

# Amery School



# The Clubhouse Family Handbook

## Mission, Vision, and Goals:

### Mission Statement:

The Amery School District Clubhouse programs are designed to provide a safe, supervised, fun, and enriching environment for all children.

### Vision:

Nurture, Play, Educate

### Goals:

- To provide a safe, healthy, and supervised environment that is respectful of the uniqueness of each child.
- To provide opportunities for gross and fine motor development.
- To provide nutrition with healthy snacks and participation in the school breakfast and lunch programs.
- To provide enrichment and self discovery through dramatic, sensory and imaginative play.
- To provide opportunities for character development, service learning, and life skills.

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.

## Fundamental Beliefs

- Each child develops in skills and abilities at a different rate.
- Every child is special and deserving of love and respect.
- The early years are ideal for learning.
- Learning is fun!
- Children learn best by doing.
- Quality childcare programs have a long-term effect.
- Programs should encourage a positive self-concept.

It is our goal to continually improve our program. Through interaction with the students, parents, staff, and the community, we will work to stay current with respect for the needs and desires of all involved. Biannually, family and child surveys will be conducted and compiled in an effort to gather input on Clubhouse policies and procedures. The results of the surveys will be shared with families, via email, as will the improvements we've made based on your feedback. Comments, questions and suggestions are always welcome—please call the Director at 715-268- 9771 x434.

All enrollment forms, brochures, and contracts are downloadable from the school website!

[www.amerysd.k12.wi.us](http://www.amerysd.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.**

- ☉ Visit the Clubhouse before your child's first day so you and your child can meet the staff and see the rooms.
- ☉ Make sure you sign your child in and out every day.
- ☉ Adequately dress your child for indoor and outdoor activities. Please send extra clothes that are appropriate for the season.
- ☉ For safety reasons, it is imperative that you provide current information on your child's forms. **Should any changes occur throughout the year, please inform the Lead Teachers or Director immediately!**
- ☉ Read the Family Handbook and know the contract terms and program policies. Failure to follow policies could result in termination of enrollment.
- ☉ Dietary Needs: Provide the Clubhouse staff with any modified diet information or food allergies in relation to your child. Breakfast, lunch and snack are offered daily for a fee. However, if your child requires a rigid diet, you may need to supply their meals.
- ☉ If your child attends after the schedule meal/snack time, please have them eat before they arrive.
- ☉ Communicate regularly with Clubhouse staff regarding your child's needs, and please visit whenever you wish.
- ☉ Label personal belongings. The Clubhouse is not responsible for the loss or damage of personal items.
  - ☐ Pay all costs incurred for your contracted days whether or not your child attends.
- ☉ Model respectful behavior when dealing with staff and students.
- ☉ **Notify the Clubhouse staff if your child will be absent (notifying the school office is not sufficient).**

## Staff:

The Clubhouse is staffed by Lead Teachers and Child Care Assistants. Lead Teachers have either an Associate's Degree or higher, or an Early Childhood Credential. Assistants are required to complete basic Child Care courses through WITC or another accredited institution. High School students may assist with the school age programs. Staff are current with First Aid, Abusive Head Trauma Training, and CPR certification.

## Location:

North Wing of Lien Elementary School. Clubhouse After School meets at the Elementary School.

## Health Requirements:

All children enrolled in the Child Care Program must have a health check on file within the first 30 days of enrollment, and immunization forms the day they start. Intake forms for children under the age of two need to be completed before the first day, as do all forms for registration. Intake forms are then updated every 6 months by parents and adjusted as needed by staff at 3 months. If you have any questions regarding which forms are needed for your child please call the director or visit the Clubhouse and we will help you complete the necessary paperwork.

## Registration:

All children must be registered in order to participate in the Clubhouse. Enrollment may be limited; call 715-268-9771 x434 to inquire about availability. Online Registration can be found on the Amery School District website [www.amerysd.k12.wi.us](http://www.amerysd.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 is \$25 per child (max \$50) per school year**

# Childcare Fees/Contracts/Payments

## Infant & Toddler Contracts & Payments

- Drop-in care is available at a rate of \$5 per hour per child, if space is available (This excludes children age 2 and under).

