

Before and After School Program 2022–2023 School Year



Howards Grove Activity Center
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Howards Grove, WI 53083

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Welcome to our Before and After School Program at the Howards Grove Activity Center! This program serves children 7 years and older. Our goal is to provide a safe, educational and fun place for children to grow and build lasting friendships and memories.

Following is information about the programs hours, prices and policies. Please read through the packet and let us know if you have any questions.

The before and after school program will be open:

A.M. = 6:00 – 8:45 on Monday – Friday

P.M. = 2:45 – 5:30 on Monday – Friday

The Center will be open extended hours when the school schedule varies. We will also plan on providing care on weather related early release days as well as days when school is closed due to inclement weather. If the conditions are extreme, we may make the decision to close the Center for the day.

Pricing Information

Daily rates –

Either before OR after school = \$9.00

Before AND after school = \$15.00

Registration fee – \$40.00 for the school year and \$30 for the summer

An additional \$10.00 will be billed for any extra early dismissal days

Tuition for no school days will be \$35.00. If you have already been billed for your regular hours, billing will be adjusted to the daily rate.

- Tuition payments may be made weekly or bi-weekly (every two weeks). All payments are due by the Friday of the week prior to services. If the amount is not paid, a weekly finance charge of \$20.00 may be applied. Any account that is past due by 30 days will be subject to child's termination.
- After closing charges (the Center closes a 5:30 p.m.) are \$30.00 per child per $\frac{1}{4}$ hour or fraction thereof.
- If you have a child attending the Howards Grove Children's Center (next door) you will receive a 5% discount for your oldest child who attends the Howards Grove Activity Center.
- All extra invoices for no school days and extra early dismissal days will be billed out the week prior to payment due. Snow days or weather-related early dismissal days will be billed after services and will be due with your next payment.
- If a check is returned you will be assessed a \$35.00 return check fee. If the amount is not paid, termination procedures may be initiated.
- The center requires two weeks' notice for termination of enrollment. If less than two-week notice is given tuition for two weeks is still due.

Children's Schedules

- An agreement sheet, with your child's specific hours, will need to be filled out for scheduling and billing purposes. Unless requested, you will not receive a statement each billing period. You may continue to use this agreement sheet until your schedule requires a change. At this time, a new agreement sheet needs to be turned in on or before the Monday morning prior to the week of service.
- If your child's schedule will vary on a regular basis, you can fill out a new agreement. This will be used for staffing purposes, as well as, for billing on a bi-weekly basis. This will need to be returned two weeks prior to service.
- The agreement forms can be picked up or dropped off at the front desk or are accessible on our website and can be brought in at pick up or drop off time.
- Payment may be made weekly or every other week, but all payments must be made by the Friday prior to care being provided.
- Tuition will not be adjusted if a new agreement sheet is not returned, and less than two weeks' notice is not given. This includes, but not limited to, doctor appointments, vacation days, or children's sick days.
- If your child is not coming in on a planned day, the Center needs to be notified of the absence and tuition for that planned day is still due.

Programming

The environment at the Center will be a fun and busy one. Respect, cooperation, and education will be a big part of our atmosphere. The children attending will be included in the process of establishing rules and goals. We will also encourage them to share their thoughts on what to include in our programming. Hopefully this will encourage them to take ownership of the Center and make them excited to be a part of it. One of our goals is to set up an environment which will build lasting friendships and memories. There will be many opportunities for the children to do this throughout their time here.

We will make use of the gym on a regular basis. There will be group games, free time, always keeping in mind the importance of values such as honesty, empathy, sincerity, and teamwork. Children will have the chance to get started on their homework, take part in arts and crafts, and use the centers IPADs along with more activities.

Staffing

Center staff will be hired by the administration at the Howards Grove Activity Center. There will be an orientation for all staff members, as well as a background check completed on each individual.

Holidays and In-service Day

The following are Holidays during the 2022 - 2023 school year that the Center will not be open. Everyone who attends the Center will be billed \$9.00 per day listed below. This will help pay staff for these days, as well as keep costs as low as we can at the center.

- Labor Day - Monday, September 5th, 2022
 - In-service Day - Friday, October date TBD, 2022
 - Thanksgiving Day and the following Friday - Thursday, Nov. 24th and Friday, Nov. 25th, 2022
 - Christmas Day - Sunday, December 25th, 2022 (NO Charge)
 - Memorial Day - Monday, May 29th, 2023
 - Independence Day - Monday, July 3rd and Tuesday, July 4th 2023
- *The Center will be closed between Friday, December 23rd - January 2nd. The center will reopen Tuesday, January 3rd. No tuition is due for this week.

