

Kansasville Care - Before & After School

Enrichment Program

We are pleased to announce that Kansasville Grade School will operate our own before and after school enrichment program. Our program provides children with educational programs that promote physical, intellectual, emotional, and social development in a safe and nurturing environment. Weekly activities will include homework assistance, outdoor play, access to technology, and enrichment/academic projects. Before school care starts at 7:00 a.m. (no early drop offs are allowed) and after school care ends at 5:30 p.m. on school days. Children need to attend at least five days per month to remain enrolled in the program. The program is only open to currently enrolled Kansasville Grade School students. Younger siblings may not attend. Drop in care is not provided.

Goals

The goal of Kansasville Care is to serve the community by offering a high quality after school child care program of developmentally appropriate activities in a caring and safe environment. The program promotes the physical, intellectual, emotional, and social development of each child. We encourage our students to become life-long learners and foster partnerships with parents, students, staff, and the community.

Our Enrichment Program provides professional care, supervision, recreational and educational activities. This program allows children to experience activities within an environment planned to compliment the philosophy and value system of the school and family. We strive to provide individual attention, security, consistency, and fair treatment for all children.

The program is staffed by school employees. Most if not all are on staff during regular school hours and work with your children during the regular school day. All staff members have passed stringent background checks to ensure the safety of all. We work together to help each child grow in maturity and self-respect and understanding for others is realized. We also understand that children need fun-filled activities as well as educational ones.

Fees/Days/Calendar

The before school program cost is \$5.00 per day. The times are 7:00-8:15 a.m. on school days. After school program cost is \$8.00 per day. The times are 3:25-5:30 p.m. on school days. A snack is provided both in the morning and afternoon. Please note after care is not available on early release days. Prompt tuition payment and prompt pick up by 5:30 p.m. is the responsibility of the parent. There is an annual registration fee of \$20.00 per child or \$40.00 per family- due at registration. Monthly payments are due prior to the care for your child. Morning and afternoon snacks are included in the cost of care.

All Kansasville enrichment program responsibilities end at 5:30 p.m. There will be a late fee of \$15.00 for the first 15 minutes or portion thereof (per child). Each additional 15 minutes or portion thereof will be a late fee of \$15.00 more (per child). If your child is still here after 6:00 p.m. and we have not been able to reach anyone at home, work, or at the emergency numbers, the Racine Sheriff's Office will be notified. The third late pick up will result in an administrative review and may be cause for automatic dismissal from the program.

Tuition is due on a monthly basis before the date care is provided. Children must be registered and required fees must be paid before he/she can attend the Kansasville Care Program. Failure to make payment on time will result in the dismissal of your child/children from the Kansasville Care Program. No credits, returns, or adjustments will be made due to child absences, emergency or inclement weather days.

Parents are required to turn in a care calendar each month for the following month. This allows for proper staffing and supplies to be obtained. Days may be added once a calendar is turned in. Please give a three day notice if possible.

Program operation only takes place on days when school is in session. There will be NO enrichment program provided on days that students are not in school. This also includes holidays, concerts, graduation, emergency, snow days, and vacation breaks. Afternoon care is NOT offered on parent-teacher conference days, the early release before Thanksgiving, the early release before Christmas,

and the early release on the last day of school. Afterschool care is open from dismissal time at 3:25 p.m. until 5:30 p.m. on school days.

If the District delays the start of the school day, no before school care will be provided. Announcements will be made on the school web site, television and radio stations. If the District releases students from school early, no afterschool care will be provided. On a day that the District cancels all afterschool activities, the afterschool program will remain open until the regular time of 5:30 p.m. We ask for safety reasons on these days that you pick up your child as early as possible. Please allow additional travel time in the event of inclement weather.

Behavior Expectations

As member of our program, children will be expected to respect the staff, each other, the school facilities and the materials provided. In order to maintain a professional atmosphere and to foster proper respect for authority, we ask that the staff members be formally addressed as adults, i.e., Mr., Mrs., and Miss. The informal use of a staff member's name by a student is inappropriate at any time.

Children must never leave their group/classroom without permission of the teacher in charge. Children found "roaming" school grounds will be reprimanded appropriately and parents notified. Improper behavior of children will result in a notice being sent home to the parent. Teachers will notify the Office of a child's inappropriate behavior by written referrals. The Principal/Program Director will fill out a conference form and discuss behavior and possible solutions with the parent. The parent will sign the conference form. If problems continue the student will be removed from the Enrichment Program.

Attendance

If you know in advance that your child/children will be absent from the Enrichment Program for any extended amount of time, please notify us in writing. Children need to attend the program a minimum of five days per month. The staff will call if your child is not present within fifteen minutes of normal arrival on a scheduled day.

If your child was marked "present" in the classroom, we expect him/her to attend the after school program unless advised by you via phone. We take attendance everyday by 3:30 p.m. to ensure that all children arrive in after school care safely. Much concern is expressed and valuable time wasted by searching for a child who went home early with a parent or friend. If a child does not arrive in after school care by attendance time, we immediately check with the school office and then the classroom teacher for information as to the whereabouts of a child.

Arrival and Dismissal

All parents/authorized persons must come into the classroom to sign in/out all students. All persons signing out children may need to show picture I.D. Generally, the program will be in the school library. Please enter through the back door closest to the dumpsters. At 3:25 p.m., the regular classroom teacher will dismiss the students. Those enrolled in afterschool care should proceed directly to their assigned meeting area.

Only those persons listed on the registration form will be allowed to pick up your child from the after school program.

Emergency

With the safety and well being of the children in mind, it is MOST important that parents fill out the emergency sheet and adhere to the guidelines. Parents are urged to provide us with current telephone numbers and a list of authorized persons in case of emergencies. Be sure to keep your contact numbers up to date. If we need to reach you, we need valid telephone numbers.

One of the most important regulations of the enrichment program concerns the child leaving the premises. Parents may not take their children home without notifying the teacher and signing the child out.

Questions about the program please contact Mrs. Vogel at 262-878-3773.