

# Wildcat Clubhouse



BEFORE & AFTER SCHOOL PROGRAM  
2017-2018

# Welcome to Wildcat Clubhouse

Piedmont Public Schools' Before & After School Program

[www.piedmontschools.org](http://www.piedmontschools.org)

## ~Site Offices~

|                        |                |
|------------------------|----------------|
| Piedmont Primary       | (405) 373-4848 |
| Northwood Elementary   | (405)373-5151  |
| Piedmont Elementary    | (405)373-2353  |
| Stone Ridge Elementary | (405) 373-4227 |

(Please see individual sites for specific addendums to this manual.)

## **Program Mission**

Wildcat Clubhouse's commitment is to provide fun, safe, enriching experiences in a respectful and nurturing environment. We promote lifelong learning skills in all children and youth during out of school time throughout the Piedmont School District.

## **Program Goals**

- To provide children and youth the opportunities to succeed both academically and socially.
- To provide a secure and inclusive environment.
- To provide opportunities from which all children learn to make choices that contribute to their environment and society while becoming respectful and responsible adults.
- To support families by providing community resources.
- To encourage all children to try new experiences and become involved in the community.
- To enable all children to be with dedicated caregivers skilled in helping children to have fun, enjoy being with friends and family, and to build cooperative relationships.

## **Staff**

The Wildcat Clubhouse staff is the key to development of the quality programming. Staff is required to participate in professional in-service training and many are trained in First Aid & CPR.



## Enrollment

Children in pre-kindergarten through fourth grade, enrolled at Piedmont schools, may register for our program. Wildcat Clubhouse does not discriminate on the basis of race, creed, sex or national origin. Each child is enrolled on a trial basis and will be evaluated individually for continuation in the program.

**All children need to be enrolled annually for each school year.** Enroll online at [www.piedmontschools.org](http://www.piedmontschools.org). The first month's fee is due upon enrollment. As there may be limited enrollment at each site, families currently enrolled in the program are given preference for each new school year if they choose to pre-enroll. Enrollment information is only available to Wildcat Clubhouse staff and PPS staff. Any changes to enrollment must be reported to the Wildcat Clubhouse staff and/or the school office. Tuition is paid at [www.myschoolbucks.com](http://www.myschoolbucks.com). Any remaining pre-paid tuition will be non-refundable. Wildcat Clubhouse and PPS reserve the right to refuse service for enrollment or continued program participation.

Students who are in the Wildcat Clubhouse must be able to take care of their own personal needs.

## Fees

ALL tuition and fees are due and payable ON or BEFORE the day(s) care is provided. Failure to pay fees on time can result in dismissal from the Wildcat Clubhouse program. The first month's fee is due at the time of enrollment.

Parents whose children are enrolled on a monthly basis are committed to making their scheduled payments. All enrollment fees and tuition checks need to be made payable at [www.myschoolbucks.com](http://www.myschoolbucks.com).

- A.M. Monthly Tuition is \$ 84.00
- P.M. Monthly Tuition is \$ 178.50
- Combo Monthly Tuition is \$ 262.50
- Daily Drop-In Rates are available at all locations for \$ 15/ P.M. Session and \$7/ A.M. Session.
- All children remaining in the school office after normal business hours will be taken to the site Wildcat Clubhouse until pick-up and the \$15.00 daily fee will be payable at pick-up.

Late fees for unpaid tuition are \$ 5.00/ day per child up to \$ 25.00, at which time, your child/ children will not be permitted to return until tuition and fees are paid and current.

For tax purposes, a summarized receipt will be provided in January showing your child care expenditures with the clubhouse.