Children under age 2	Full Time Care Only	\$185 per week	Any care over 10 hours/day is charged at \$5 an hour for each additional hour.
Children age 2	Full Time Care Only	\$175 per week	
Children ages 3-4	Full Time Care, 3 day minimum contract	3 days \$110 4 days \$140 5 days \$170	2nd Child Discount 10% discount for oldest full-time enrolled child.

- "Drop in" is defined as the attendance of a child who was not CONTRACTED to attend on that given day.
- Contracts will need to be completed for either the school year or one full year. You will be unable to change contract days without approval from the Director.
- If your scheduled day falls on a holiday, you will be required to pay for that day even if the Clubhouse is closed.
- Checks should be made out to the Clubhouse and given to the Director or placed in the payment box.
- If you have a school year contract you will need to pay a holding fee of 25% (2 weeks) of the cost of summer care, to ensure your spot in the fall.**
- Late Payment Fee: Payments are due weekly (every Friday). If your payment is not turned in by 3:00 pm on Friday, you may be charged a \$10 late fee. If your balance is two weeks overdue your child's enrollment may be terminated.
- Arrival/Departure: Children may arrive in the morning anytime from 6:00 am and must be picked up anytime before 6:00 pm. according to their scheduled times.
- Late pick up and Early drop off: If a child is picked up after 6:00 pm or is dropped off before 6:00 am, a fee of \$5 per minute will be charged. More than three occurrences of late pick-up or early drop off may result in termination from the program.
- A full day at the Clubhouse is 10 hours. If your child is attending over the 10-hour time frame an additional fee of \$5 per hour will be charged to your account. These charges are not pro-rated. You will be charged the additional \$5 regardless if your child uses the full hour.
- 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 insufficient funds.
- Payments:** Payments can be delivered directly to Clubhouse, or online through Efund (www.amerysd.k12.wi.us), or sent via mail to Clubhouse Childcare • 469 Minneapolis Ave • Amery, WI 54001.

- Credits WILL BE given for closing the clubhouse due to inclement weather, emergencies, etc.
- The Director must authorize credits and adjustments to accounts. Please speak with the director to request an adjustment since teaching staff do not handle schedule or billing issues.

## Before and After School Care

<b>Before School</b>	6:00-8:00 AM	
	\$6.00/child	
<b>After School</b>	Until 4:45 PM	Until 6:00 PM
	\$6.00/child	\$10.00/child

- **Finder's Fee: \$10.00**
- **Drop-In Care: \$15 per child.** (Drop-in fees will apply if a child attends and his/her monthly before/after school contract has not been received in advance)
- **Late Pick-up Fee: \$5 for every minute before 6 am/after 6 pm**
- **There will be a \$10 per day charge for contracts turned in after the due date. Contracts will not be accepted if they are more than 5 days late.**

**No discounts will be given for after school activities.**

## Non-School & Early-Release Days

The Clubhouse will be open on most non-school days:

**Non-School day: \$32 for a full day**

### **Credits**

Credits WILL BE given for:

- Closing of the Clubhouse due to inclement weather, emergencies, etc.
- A change of Before/After School schedule as long as Clubhouse staff is notified 5 or more school days in advance
- Parent cancellation of field trip/non-school day attendance as long as Clubhouse staff is notified 10 or more school days in advance. Cancellation made within 5-10 school days of the scheduled field trip/non school day will be credited 1/2 of the charges. Cancellations made within less than 5 days of field trip/non-school days will not be credited.
- Credits WILL NOT BE given when a child is absent, arrives late, or is picked up early.

