

The Clubhouse Family Handbook



Enrollment:
All forms, brochures
and contracts are
downloadable
through the school
website

Registration Fee:
\$25 per child (max
\$50) per school year

Contact:
Questions,
comments or
concerns are always
welcome, please
contact the Center
Director at
(715)268-9771 ext.
434

Our Philosophy

We believe each child is
unique!

Every child should be
given the opportunity to
grow socially,
emotionally, physically,
intellectually, and
communicatively in
their own way.

We believe each child
learns and grows the
most in their first five
years. These years are
the building blocks for
the child's future.

Children learn most by
exploration,
manipulation, and
experience. .

We believe structured
and unstructured play in
younger stages will help
a child be successful for
years to come. Through
play, children learn to
question, reason, create
and engage in
meaningful interactions
with others.

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 to the uniqueness of each child.
- To provide opportunities for gross and fine motor development.
- To provide good 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.

Non-Discriminatory Statement: The Clubhouse will accept children without regard to their geographical boundaries or family income levels. We will not discriminate based on race, sex, national origin, ancestry, creed, physical, mental, emotional, or learning disability. We aspire to celebrate the diverse and varied backgrounds and needs of the families and children in our program.

Staff: A Center Director, Assistant Director, Lead Teachers, and Teachers are required to complete courses through Northwood Technical College, other accredited organizations, or DCF approved noncredit courses. High School students under the age 18 but over 16 may assist with the program if they have proper training. The students will never be left as sole supervisor of the children. Staff will be trained in Basic First Aid, Abusive Head Trauma, Sudden Infant Death Syndrome, and CPR, as well as state required DCF training.

Confidentiality: All written or verbal information parent(s)/guardian(s) provide to the Clubhouse regarding a child or family is considered private and will be held in confidence. It is under clubhouse confidentiality that phone numbers, addresses, or family information are never shared with an outside party. The Clubhouse staff are trained on the importance of this confidentiality. The Center Director will share written and verbal information regarding a child's specific needs with that child's designated caregivers only and parents/guardians will be informed of any such discussions. In the event of a communicable disease, the child's information will always be withheld but general health alert notices will be sent home to all families within the center. The Clubhouse will document any incidents with other children or by themselves in our classrooms Medical/Injury logbook, this information will be sent home with the child/ren involved with the exemption of the other child's name.

☉ Children need completed Health History Documents, Childcare enrollment form, Immunization records, Child Health Report and Fieldtrip authorization forms. Children under two also need a completed Intake form which is updated every 6 months by parents and every 3 months by the staff.

☉ 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.

☉ Read the Family Handbook and know the contract terms and program policies. Failure to follow policies could result in termination of enrollment.

☉ 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 all absences with your child's teacher, the center director or assistant director Immediately.

☉ 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.

☉ Download the ProCare app, for all billing, signing in/out and daily communication.

☉ For safety, please provide updated information on your child, if any information were to change, please notify the center Director.

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.

Location:

J wing of Lein Elementary School, Clubhouse before and after school program meets at the Elementary School.

Registration:

All Children must be registered to participate in the Clubhouse. Enrollment is limited. Please call 715-268-9771 ext. 434 or email kaczmarskir@amerysd.k12.wi.us to inquire about availability. Completion of required registration/enrollment paperwork must be completed prior to the child's first day of care.

If there is no enrollment space available at the time of request families are encouraged to join our waitlist.

Registration fees are \$25 per child (max \$50) per school year and are non-refundable.

Clubhouse Fees/Contracts/Payments

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Childcare

Children under age 2	Full Time care only	\$190 per week
Children age 2	Full time care only	\$180 per week
Children age 3-4	Full time care Part time care (3 Day Minimum)	\$175 per week/\$35 per day
Ages 2 and up	Drop-in care	\$5 per hour
Any care over 10 hours/day is charged at \$5 per hour for additional care.		
2nd Child Discount 10% off for the oldest full-time child enrolled.		
Finder's Fee: \$10.00 per occurrence		

- "Drop in" is defined as the attendance of a child who was not CONTRACTED to attend on that given day.
- Contracts must be completed for 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.
- If your child is absent for any reason on a contracted day you are charged for that day.
- Cash/Checks should be made out to the Clubhouse and given to the Director or placed in the payment box.
- Payments via Credit/debit card or ACH account should be made through Procure.
- If you have a school year contract you will need to pay 50% of Tuition of the cost of summer care, to ensure your spot in the fall.

