

BEFORE & AFTER SCHOOL PROGRAM

Parent Handbook | 2022-2023 School Year



Before School care offered from:
6:30am until school start

After School care offered from:
school dismissal until 5:30pm

Located in the
River Valley Elementary School
830 W Daley St - Spring Green

Program Director
Jennifer Moore-Kerr
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We are excited to offer the Before and After School program to students enrolled in the River Valley Early Learning Center and in the River Valley Elementary School.

This handbook offers an overview of the program, policies, fees, and payment options.

BEFORE AND AFTER SCHOOL CARE OFFERS

Planned Activities, Recreational and Free Play

Planned activities that will encourage a variety of learning opportunities, ranging anywhere from creative thinking to peer relations, as well as supervised and planned outdoor activities will be offered to increase student's physical activity and skill level. Community building, kindness, and fun are always emphasized!

Our time is divided between outdoor play, snack, quiet reading, and indoor activities (there will be no screen-time activities). Through it all, your child will receive compassionate care from a variety of helpers ranging from teen students to local retirees with at least a 10:1 student teacher ratio.

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 and advance payment is required. Registration form must be completed prior to a student starting in the program. Completed registrations should be turned into the office at RVE or ELC. A student is officially enrolled in the program when the registration form is turned in and the first week's fees are paid. Again, this must be completed prior to a child attending. Days to your child's schedule may be changed or added with prior approval from program director 24 hours in advance.

If at any point you choose to disenroll your child permanently from the program, please notify the program director AND the school office. To return or reactivate your student you will need to complete a new enrollment form. Re-entry in the program will be based on availability.

IMPORTANT TO NOTE: You also need to inform the school office of your child's After-School Care schedule and if there are any changes to that schedule (as with normal protocol involving your child's schedule). Rule of thumb is to automatically notify both the school and Program Director with anything related to attendance, changes, or absences.



BEFORE SCHOOL CARE

- Before School Care is available between 6:30 a.m. and 7:45 a.m.
- Students may start arriving any time after 6:30 a.m. Walk with your child down to the STEM room each morning and check in with staff.
- Breakfast is not provided by the program, but students are welcome to bring a healthy snack or can have a school-provided breakfast at their respective schools when they are released to their school.
- 4K and 5K students will be bussed to the Early Learning Center at 7:45 a.m. Students attending at River Valley Elementary will be dismissed to their classrooms at 7:45 a.m.
- If school is delayed or canceled for any reason, Before School Care will not operate.
- On NO-SCHOOL days, Before and After School care will not be provided.

BEFORE SCHOOL CARE FEES

- \$3.00 per morning / per individual child

There are no price breaks offered for multiple children attending the Before School care.

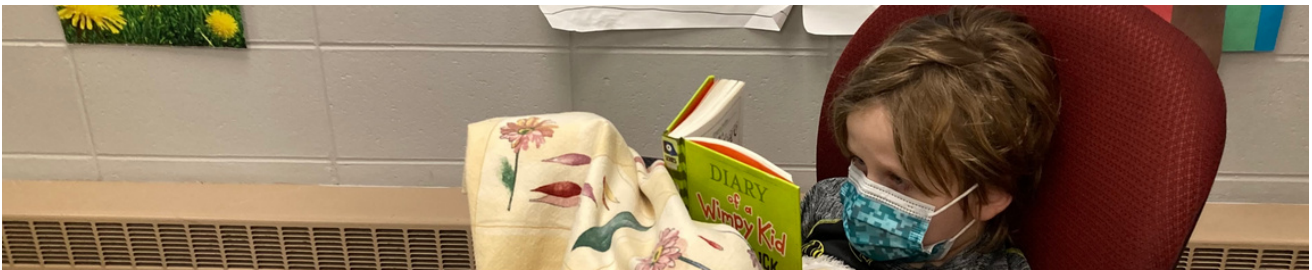


AFTER SCHOOL CARE

- After School Care begins immediately as school is dismissed until 5:30 p.m. Pick up times on the half hour is preferred.
- Attending 4K and 5K students coming from the Early Learning Center will be bused to River Valley Elementary at the end of their school day. Students attending RVE will be dismissed to the program.
- A healthy (often a cooking project) snack and drink will be offered at no charge.
- Parents are responsible for picking up their child by no later than 5:30 p.m. each day. Parents will need to come into the building to sign their child out. A reminder that your child will only be released to people listed on the registration from without prior notice from you.
- On NO-SCHOOL days, Before and After School Care is not be provided.
- If school closes for any reason, there is no After School Care. Your child will be sent home per their usual routine.

AFTER SCHOOL CARE - FEES

- \$6.00 per day. There is a price break for After-School Care:
 - \$5.00 for second child
 - \$4.00 for third child and each child thereafter.
- \$5.00 LATE FEE for the first 15 minutes (5:30 - 5:45).
 - \$1.00 each minute after 5:45 p.m.
- Families who receive food service at a free or reduced price will pay only half the amount of the above listed prices, but will be charged the full \$5.00 late fee if child/ren are picked up after 5:30 p.m.



PAYMENTS

We ask that you pre-pay each week in advance. Parents will be responsible for fees on days when we are expecting your child (unless due to school closure).

- 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.
- Payment by Credit Card
 - Payments can be made online through your Skyward Family Access account using a credit card. (similar to online food service payments)
- 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.

DROP-IN CARE

If your child is not on a set weekly schedule, or you know that you may only need to utilize our Before or After School program on an as-needed basis - please complete the registration form in advance with indication of this. In these circumstances, you will need to provide us with at least a 24-hour advance notice of date the Program Director will need to determine if there is space for your child to attend.



SAFE ARRIVAL POLICY

RVE Students are expected to arrive in the STEM room immediately following school dismissal. Students coming from the ELC will be picked up by Program staff from their bus for the afternoon program. 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

- Notify the program coordinator in advance AND
- Call your respective school secretary to notify that your child is not attending and give directions on alternate dismissal action.

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

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

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 notice from 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 or text the program director if you know you are going to be late picking up your child.



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. In order to achieve this, your understanding, with your child/ren of the above points is both imperative and greatly appreciated.

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



NO BEFORE OR AFTER SCHOOL CARE DAYS

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

- September 30. School Fair Day
- October 31. District Inservice
- November 23-25. Thanksgiving Break
- December 26-30. Winter Break
- January 16. District Inservice
- February 17. District Inservice
- March 27-April 3. Spring Break
- April 7. No School
- May 29. Memorial Day

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 and After School program will be canceled for the day. In the event that River Valley Schools 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 After School program will be canceled.