## Summer Day Camp rates

**Regular Summer Fees:**

**\$32 per day per child with deductions listed below**

**Deductions:**

**Family discount for more than 1 child = deduct \$5/day for each additional child for FULL DAYS of care only while child attends Summer School &/or Swim Lessons**

**Summer School 8-10 am = deduct \$4**

**Summer School 10 am-12 pm = deduct \$4**

**Swim lessons = deduct \$4**

## Payments

Payments can be delivered directly to Clubhouse, or made using VISA or MasterCard online through Efunds ([www.amerysd.k12.wi.us](http://www.amerysd.k12.wi.us)), or sent via mail to Lien Elementary Clubhouse Childcare • 469 Minneapolis Ave • Amery, WI 54001.

- All payments for Before and After School care should be made when monthly contracts are due.
- Payments for the Clubhouse Summer Day Camp should be made when monthly contracts are due.
- If your account is more than 1 month past due, enrollment in the program may be terminated.
- Your account must be in good standing before you can enroll in the next program.

**County Financial Assistance:** Polk County recognizes this program as a reimbursable child care provider site through the Wisconsin Shares 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.

**Account Records:** Updated family account statements are available upon request. Please call or email Nina Hutton (715-268-9771 x434 or [huttonn@amerysd.k12.wi.us](mailto:huttonn@amerysd.k12.wi.us)). Statements can be sent via email or mail.

**Tax Records:** Tax statements will be sent to families in late January of each year.

**Non-Sufficient Fund Checks:** If a person presents two non-sufficient fund checks to the 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 \$30.00 fee for any checks returned due to insufficient funds.

### Program Closings

Our programs are available from 6:00 a.m. until 6:00 p.m. The Clubhouse will be open on teacher in-service and early-release days, and also on school vacation days. The Clubhouse may be closed for cleaning or in-service as needed. The Clubhouse will be closed on the following holidays, if the holiday falls on a weekend Clubhouse will be closed on either the preceding Friday or the following Monday.

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

### Severe Weather Policy

Clubhouse will be closed if school is closed. If Clubhouse has to close for severe weather you will be notified in the same manner as for school closings, including the ELV app.

Clubhouse will open as normal if school is delayed.

If school is in session until the end of the school day but after-school activities are cancelled due to weather, the Clubhouse will be OPEN until all children have been picked up.

Credits will be issued if Clubhouse closes for severe weather.

# Arrival ~ Departure ~ Absences ~ Child Care Vacation 7

## Arrival

In order for the Clubhouse to accept legal responsibility for a child, a parent/guardian or authorized adult (18 years or older) **must sign each child in and out each day with their four-digit code using the kiosks located in either the infant and school-age rooms**. This policy is designed to protect the children. If someone arrives when the group is away from the site classroom, the parent/guardian is responsible for escorting the child to join the group. **Failure to sign children in or out of the Clubhouse may result in termination from the program and a Finder's Fee of \$10.**

## Departure

Clubhouse staff are required to ask for identification from anyone unfamiliar attempting to pick up a child. Staff will not release a child to anyone who is under 18 or to anyone who has not been listed in the child's file. If an unauthorized person attempts to pick up a child, a parent/guardian will be contacted immediately. If a parent/guardian cannot be reached, the emergency contact person will be contacted. The child will remain at the Clubhouse until a parent/guardian or emergency contact person arrives. This policy is designed for the protection of your children.

**Please do not park in front of the Clubhouse doors between 7:30 am and 3:15 pm, instead park across from the doors or in the north parking lot in designated parking spaces.**

Staff will not release a child to any person that is in any way impaired. The Director and or Teacher will state that he or she believes 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 the Clubhouse.

## Early Arrival/Late Pick-Up

If a parent/guardian cannot arrive before 6:00 p.m., plans should be made for an emergency contact person to pick up the child. If pick-up will not be made before 6:00 p.m., Clubhouse staff should be notified immediately.

If a child is dropped off before 6:00 am or picked up after 6 p.m., a late fee of \$5.00 for every minute will be charged. 3 occurrences of early drop off/late pick-up may result in termination from the program.