General Information

- The Center will not have an open-door policy. Staff at the Center will sign the children in each morning upon arrival and sign them out each day at pick up time. At no time will children be allowed to leave the Center to go to the gas station, grocery store, etc.
- If your child is in 5th grade or older, with the proper paperwork, they may arrive or depart by walking or riding their bike.
- If a person other than a parent will be picking up, on a given day, a note will need to be given to a staff at the center with the person's name and date of change. Please make them aware that an ID may be required.
- Bussing will be provided to and from Northview Elementary each day.
- For safety reasons, at drop off and pick up time, a parent will need to touch base with a staff member to ensure staff is aware your child is coming or going.
- There will be a simple breakfast provided for the children until 8:00 each morning.
- A snack will be offered each afternoon upon returning to the Center.
- If your child has a food allergy, please make it known to the staff so it can be posted. Alternative food options may need to be provided from home to accommodate their needs.
- If your child will be at the center for lunch on a no school day, they will need to bring a cold lunch with cooler pack. Milk is provided.
- The Center will not administer medication to the children. An exception may be made if a child carries an EPI pen, an inhaler or other medications used for emergency situations.
- You will be notified if your child has an illness that is affecting their activities. We will adhere to sick child policies similar to those of the school district.
- The Center admits all children into the program without regard to race, religion, national origin, ancestry, sex, handicap, or political persuasion. No qualified individuals as defined under the American with Disabilities Act shall, by reason of their disability, be excluded from participation in or be denied the benefits of services, programs or activities. There will be no religious discrimination at this center. There will be no geographic boundaries or economic limits.
- It is our intent to work with parents in providing the most suitable environment possible for children. We have many resources and referrals available to parents upon request. It is also important, for parents to be aware that state laws require that any and all incidents of suspected child abuse or neglect be reported to the appropriate agency. It is the responsibility of this agency to investigate each reported case.
- The Center is always concerned for your child's welfare. If you take the chance of drinking or taking drugs prior to picking your child up, and we feel this may impair your ability to get your child home safely, we have an obligation to notify the authorities. Your child can not be withheld from you; however, the staff will notify the police department. You have given us the responsibility to make sure your child is safe at the Center; this includes drop off and pick up times. Please do not put us in this position. Your child's safety will be our main concern.

Bullying Policy

At HGAC, bullying is inexcusable, and there is a zero tolerance for all types of bullying. Each child is expected to treat each other with respect, and to help each other have a fun and safe place to learn and grow. If a child has difficulty meeting this expectation, parents will be called.

We work together as a team to ensure that children gain self-confidence, make new friends, and go home excited to return.

Behavior Guidelines

Please read our behavior policies with your child. It is important that you and your child are expecting the same guidelines at HGAC.

We expect all children to act respectfully, at all times, when on our property or participating in our programs. Everyone is to behave in a mature, responsible way and respect the rights and dignity of others. This includes, but is not limited to, the following four very essential values:

We will all take Responsibility for our actions.

We will all Respect ourselves, each other, equipment, property, and the environment.

Honesty will be the basis for all relationships and interactions.

We will all be Caring in relationships with others.

Children should talk to a staff member if they are uncomfortable with any experiences or need assistance while at HGAC.

Disruptive Behavior Policy

Students and faculty share responsibility for maintaining a positive safe, educational, and fun environment. Disruptive students can hinder the essential basis for our program.

HGAC has a responsibility to provide a safe and welcoming environment for children and adults—both existing families and visitors. Developing a Disruptive Behavior Policy (DBP) shows commitment to creating a safe and welcoming environment by defining a list of expectations for behavior. A DBP establishes behavioral guidelines that consider the community's well-being first and foremost. The guidelines provided by a DBP means that all are held to the same set of standards.

Examples of unacceptable and disruptive behavior include, but are not limited to:

persistently interrupting other speakers, verbal and other behavior that distracts and disrupts, intimidation, physical threats, physical altercations— hitting, kicking, biting, etc. harassing behavior, personal insults, refusal to comply with faculty direction, using profanity, vulgarity or obscenity, stealing or damaging property (personal or HGAC property), refusal to participate in activities or cooperate with staff, leaving a program without permission, use of illicit drugs, alcohol or tobacco or sexual conduct of any kind

If/when a child exhibit any of the above behaviors a staff member will quickly attempt to defuse the situation. If the situation is not resolved or diffused quickly, your child will need to be picked up immediately.

Tuition is non-refundable if a child is sent home for disciplinary reasons. Parental concerns about the implementation of this policy may be shared with a teacher or administrator.

Dear parents,

2022

Students and faculty share responsibility for maintaining a positive safe, educational, and fun environment. Disruptive students can hinder the essential basis for our program. HGAC has a responsibility to provide a safe and welcoming environment for children and adults—both existing families and visitors. Developing a Disruptive Behavior Policy (DBP) shows commitment to creating a safe and welcoming environment by defining a list of expectations for behavior. A DBP establishes behavioral guidelines that consider the community's well-being first and foremost. The guidelines provided by a DBP means that all are held to the same set of standards.

This letter is intended to strengthen our positive relationships between teachers and parents and teachers and children. Over the last year or so we have seen an increase in children's poor behaviors, choices, and disrespect. While we have continued to have the same general rules and expectations at the center; it seems many of the children are intentionally disregarding these rules and expectations. This poses multiple concerns.