Before and After School Care

Before School 6am-8am	\$6 per child
After school until 4:45pm	\$6 per child
After school until 6:00pm	\$10 per child
Drop-in Care \$15 per child	
Non-school Day \$32 + \$5 Activity Fee	
Finder's Fee: \$10.00 per occurrence	

- School aged contracts are to be turned in monthly*
- There will be a \$10 per day charge for contracts turned in after the due date. Contracts more than 5 days late will not be accepted.
- No Discounts will be given for after school activities.

Clubhouse Summer Care

\$32 per day	\$5 activity fee per week
Deduct \$5 per day for each additional child within a family that is full-time	Deduct \$4 for 8am-10 am Summer school
Deduct \$4 Swimming lessons	Deduct \$4 for 10am-12pm Summer school

Payments:

- Payments can be delivered directly to the Clubhouse or made using Credit/Debit cards online through ProCare, ACH account through ProCare 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 childcare provider site through the Wisconsin Shares program. Families working with a state or county agency to help defray the costs of childcare 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. They can be downloaded through ProCare or Please call or email Rachel Kaczmariski (715)-268-9771 x434 or kaczmariskir@amerysd.k12.wi.us). Statements can be sent via email or mail.

Tax Records: Tax statements can be downloaded through ProCare at the beginning 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.

Nutrition Program:

Parents will have two options for meals at the Clubhouse. Breakfast/lunch can be purchased through the school's nutrition program, or you can opt to pack breakfast/lunch for you child/ren. If you opt for the school nutrition program the following fees will be charged through the school:

Meal fees if utilizing	Amery school district	nutrition program
Breakfast Free or \$1.60	Lunch Free or \$.40 (reduced)	Lunch \$2.80

When opting to pack a lunch for your child/ren please remember to pack in proper containers/lunch bags to ensure that their breakfast/lunch stays hot or cold as we do not have the proper refrigerator space to keep them cold nor microwaves to heat items up.

All packed breakfast/lunches should meet USDA guidelines.

https://fsn-prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf

Snacks will be provided free of cost.

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. These holidays will be billed in tuition if your child is regularly scheduled to attend that given date.

New Year's Eve

New Year's Day

Good Friday

Memorial Day

4th of July

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas Eve

Christmas Day

*During the fourth of July week clubhouse is closed, however tuition is only billed for the holiday itself.

*The Friday following Thanksgiving is also a non-billed date for tuition.

Credits will be given for:

- Closing of the Clubhouse due to inclement weather, emergencies, etc.
- A change of Before/After School schedule if Clubhouse staff is notified 5 or more school days in advance.
- Parent cancellation of field trip/non-school day attendance if Clubhouse staff is notified 10 or more school days in advance.
- Cancellations 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.
- 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.

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 ProCare 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

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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 your child's classroom or by scanning the QR code.** 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.

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.

Safety and Security: Cameras Monitor each entrance, hallway, playground and most classrooms of Clubhouse. The Director has access to live feed on each camera at all times. Only staff and Volunteers who have passed a background check will be allowed to interact with the children at clubhouse.

Open Door Policy: Parents are welcome to visit Clubhouse during hours of operation to visit their child or to nurse their infant as long as it doesn't create a disruption with other children.

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.

Childcare Vacation Time (*Please note, this is not applicable for school-age care)

A Child enrolled in childcare is eligible for vacation days, if a two-week notice is given, at the rate of 50% off regular tuition cost.

<i>Infants-2 years old</i>	<i>1 adult:4 children</i>	<i>Max 8</i>	<i>.25</i>
<i>Young Toddlers 2years-2.5 years</i>	<i>1 adult:6 Children</i>	<i>Max 12</i>	<i>.167</i>
<i>Toddlers 2.5 years-3 years</i>	<i>1 adult:8 Children</i>	<i>Max 16</i>	<i>.125</i>
<i>Preschoolers 3 years-4 years</i>	<i>1 adult:10 Children</i>	<i>Max 20</i>	<i>.1</i>
<i>4-year-olds</i>	<i>1 adult:13 Children</i>	<i>Max 26</i>	<i>.077</i>
<i>5-year-olds and up</i>	<i>1 Adult:18 Children</i>	<i>Max 36</i>	<i>.056</i>

Educational Objectives:

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.

Teachers plan the activities according to the needs of the children and their developmental goals. They submit them to the Assistant Director, 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. We will make every attempt to provide materials for children and families in their native language.

Developmental Screening:

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.

Daily Schedule:

This will include, play in a prepared environment that will include opportunities for children to choose activities such as blocks, dramatic play, science, games, puzzles, art, water/sand play, reading, and cognitive skill activities. Group activities as well as individual activities. Outdoor play, trips and walks on school grounds may also be included. Parents will find a Daily schedule posted in their child's rooms that is particular to that ages' needs.