## Transportation:

Bussing will be provided to transport Intermediate School students from the Clubhouse to the Intermediate School in the morning and from the Intermediate to Lien Elementary in the afternoon.

## Absences

If a child will not be attending on a contracted day, inform the Director **before your contracted arrival time** by phone, e-mail, or in person.

## Child Care Vacation Time (\*Please note, this is not applicable for school-age care)

After a child has been enrolled for 6 months, Clubhouse will allow for some days off per year with no fee required.

These days may be used for sick or vacation time.

Days are as follows:

First 6-12 months: If enrolled 3-4 days per week, 2 days with no fee.

If enrolled 5 days per week, 4 days with no fee.

From 12 months on: If enrolled 3-4 days per week, 4 days with no fee.

If enrolled 5 days per week, 7 days with no fee.

These days must be used each contracted year, they may not be carried over. A contracted year runs from September 1st to August 31st.

## Meals

Each enrolled family will be required to fill out the DPI form for free and reduced meals. These forms are confidential and will only be seen by the Director of Nutrition. The cost of meals are as follows:

Breakfast: Free or \$1.60

Lunch: Free, \$.40 for reduced or \$2.80

Snacks will be provided free of cost. You are able to send a home lunch or breakfast if you would like, but please remember we do not have refrigerator space to store the lunch bags. For infants we will have baby food that is made in our kitchen available for purchase or you may supply your own. Each child will have their own account number for meals and you will be able to make payments through Efunds.

Written lesson plans are made by teachers weekly and are based upon knowledge of child development and assessment of children's individual needs and interests using the Wisconsin Model Early Learning Standards. The learning environment and the activities for the children reflect the philosophy and goals of The Clubhouse Child Care Center. Children will have a portfolio which will track the goals set forth for each individual child in accordance with WMELS. When the child completes their time at the Clubhouse, the portfolios will be yours to keep. Parent teacher conferences will be held twice a year, in the winter and early summer, to go over the goals and accomplishments of each child. We will be using the Ages & Stages Questionnaire as our assessment tool, the results of these assessments will be shared with parents at conferences or sooner if needed.

Teachers plan the activities according to the needs of the children and their developmental goals. They submit them to the program coordinator, who surveys them for developmental appropriateness and variety and offers suggestions, based upon his/her knowledge and expertise. A written lesson plan is posted for parents in the classroom. These plans are designed to provide experiences which enhance all domains of development.

All of the lesson plans will be created with the knowledge that children learn best through play and the opportunity for self discovery. We will also be incorporating social and emotional components to all lesson plans to help children begin to recognize feelings in themselves and others and how to deal with their feelings in an appropriate way. We will make every attempt to provide materials for children and families in their native language.

## **Toilet Training**

Children over the age of 18-24 months may be ready for toilet training. Some of the signs indicative of this readiness include:

- \*Child uses words to indicate need to use the bathroom
- \*Child tugs at diaper to indicate need to use the bathroom
- \*Child exhibits natural curiosity about parent's and other children's bathroom habits

Teachers and parents need to communicate about the technique that is used at home for toilet-training so that consistency is achieved between the home and the Center. Dress the child in manageable clothing, such as loose-fitting pants that he/she can pull on and off easily. This helps to decrease the "waiting" time before using the bathroom. Clothing, such as bib overalls, that the child cannot manipulate are discouraged while the child is toilet-training.

Children will be asked to use the toilet at each diaper-changing time, or about every two hours, unless the parent lets the teacher know that the child needs to use the toilet more frequently. At The Clubhouse, children are praised for successes and not punished for "accidents." If, however, the child has had 3 accidents during the day, the teacher will put him/her back into diapers for the remainder of the day so that the frustration level of the child does not increase. The parent needs to be sure to provide enough changes of clothing at the Center during the training period. Three or more changes are recommended.

Each child develops at his or her own rate, and not all children develop the same skills at the same age. A child will not be punished for lapses in toilet training. Patience is key-compliment your child for what he/she has done well.

