



# HGAC School Age Summer Program

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Welcome to our Summer 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 program's hours, prices, and policies. Please read through the packet and let us know if you have any questions.

## The summer program will be open:

Monday - Friday 6:00 a.m. - 5:30 p.m.

A.M. (until 12:30) or P.M. (after 12:00) P.M. \*time modified to 11:00 during the 4 weeks of summer school both contract and non-contract tuition will be \$22.

## Pricing Information:

Contract Full Day - \$33.00 / day (all 11 weeks of summer will need to be turned in upon registering your child)

Contract Half Day - \$18.00 / day (all 11 weeks of summer will need to be turned in upon registering your child)

Non-Contract Full day - \$37.00 / day (schedules need to be turned in two full weeks prior to attendance)

Non-Contract Half day - \$22.00 / day (schedules need to be turned in two full weeks prior to attendance)

Summer registration fee - \$30.00 if paid on or by Friday, April 15<sup>th</sup> or \$40 if paid after Friday, April 15<sup>th</sup>

## New enrollment or re-enrollment:

- tuition payments may be made weekly or bi-weekly (every two weeks). All payments are expected prior to services. If the amount is not paid, a weekly finance charge of \$20.00 will be applied. Any account that is past due by 30 days will be subject to child's termination and sent to collections.
- After closing charges (the center closes at 5:30 p.m.) of \$35.00 per child per 1/4 hour or fraction thereof will be applied to your account.
- If you have a child attending the Howards Grove Children's Center (next door) you will receive a 5% discount for your child with the lowest tuition, attending at the Howards Grove Activity Center.
- 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. If this situation happens twice, cash payments will only be accepted.
- The center requires two weeks' notice for termination of enrollment. If less than a two-week notice is given, then tuition for two weeks is still due.

## Summer School Schedules:

- Please include your child's summer school schedule if you have it. We will walk the children to and from classes at Northview, not including any August sessions. Each child attending summer school at Northview will be billed a \$40.00 walking fee. Middle school students will walk themselves at no extra cost but need the walking permission slip filled out.

### Contract tuition:

- An agreement sheet, with your child's specific hours, will need to be filled out for staffing, scheduling, and billing purposes. All 11 weeks of the summer schedule need to be turned in to secure your child's summer spot. These weeks can vary from week to week but need to be given at the time of summer registration. You also can have a week with no hours, but again it needs to be given at the time of registration. When you turn in these weeks at registration time we can staff, budget and bill more adequately and will be passing along a reduced rate. Any modifications turned in after registration are acceptable but there will be no price reductions. Extra days will be billed at the non-contract price.

### Non-Contract tuition:

- If you don't have all 11 weeks available to turn in at registration you will be considered non-contract and billed the non-contract tuition rate. You can fill out a new agreement sheet for schedule changes, but it needs to be filled out and turned in two full weeks before the change occurs. This will be used for staffing and billing purposes. Two weeks in advance means: 2 full Monday through Friday weeks ahead of the week that needs to be changed. If you need a change on a Wednesday, you still need to turn in the change on the Monday two weeks before, not on the Wednesday two weeks before.

### Both Contract and Non-Contract tuition:

- The agreement forms can be picked up and/or dropped off at the front desk or are accessible on our website.
- If your schedule varies you may ask a staff member for the tuition due before making payment. Payment may be made weekly or biweekly, but all payments must be made by the Friday prior to care being provided.
- If your child is not coming in on a planned day, please call or text the Center to notify us of the absence. Pre-billed tuition 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 throughout the week. We will go outside and make use of the gym daily. There will be group games, and free time, always keeping in mind the importance of values such as honesty, empathy, sincerity, and teamwork. Children's days will consist of arts, crafts, reading, writing and science activities, large and small group games and many more activities.

### Staffing:

Center staff will be hired by the administration and board members. There will be an orientation for all staff members, as well as a background check completed on everyone. Supervision and safety are very important at the Center. Adequate staff will always be present.

### Holidays:

We will be closed on Monday, July 4<sup>th</sup> for Independence Day. All children enrolled in our summer program will be billed \$20 for this day.

### General Information:

Please have your child bring the following each day:

- Labeled water bottle (please bring home each day to wash)
  - Backpack to put projects, extra clothes, etc. in
  - Lunch with ice pack
  - If interested, sunscreen your child to apply to themselves each day.
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- 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. unless accompanied by a staff member.
  - If your child is in 5th grade or older, with the proper paperwork, they may arrive or depart for the day, only at their scheduled times, 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. This policy ensures the safety of all our children.
  - 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. Thank you for adhering to this important policy.
  - There will be a simple breakfast provided for the children until 8:00 each morning and a snack each afternoon. If your child has a food allergy, please make it known to the staff so it can be posted. Food substitutions may be asked to be provided.
  - If your child will be at the center for lunch, they will need to bring a nutritional, cold lunch from home. Please make sure you include a freezer pack in it to ensure the lunch will remain cold throughout the morning. Lunches may contain items which require a quick heat up in the microwave. Anything that needs a long prep or cook time should not be brought for lunch. Milk will be provided from the Center.
  - Due to difficulties Pokemon and other trading games will not be allowed at the center.
  - Cell phone use for middles schoolers will be allowed. If they are using the phone for media or games a timer will need to be set and usage will be limited. If games or media is found to be inappropriate the privilege can be taken away. Phones will be kept at the -front desk and may be checked for calls or messages.
  - 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. To avoid the spread of illness, please keep your child home if they are too ill to participate.
  - 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 to provide the most suitable environment possible for children. We have many resources and referrals available to parents upon request. It is important also, for parents to be aware that state laws require that 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 well-being. 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

### 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 exhibits 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.