An example of that daily schedule is as follows:

6:00AM - 7:50AM	Arrival, warm greetings, play/free choice.
7:50AM - 8:00AM	Clean up, hand washing, toileting.
8:00AM - 8:30AM	Breakfast
8:30AM - 9:30AM	Free play and Art
9:30AM - 9:45AM	Clean-up, Toileting and Handwashing
9:45AM - 10:30AM	Outdoor or Gym Play
10:30AM - 10:50AM	Circle time, Art
10:50AM - 11:00AM	Toileting, hand washing, preparing for lunch
11:00AM - 11:30AM	Lunch
11:30AM - 11:45AM	Clean-up/Toileting
11:45AM - 1:45PM	Nap/rest time
1:45PM - 2:00PM	Waking up, toileting, hand washing
2:00PM - 2:30PM	Snack
2:30PM - 3:30PM	Free play, small group or large group activities
3:30PM - 3:45PM	Toileting, getting ready for outdoor play/gym
3:45PM - 4:30PM	Outdoor or Gym play
4:30PM - 4:45PM	Toileting, washing hands
4:45PM - 6:00PM	Free play, small group, departure

Rest Period:

All children at The Clubhouse shall have a nap or rest period. If your child does not nap after 30 minutes or a child wakes, they will be provided quiet activities to do. Each child shall provide a rest mat and blanket or a sleeping bag to rest in/on.

Every Friday the items shall be brought home by the parent(s)/guardian(s) to be washed and returned on Monday.

Weather Policy:

Children under the age of 2 years may not be outdoors in weather below 20 F or above 90 F. Children ages 2 and above May not be outdoors in temperatures below 0 or above 90 F.

Toilet Training: (Children between ages 18-24 months begin to show readiness)

- Providers and parents will be encouraged to communicate signs of natural curiosity and techniques used to facilitate toilet training routines at home.
- Please dress children in loose fitting pants/shorts that can be easily slid off by the child.
- Parents are expected to provide pull-ups as children transition from diapers to underwear as it will make the transition smoother.
- Children are encouraged to communicate toileting needs and use the bathroom approximately every 2 hours.
- Accidents are a natural part of development. Children will not be punished or scolded at any time due to toilet training.
- Please bring 3 or more extra sets of clothes during this period; especially, underwear, pants, socks and shoes.

*School aged children must be toilet trained. If you have concerns about this please contact the Director.

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.

Items from home:

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.

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.

INFANTS: (0-12months old)

- Baby Food (Labeled with child's name and dated)
- Formula in original container or Breastmilk (Labeled with child's name and dated)
- 2 or 3 Bottles to stay at center (you may bring bottles back and forth)
- Diapers
- Disposable wipes
- 2/3 Changes of clothes
- Security Items
- Pacifiers (if needed)
- Family Photo

NO BLANKETS PERMITTED

Infant formula/breastmilk/food

- Formula is to be mixed by the manufacturer's directions, Formula or Breastmilk is given to children less than 6 months of age. Formula, Breastmilk or Grade A pasteurized whole milk is fed to all children between 6 and 12 months. Any other type of milk substitute will only be given with the written direction of a child's physician. Left over breastmilk will be discarded after 2 hours of warming, and the bottle will be cleaned and rinsed after use. Left over Formula will be discarded after 1 hour of creation. Each Infant room has a refrigerator to store milk and baby food.
- Drinking water is also offered to infants over 6 months of age with parental guidance through a sippy cup.
- 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.

TODDLERS: (12 months+)

- Diapers (if needed)
- Disposable wipes (if needed)
- 2 changes of Clothing
- Water bottle
- Sweater/Jacket
- Security Items
- Outdoor gear (during winter)
- Family photo
- Inside shoes
- 2" Sleeping mat with a blanket or a sleeping bag

(all Nap items and water bottles are to be taken home Fridays (or last day of care) to be washed and returned Monday- can be taken home more frequently if needed)

- 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 Procure 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.

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

The Center will provide sheets, burp cloths, and bibs for infants and toddlers.

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 listed on the medication bottle. 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 in their backpacks/cubbies.

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 that remains 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 auxiliary 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.

A child who is sent home ill or falls ill at home must remain out of the center for 24 hours after their last symptom or fever without fever reducing medication.