**\*School-age children must be toilet trained; please speak to a staff member if you have any concerns.**

## **Special Treats, Birthdays, Holidays**

Children may bring special treats on birthdays, holidays, etc. Out of courtesy to the cook, however, we ask that the parent let the teacher know at least one day in advance of bringing the treat so the cook does not prepare a snack for that classroom on that particular day. It is also anticipated that the snack will be nutritious, store bought, and that there will be enough for all of the children in the class.



A well designed learning environment allows staff to focus on those teachable moments of one-to-one or small group care and learning that lie at the heart of healthy development: caring, nurturing, learning moments, or conversations during which there is total engagement with people and things. A rich built-in learning environment allows caregivers relaxed time to feed, diaper, dress, ease into or out of sleep, or otherwise nurture a child to talk, to listen, to play all the call-response games the child sets in motion. The teachers take advantage of these teachable moments for language development.

- **Prior to your child's start date, the staff will discuss with you: schedule of meals and feeding, types of food introduced and timetable for new foods, toileting and diapering procedures, sleep and nap history. Continued communication between parents & the staff will help coordinate care between home & the child care center as much as possible.**
- All infants and toddlers are taken outdoors for part of each day except during inclement weather or when it is not advisable for health reasons.
- The Daily Connect app will be used to enter all of your child's daily activities, meals, & diapers; this is a great way to keep communication open between the Center and home.

## **Infant/Toddler Food and Formula**

Formula brought from home is labeled with the child's name and dated, and is refrigerated if required.

Formula that is prepared by the Center is of the commercial, iron-enriched type and is mixed according to the manufacturer's directions. Formula or breast milk will be fed to all children less than 6 months of age.

Breast milk, formula, or Grade A pasteurized Vitamin D whole milk is fed to all children 6 months to 12 months of age. Any other type of milk or milk substitute will be given only with written direction of the child's physician. Leftover milk or formula is discarded after each feeding, and bottles are rinsed after use.

One bottle per feeding. Drinking water is offered to infants and toddlers several times daily. If you need to nurse your child at the Center you may do so in the infant room, or in a room designated for that purpose.

We have a refrigerator where you can store your milk located in the Infant room.

Food that is brought from home is stored in a cabinet or the refrigerator in the classroom and is labeled with the child's name or initials. After opening, food will be dated and refrigerated. If not used in 36 hours the food will be discarded. Infants are not fed directly from commercial food containers. Breast milk is not warmed in the microwave, but rather, the bottle of breast milk is warmed in a container of warm water/Bottle warmer.

Procedures for heating infant formula, milk, and food in a microwave are posted. Childcare workers will follow the posted procedures for the preparation and heating of food, milk, and formula.

## **Parents must provide the following items, which will remain at the Center:**

1. Complete change of clothes: underwear, shirt, pants, socks, sweater or sweatshirt.
2. Extra mittens, boots, hat, scarf, and snow pants in winter.
3. Formula and baby food for infants.
4. Diapers and wipes for children who are not yet toilet trained.
5. All children (except infants) will need a sleeping mat or bag that is at least 2 inches thick for napping. Sleeping items will be stored in each child's cubby spot. Sleeping items **MUST** go home for washing every 5 days or on the child's last scheduled day of the week.

## **Please label all items that your child brings to the Center, including sleeping bags.**

A special security blanket may be brought from home for nap time. It must be labeled and kept in the child's cubby until nap time. Please do not send toys to school, unless it is for a teacher-requested show-and-tell.

The Center will provide sheets, blankets, burp cloths, and bibs for infants and toddlers. Breakfast, lunch, and afternoon snack are provided for children who are able to eat table food. If you do not want your child to have juice, or if you would prefer only white milk for your child please inform your child's teacher.

## Amery School District Clubhouse Medication Policy

When students become ill or injured at the Clubhouse, every effort will be made to care for their needs. First aid is provided by the Lead Teacher and other designated staff. If necessary, the parent/guardian or emergency contact will be contacted to come pick up the child.