## 2017-2018 Payment Schedules

| Due Date | For Dates        | Late Fee Applied |
|----------|------------------|------------------|
| 8/18/17  | 8/18 thru 9/15   | 8/25/17          |
| 9/18/17  | 9/18 thru 10/13  | 9/25/17          |
| 10/16/17 | 10/16 thru 11/17 | 10/23/17         |
| 11/20/17 | 11/20 thru 12/15 | 11/27/17         |
| 12/18/17 | 12/18 thru 1/26  | 1/3/18           |
| 1/29/18  | 1/29 thru 2/23   | 2/5/18           |
| 2/26/18  | 2/26 thru 3/23   | 3/5/18           |
| 3/26/18  | 3/26 thru 4/20   | 4/3/18           |
| 4/23/18  | 4/23 thru 5/24   | 4/30/18          |

### Returned Check Policy

All returned checks will be handled through Piedmont Public Schools Administration office. The returned check amount and all additional fees incurred as a result of the NSF will be payable at the administration office and payment must be made by cash or money order. If payment is not received within 5 business days from notification, your child/ children will be dismissed from Wildcat Clubhouse.



### Clubhouse Hours

Piedmont Primary & the three (3) Elementary School Clubhouses' before care hours **begin at 7:15am** and run until the Clubhouse staff dismisses children to breakfast or to the school's regular morning routine. Please see enrollment forms/ site addendums for specifics.

All four locations CLOSE at 5:45 p.m. Pick-ups after 5:45pm (as accounted by the school clock) will be charged a fee of \$ 1.00/ minute, payable upon pick-up. Parents/ guardians who are often late may be asked to remove their child from the program and find alternative child care.

**Wildcat Clubhouse is CLOSED on all school holidays and breaks. It will be the responsibility of the parents/ guardian to arrange for alternate care on these days if required. In the event of inclement weather, Wildcat Clubhouse will close early. An e-mail or phone notification will be sent out to parents.**

Wildcat Clubhouse will be open on the District Collaboration Afternoons. Attendance counts will be determined at each school site to correspond with safety regulations and student/ staff ratios at each site. Preference will be given to already enrolled, full-time Wildcat Clubhouse students.

## **Illness or Emergency**

Wildcat Clubhouse adheres to the PPS policy for all illness guidelines: A child should not attend Wildcat Clubhouse with any of the following symptoms: fever (within 24 hrs. w/o medicine), vomiting, diarrhea, undiagnosed rash, inflamed or matted eyes, severe cold or sore throat.

If a child becomes ill, the parent/ guardian will be notified and must arrange pickup of their child within one hour. Persons listed for emergency contact/ pickup will be contacted if a parent/ guardian cannot be reached.

In the event of serious injury, parents will be notified so the child can be taken for medical help. If necessary, the child will be transported to the hospital via ambulance at the parent's expense. All medical expenses will be the parent's responsibility.

Children who receive minor injuries will be given first aid and parents will be notified of the condition. The school district does not provide any type of insurance for accidents or injuries that happen in the schools. Since occasional injuries are a normal expectation of children in the elementary/ intermediate years, parents/ guardians are encouraged to review their current coverage.

## **Medication Policy**

A student without written authorization (by the parent/ guardian) may not take nonprescription medication. Please see your site office staff/ school nurse regarding all medication needs/ concerns. It is the responsibility of the parent/ guardian to notify the school office and the Wildcat Clubhouse Coordinator of any prescription medication needs your child/ children may have.

## **Special Needs**

Wildcat Clubhouse accepts children with special needs (physical, emotional, or mental) as long as the program is able to provide adequately for the child's needs in the Clubhouse setting. Wildcat Clubhouse is committed to working with special needs' children in an inclusive model. Parents/ guardians of children with special needs are required to make an appointment with the Wildcat Clubhouse Site Coordinator to plan for successful integration.

## Emergency School Closings and Early Dismissal

You should receive an e-mail or phone announcement from your school principal or the PPS Administration regarding any school closings, but you should also check the three local television stations for any announcements regarding emergency school closings due to severe weather. If there is an early closing because of emergency weather conditions, Wildcat Clubhouse children will follow emergency procedures and be held in the designated shelters until the severe weather has passed or pick-up can be arranged.