Child Abuse and Neglect

Staff will closely observe children upon admission to childcare and through the day. Any evidence of unusual bruising, contusions, lacerations, or burns will be reported to the Director immediately. Under Wisconsin State Law, all staff who work with children are required to report all suspected physical abuse, emotional abuse, sexual abuse or neglect of children to Polk County Human Services Department, as well as bring this to the attention of the Director. The identity of the reporter is confidential, under no circumstances will the clubhouse divulge information regarding the staff member that reported the said abuse. All staff will be trained in possible signs of neglect and abuse.

Unfortunately, biting is a very common behavior among children birth to three years of age. There are a number of possible reasons why children under age 3 bite.

Almost none of them are the fault of a bad home, bad parents, or bad caregivers. Sometimes we think we have a good idea about what is causing the biting, but most of the time it is hard to guess what is going on inside the child's head.

Some of the most suggested causes of biting:

- **Teething:** When teeth are coming through, applying pressure to the gums is comforting and infants will use anything available to bite. Obviously, if this is a likely cause, then a teething ring or objects to bite will lessen the infant's need to bite other people.
- **Excitement and over-stimulation:** When some very young children are excited, even happily so, they may behave in an out-of-control fashion. For instance, a 16-month-old girl named Natasha loves moving to music. After a session with music and scarves and everyone twirling and enjoying themselves, it is very predictable that Natasha will bite someone if an adult does not help her calm down first.
- **Impulsiveness and lack of self-control:** Infants sometimes bite simply because there is something there to bite. This biting is not intentional in any way, but just a way of exploring the world. · **Making an impact:** Young children like to make things happen, and the reaction when someone is bitten is usually pretty dramatic.
- **Frustration:** Too many challenges, too many demands, too many wants, too little space, and too many obstacles may lead a child to bite, especially before they have the capability to express frustration through using language.

Teachers in childcare are trained to do the following to try to minimize the biting behavior:

- Let the child know in words and manner that biting is unacceptable.
- Remove the biting child from the situation and focus caring attention on the victim.
- Examine the context in which the biting occurred and look for patterns.
Was it crowded? Too few toys? Too little to do? Too much waiting? Is the biting child getting the attention and care he/she always deserves?
- Change the environment, routines, or activities if necessary.
- Work with the biting child on resolving conflict or frustration in a more appropriate manner, including using words if the child is capable.
- Observe a child who is a short-term chronic biter to get an idea about when he or she is likely to bite. Some children, for example, may bite not when they are angry or frustrated, but when they are very excited.
- Identify children likely to be bitten and make special efforts to reduce their chance of becoming victims. · Don't casually attribute willfulness or maliciousness.
Infants explore anything that interests them with their mouth, and that includes other bodies.
- If biting continues, continue to observe the group closely. Apply additional resources as necessary to shadow the child.

What can a parent do if their child begins to bite?

- Possibly removing significant stresses on the child at home, such as a schedule that is too demanding or difficult transitions, will make it easier for a child to handle times of stress that do arise. If the child bites other children in your presence, take the same steps suggested above. Immediately after the biting occurs, look for ways to adapt the environment to prevent biting in the future. If the child is biting at the childcare center, there is very little you can do other than keep in close communication with the child's teachers. Fortunately, biting is a stage that passes.

What if your child is bitten?

- Seeing a bite mark on your child is very difficult to handle, and even worse, infant and toddler bites are often on the face. All of our parental primal instincts as our child's protector come into play. It is natural to be upset. But try to keep in mind that it is a consequence of the group situation and not really the fault of the child, the family, or the program. Your child might easily have been the biter. The Clubhouse does not release the name of the biting child for this reason.

How long should the program stick with a biting child?

- The Clubhouse works very hard to help a child overcome the "biting habit." If all the above measures were taken and the child has bitten more than 2 times in one day we will ask/call the parents to come get their child after the 3rd time in that same day. The child will be able to come back the following day. If the child continues to bite the following day the same rules will apply. The only thing different would be that we would ask the child to stay home the following day also. If the child continues to bite, we would ask for the child to stay home the rest of the week. Once the child comes back, if the biting still occurs, the child will be sent home which could include possible termination.

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 three areas:

- Environment
- Grouping of children
- Activities

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.)

***School-age children will be expected to continue following the Warrior Way expectations from the Lein Elementary School at Clubhouse.**

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 follow our 5 Strike plan:

Strike 1: Parent/Guardian will be called/emailed home following the incident.

Strike 2: Parent/Guardian will be called/emailed home following the incident and child will be sent home for the remainder of the day.

Strike 3: Parent/Guardian will be called/emailed home following the incidents and Child will be sent home for the remainder of the day and suspended for the following day of care.

Strike 4: Parent/Guardian will be called/emailed home following the incidents and child will be sent home for the remainder of the day and suspended the following 4 days of needed care.

