meeting with students and parents, and in major repeated instances dismissal from the program. Discipline and communication with parents is handled by the coordinator. If the point of needing to dismiss a student for behavior that violates school rules is reached, the elementary principal could be involved to support the coordinator.

We strive for every child to be safe in the Before/After School Care and have a positive experience.

By sending your child to the program, you agree to abide by the policies laid out in this handbook.

Safe Arrival Policy

Students are expected to arrive in the library immediately following school dismissal or when the shuttle arrives from the ELC. In order to conform to the District's Safe Arrival Policy, parents need to notify us before the end of the school day when a child will be absent.

How to notify about an absence/appointment

- Deliver a note to the program coordinator in advance **or**
- Call the front office at RVE for day of absences.

Any communication after 3:45pm will need to be made to the After School Coordinator at 588-0374.

We will make every effort to notify you if your child has not arrived within 15 minutes of the starting time.

If you would like to have your child attend on a day not previously scheduled, you must have prior approval. Please contact the appropriate site. This will allow us to schedule adequate staff and assures parents that their child has arrived safely. With 24 hour notice, drop-in care may be available depending on staffing and numbers

Only persons listed as authorized to sign-out on the registration form will be allowed to pick up a child. If a person is not listed to pick up your child, they will not be allowed to take your child without a verbal or written request signed by the parent. Please send a note or contact staff if someone new will be picking up your child

Transportation

There will be NO transportation home at the end of the day. Parents are responsible for picking up their child no later than 5:30 p.m. each day. A \$5 fee will be charged for the first 15 minutes late for pickups. Fees will accrue at \$1 per minute after 5:45pm. Chronic and/or excessive tardiness in pick up could result in suspension of services. Please call if you know you are going to be late picking up your child.

No Before or After School Care Days

Childcare WILL NOT be available on days (listed below) that school is not in session.

School Fair Day	October 4
Friday	November 1
Thanksgiving Break	November 27-29
Winter Break	December 23-January 1
Friday	January 17
Friday	February 14
Spring Break	March 23-27
Monday	March 30
Friday	April 10
Monday	May 25

Severe Weather/School Closing

The program follows the advice of the River Valley School District when making decisions on school closings or delays due to severe weather conditions. When River Valley School District is closed, the before/after school program will be canceled for the day. In the event that River Valley Schools are have a delayed start, there will not be a before school program that day, the after school program will run as usual. In the event that River Valley Schools are closing early due to severe weather, the afternoon program will be canceled.

If you have any questions, please contact the Before/After School Coordinator.

Sue Bruss

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