Emergency forms are part of the registration packet. It is very important that parents complete the entire form so staff members have access to parents at home or work. We must have an emergency person to contact in case a child becomes ill at school and parents are not available. Please put some thought into listing the emergency contact person and notify him/her so they will be prepared to receive a phone call from school in case of illness or injury.

If a child requires medication of any type (including bee sting kits or asthma inhalers), please bring the medication to the Lead Teacher. Any medications, including Benadryl, Tylenol, etc., need to be provided by the parents; please plan to have medications available upon admission to the Clubhouse. 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 instruction as to dosage, etc. At no time are students allowed to keep medication of any sort.

Sunscreen, though not a 'medication' must also be provided by the parents and given to the Clubhouse staff to be kept in a safe place until needed. All children in Summer Day Camp must bring sunscreen to remain at the Clubhouse.

If a child has any allergies or special nutritional needs, please notify the Lead Teacher so teachers and necessary school personnel can be properly informed and so appropriate accommodations can be made.

Students with lice or nits/eggs will be sent home for treatment. Students are not allowed to return to school or the Clubhouse until all nits have been removed from their hair.

## Illness

Ill children CANNOT attend the Clubhouse. Parent/Guardian will be contacted to pick up children with the following symptoms:

- Vomiting
- Severe cold/cough
- Sore throat
- Discharge from 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

## In Case of Illness

If a school-age child is too ill to attend school, he/she cannot attend the Clubhouse.

If a child is ill, he/she will be separated from activities to rest under supervision while a parent is notified. A parent/guardian is responsible for picking up ill children WITHIN ONE HOUR of being contacted or for contacting an emergency person to pick up the child if a parent/guardian cannot do so. If Clubhouse staff cannot contact a parent/guardian, 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, emotional abuse, sexual abuse or neglect of children to authorities.

It is the goal of the Clubhouse 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 four 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 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.)

**\*School-age children will have the same expectations at Clubhouse as while in school at Lien Elementary.**

### **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 destruction of property

#### **In case of harmful/inappropriate behavior, the Clubhouse 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 behavioral improvement, the child may be indefinitely removed from the program

### **Accommodations**

The Clubhouse is not designed to provide long term 1:1 assistance for students. If a child receives 1:1 student support in the classroom or has a behavior plan developed, the Clubhouse staff must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed. The child's start date may be delayed so that the Clubhouse can plan appropriately to meet the needs of the child.

Information regarding a student's needs will not be used to prohibit a child's enrollment from the Clubhouse.

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 Lead Teacher. Please plan to talk to the Lead Teacher when he/she is NOT supervising children. The Lead Teacher will have contact information posted in the Parent Center
- 2.. If concerns persist, or discussing the issue with the Lead Teacher proves to be insufficient, contact the Clubhouse Director @ 715-268-9771 x434.

We invite you to visit our site anytime during our 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 person, please call the Clubhouse site at Lien Elementary 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. Parents have the opportunity to participate in field trips and family events; if you would be interested in volunteering please contact Mrs. Hutton.

## Contact Information:

### **Clubhouse Director**

Nina Hutton

Lien Elementary

469 Minneapolis Avenue South

Amery WI 54001

715-268-9771 x434

huttonn@amerysd.k12.wi.us

### **Assistant Director**

Jorden Vizenor

Lien Elementary

469 Minneapolis Avenue South

Amery WI 54001

715-268-9771 x432

vizenorj@amerysd.k12.wi.us



Registration materials can be obtained from the Clubhouse classroom,  
school website [www.amerysd.k12.wi.us](http://www.amerysd.k12.wi.us) or Lien Elementary School office.

For more information contact Nina Hutton, Clubhouse director: 715-  
268-9771 x434 or

Email: [huttonn@amerysd.k12.wi.us](mailto:huttonn@amerysd.k12.wi.us)