- When teachers are continually addressing behavior issues (that children know are not ok) it takes time away from other necessary responsibilities. These include having one on one conversations with parents at pick/drop off times, classroom responsibilities, lesson plans, and playing with the kids. Disruptive and disrespectful students can hinder the basis for our program.

Because of these concerns we have decided to apply a zero-tolerance policy for disrespect and not following center rules. Many of our rules may still need reminders, but this zero-tolerance policy will be specific for children who continually disregard rules on safety and disrespect. This zero-tolerance policy allows us to make a bigger impact on how serious we are when implementing our expectations and rules. Kids who intentionally choose to not follow our rules and expectations currently have free time taken away. We make a choice for them in these situations. This is not having the impact it once did.

If/when a child exhibits any of the unacceptable and disruptive below behaviors a staff member reserves the right to call and send the child home immediately. This decision will not be made lightly or without proper reminders and special circumstances taken into consideration. Our preference is to have the children in our building having fun and providing the care we promised. Tuition is non-refundable if a child is sent home for disciplinary reasons. Parental concerns about the implementation of this policy may be shared with a teacher or administrator.

Examples of unacceptable and disruptive behavior include, but are not limited to: persistently interrupting other speakers; verbal and other behavior that distracts and disrupts; intimidation; physical threats; continual disrespect to staff, peers and property; physical altercations- hitting, kicking, biting, etc. harassing behavior; personal insults; refusal to comply with faculty direction; using profanity; vulgarity or obscenity; stealing or damaging property (personal or HGAC property); refusal to participate in activities or cooperate with staff; leaving a program without permission; use of illicit drugs, alcohol or tobacco or sexual conduct of any kind.

Our goal is to do the best we can while your children are here. If we do not try to solve this problem in a different way, then we are not doing our best job. Please feel free to ask us questions, bring up your concerns, or request a conference to discuss your child's strengths and areas of need for improvement. Thank you for your help and support with this.

HGAC Teachers and Administration



Please sign and return this portion. We would like to ensure all parents and children have a full understanding of this new policy.

Parents Name _____ Child(ren) Name(s) _____

Parent Signature _____ Childs Signature _____

Date _____

HGAC Computer Usage and Internet Access Agreement

Parents,

All computer resources may be used solely for legitimate and authorized purposes. As students become proficient in the use of computers for entertainment and academic purposes, high speed internet can be a great addition to our program. The Center maintains a filtering database to block controversial and/or explicit material from being accessible to students. This system is not fool proof and as your child learns and grows it is essential to hold the children responsible for their actions with this privilege. If this privilege is abused, access to the computers and internet may be disabled, suspended or even revoked. We will do our best to monitor the children's usage, files, history, and sessions for appropriateness. The Center will not grant access to this privilege without authorization from parents or guardians by a signature below. We ask that you have a very serious conversation with your children about the possible consequences for them and/or others with this activity. By signing this form you agree to help execute this policy to its fullest and have reviewed the rules with your child. We appreciate your help.

Parent Name: _____ Parent Signature: _____

Students,

It is important for you to talk to your parents and teachers about using the computers at the Activity Center. We have the computers and internet as a privilege for students who use it appropriately. If you have trouble following the rules with the computers, we will be taking this privilege away from you. By signing this form you are telling us you promise to follow the rules below:

- 1.) You promise not to watch, play, or open any inappropriate movies, videos, songs, pictures or any other content.
- 2.) If you do accidentally open inappropriate content, you promise to immediately close it and tell a teacher.
- 3.) You promise to hold your friends accountable for following these rules. You will do this by giving them a reminder and telling a teacher of inappropriate usage.
- 4.) You promise to avoid any games with violence, blood, bad language or any other inappropriate situations.
- 5.) You promise not to enter chat rooms and instant messenger.
- 6.) You promise not to print any materials without the teacher's permission.
- 7.) You promise to use appropriate language during computer use, as it is always expected at the Center.
- 8.) You promise to be kind to all friends while using the computers, as it is always expected at the Center.
- 9.) You promise not to abuse or break any of the computers or equipment. This means you will not have food or drinks at the computer and you will not hit, smash, or damage the equipment.
- 10.) You promise to clean up the area, and shut down the computer at the end of the day.
- 11.) You promise not to connect or disconnect any device to the network or computer without permission.
- 12.) You promise not to change, add or remove settings or programs on the computers.
- 13.) You promise not to download, transfer, or store things on these computers.
- 14.) You promise not to use the computers during times when they are not allowed to be used.
- 15.) You promise to use these rules on your personal devices too.

We have the right to take this fun privilege away from you. If you do not follow the rules above, your consequences are listed below:

- 1.) The first time you don't follow the rules above the computer privilege will be taken away from you for 5 school days.
- 2.) The second time you don't follow the rules above the computer privilege will be taken away from you for 20 school days.
- 3.) The third time you don't follow the rules above the computer privilege will be taken away until further notice.

Students' Name: _____ Students' Signature: _____ Date: _____