## Signing Out

A parent/ guardian or listed authorized person **MUST** sign each child out and make contact with a clubhouse staff member when picking up a child from the program. Failure to sign out may lead to the dismissal of the child from the program.

## Policy for Release of Children

- Children will be released only to their parents/ guardians or listed authorized person. (An authorized person is the person listed on the enrollment form by the parent/ guardian.)
- Staff must be informed in advance if anyone else is going to pick-up your child.
- For the safety of your children, ALL persons not recognized by the staff on duty will be asked for photo identification. This includes parents/ guardians. Please inform any emergency pick-up alternates to have their photo ID with them.
- In cases where one parent/ guardian is restricted or denied right to pick up a child, the enrolling parent/ guardian **MUST** provide a copy of the court order which supports the restriction.

## Legal Custody Issues

A divorce decree or journal entry defining child custody issues **MUST** be on file in the school office at your site and the Clubhouse staff needs to be aware of these decrees for the safety of your child/ children. Any changes to such must also be communicated both to the school office and your site WC Coordinator as soon as they are made official. A copy of any such changes will be required.

## Meals and Snacks

Breakfast is available each school day from the District Food Service Department. Cafeteria/ meal checks must be made separate from tuition payments. If your family qualifies for free/ reduced lunch program, breakfasts are included in that program. Please contact your child's school office/ cafeteria for more information on this program. Children will be provided with an after school snack as a part of our program. Please ensure that the Wildcat Clubhouse Coordinator/ staff are aware of any food allergy issues your child/ children have, so that the proper precautions may be taken with regard to your child's health and safety.

## **School Dress Code**

Students in the Wildcat Clubhouse will be required to dress according to the policies set forth in the "Student Handbook." Please ensure that you and your child have read and understand these rules.

## **Outdoor Play**

Children in the aftercare program will spend time outside weather permitting. Please ensure that your children are properly prepared to play outside with appropriate clothing for the weather/season (i.e. coats, hats, gloves, etc...). Tennis shoes are also highly recommended for the playground.

## **Guidance Policy**

It is a goal of the Wildcat Clubhouse to guide children to become respectful, responsible, cooperative and contributing participants in the program through techniques which will help them to gain courage, confidence, healthy self-esteem, and the life skills needed to be effective and happy members of society.

The Wildcat Clubhouse staff recognizes that all children are in the process of learning appropriate behavior. They are prepared to take the time to teach the children these skills, to use creative solutions to children's behavior and to take the time to collaborate with parents, children and other professionals as needed to help children succeed.

If routine interventions and approaches have not been successful with a particular child, parents will be contacted to set up a conference, a behavior plan will be implemented and/or termination of child care will occur.

Parents are responsible to review the district guidance policies set forth in the student handbook. The Wildcat Clubhouse policy is consistent with Piedmont Schools discipline guidelines.

## **Wildcat Clubhouse Discipline**

Discipline is one of the most important aspects of the "Wildcat Clubhouse" program. Maintaining a safe and secure environment for the children is our main objective, but having a fun and enjoyable place for the students is our ulterior motive. If a child is suspended from the classroom, he/ she will not be allowed to attend Wildcat Clubhouse during that suspension.

Discipline procedures are as follows:

1<sup>st</sup> Time- Time Out

3<sup>rd</sup> Time- Suspension from Program for 1 week

2<sup>nd</sup> Time- Call/ Contact Parent

4<sup>th</sup> Time- Removal from Program

## **Dismissal of a Child**

Wildcat Clubhouse administration may require a parent/ guardian to take his or her child out of the program if:

- The parent/ guardian refuses to follow Wildcat Clubhouse policies as described in this parent manual.
- The parent/ guardian are not current on tuition payments/ fees.
- The child is unable to adapt to Wildcat Clubhouse rules for behavior.
- The child maliciously inflicts harm to any person.

## **Accidental Breakage**

Wildcat Clubhouse students (or their parents) will be financially responsible for any damage they may cause to public or private property.