Strike 5: Parent/Guardian will be called home and Child will be terminated from program.

Clubhouse will be in continuous contact with families regarding behavior and will always attempt to set up a plan regarding the unacceptable behaviors. Behavior reports will also be done and copies will be made for home and the child's file.

Re-enrollment is possible after 1 year from termination, Example: terminated on Jan. 1 2024, Re-enrollment Jan 1 2025.

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.

TERMINATION OF ENROLLMENT POLICY

If a parent/guardian has a question or concern regarding the care provided at the Center, the parent is requested to speak first with the child's teacher. The administrative structure of the Clubhouse is as follows:

- Director
- Assistant Director
- Lead Teachers
- Assistant Teachers

Mutual termination:

If the Director and the parent/guardian agree that an enrollment is to be terminated they must:

- Arrive at a mutual termination date at least two weeks from the agreement.
- A written or email stating the date a termination.
- The parent/guardian must make payment according to their agreement until the agreed upon ending date.
- Pay for any outstanding tuition on or before the termination date.

Center termination:

The Clubhouse may terminate enrollment for the following reasons:

- The parent/guardian fails to follow correct admission requirements especially as they relate to submission of required forms and departure procedures.
- Continued enrollment of the child would be detrimental to the health and safety of the other children in the Center or the Center staff. Such decision is made by the Center Director.
- In the case of a Center termination a two-week, written, dated notice will be given to the parent/guardian. All outstanding tuition must be made according to contract until the ending date. This policy does not apply if termination is due to non-payment, abuse of the Center's policies on illness/Behavior, and/or continual late payments.
- Please note: The Clubhouse will first make reasonable attempts to alleviate the situation before recommending termination.
- Please note: If a child is terminated due to behavior, they are able to re-enroll at clubhouse after one full year after termination. Ex. Jan 1st 2024 termination; eligible for re-enrollment Jan 1st 2025

DISCHARGE POLICY

Parent termination:

Any parent/guardian deciding to terminate enrollment must:

- Provide a two-week written or email notice to the Center. If parents have shared custody of their child(ren), both parents must sign the notice.
- Make payment according to their agreement until the ending date as listed on the termination notice.
- Pay for outstanding tuition at the end of the two-week period.
- If notice is not given according to this procedure, two weeks' tuition will be charged after the child's last day of attendance.

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

Rachel Kaczmariski

Lien Elementary

469 Minneapolis Avenue South

Amery WI 54001

715-268-9771 x434

Kaczmariskir@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 or Lien Elementary School office.

For more information contact Rachel Kaczmariski, Clubhouse director:
715-268-9771 x434 or

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

My initials next to each item and my signature below indicates that I have read the handbook and agree to abide by the standards, policies, and procedures as defined or referenced in this document.

_____ I/we understand that I/we must provide current immunization and health records upon enrollment to be in accordance with Wisconsin State Licensing.

_____ I/we understand that I/we must inform the Clubhouse of my child's absence on any scheduled days before scheduled arrival time.

_____ I/we understand the fees associated with the Clubhouse Childcare Center and agree to pay them in a timely manner.

_____ I/we understand that the Clubhouse hours of operation are 6am to 6pm, Monday through Friday, and any early drop-off or late pick-ups will result in a fee.

_____ I/we understand that the Clubhouse will utilize developmental screenings of my child in conjunction with Polk County Birth to 3 to understand better my child's needs and where they excel.

_____ I/we understand that I/we must inform caregivers of any health information concerning a child's allergies, immunizations, communicable disease, diet, or other special needs.

_____ I/we understand that my child will be dropped off with a caregiver to ensure transfer of care. I/we will not drop off my child in the hallway and let them walk in by themselves.

_____ I/we understand the pick-up policy for other than parental pick-up.

_____ I/we understand that if my child has a communicable sickness, they may not return until they are symptom-free for 24 hours.

_____ I/we understand that if my child is prescribed an antibiotic for a communicable sickness, they must be on the antibiotic for 24 hours before they can return.

_____ I/we understand that my child must be fever-free for 24 hours before they can return to Clubhouse.

_____ I/we understand that my child's bedding must be taken home and laundered every Friday. Fresh bedding should be returned the following week.

_____ I/we acknowledge that regular communication with my child's caregiver can be expected, including, but not limited to, a daily report.

_____ I/we agree to share with a caregiver or Director any concerns or positive feedback regarding the type or quality of care my child receives.

_____ I/we understand that I/we are expected to give a two-week notice before withdrawing my child from any Clubhouse program.

Parent/Guardian Signature

Date