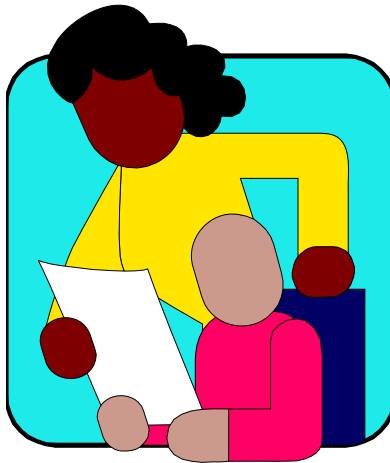


**C.A.R.E.**

**20%~~201~~%**

*Children After-school Receiving Enrichment*

# **PARENT HANDBOOK**



Platteville School District  
Platteville, WI 53818

## **WELCOME TO C.A.R.E.**

Welcome to the Children After-school Receiving Enrichment program! This program is offered by the Platteville School District for children enrolled in the First Step four-year-old program through 5<sup>th</sup> grade.

The after-school program is designed to provide children with a safe and well-supervised atmosphere after the regular school day. The focus of the program is to compliment the child's experience with mostly non-academic activities and to stimulate development in the areas of social, cognitive, gross, and fine-motor skills.

Parents are encouraged to come and watch the program in action. The program supervisor would appreciate timely information from parents concerning special arrangements or changes in schedules.

### **PROGRAM GOALS AND OBJECTIVES**

The purpose of the program is to provide a safe, healthy, fun, and well-supervised environment for children. School-aged children need a relaxed and informal program to round out their highly structured day at school. Our main goal is to plan activities that are challenging and creative for children in the program. This will enable children to engage in activities that encourage and promote good emotional, physical, social, and educational development.

#### **Our objectives will be:**

- To provide a program that encourages creativity and imagination.
- To help children work, play, and share with others.
- To set reasonable limits and consequences and encourage increased self-discipline. Only positive, constructive methods of discipline will be used.
- To make available a wide range of materials for all age groups which may include books for reading, hands-on projects, and games.
- To assign special tasks and responsibilities that will help build self-esteem.
- To develop respect for the rights of others.
- To provide opportunities for children to make choices.
- To help children find acceptable emotional outlets and to be creative in resolving conflicts.
- To provide opportunities that allow children to explore, discover, observe, and experiment.
- To provide activities that enhance children's classroom experiences.
- To include children in the program's planning process.
- To encourage independence and self-confidence.
- To provide opportunities for fine and large motor activities.

**C.A.R.E. AFTER SCHOOL HOURS OF OPERATION**  
**3:15 p.m. – 6:00 p.m., MONDAY through FRIDAY**  
**Program Director - Amy Lancaster**  
**C.A.R.E. - 342-4052**

## NEAL WILKINS EARLY LEARNING CENTER

The program operates from 3:00 p.m. – 6:00 p.m. on days school is in attendance; and also the afternoons of Early Release Days (the second Wednesday of each month) from 12:30 p.m.-6:00 p.m.

Children attending Neal Wilkins Early Learning Center should report to the multi-purpose room immediately after school. Children from Westview Elementary, Platteville Middle School, and St. Mary’s will be provided bus transportation to Neal Wilkins.

### REGISTRATION POLICY

1. Enrollment will be taken on a first-come, first-serve basis after registration begins.
2. Registration for children attending five days per week will have priority in enrolling.
3. When the program reaches the maximum number of children at the site, parents can be placed on a waiting list if they choose.
4. All billing will be done on a prepayment basis. Payment for the first week of C.A.R.E services is due upon registration and each week after that will be paid one week in advance.
5. The C.A.R.E. fee must be paid each Friday for the following week. In the event of school closure, payment must be made the last day of service per week.
6. Please call the C.A.R.E. room at 342-4052 with any change in plans for your child.
7. Childcare is limited to those days specified in the contract.

### C.A.R.E. FEES

<u>No. of Days per Week</u>	<u>Cost per Week</u>
<b>1</b>	<b>\$7.75</b>
<b>2</b>	<b>\$15.50</b>
<b>3</b>	<b>\$23.25</b>
<b>4</b>	<b>\$31.00</b>
<b>5</b>	<b>\$38.75</b>
<b>Early Release Day</b>	<b>\$15.50 Per child</b>

### APPROXIMATE DAILY SCHEDULE

- |                  |  |
|------------------|--|
| 3:15 – 3:40 p.m. | Arrival – Participants settle into new atmosphere. Snacks prepared, restroom breaks, activity centers. |
| 3:40 – 3:55 p.m. | Snacks.  |
| 3:55 – 5:00 p.m. | Activity centers which may include games, activities, outside play, gym time, homework, etc.           |
| 5:00 – 6:00 p.m. | Free time/Clean up.  |

### INCLEMENT WEATHER

If the Platteville School District is dismissed early or canceled because of inclement weather, the C.A.R.E. Program will also be canceled. The following radio/television stations will broadcast this information:

Radio  
 WPVL/WGLR 1590 AM/107.1 FM - Platteville  
 KIYX FM 106.1 - Platteville  
 KATF 92.9 - Dubuque  
 KGRR 97.3 FM - Dubuque  
 KLYV 105 FM - Dubuque

Television  
 WKOW TV - Madison  
 WMTV - Madison  
 WISC - Madison

## **DISCIPLINE**

Activities offered are varied and creative in order to eliminate discipline problems due to disinterest and boredom.

1. Children with discipline problems will:
  - Be asked to stop.
  - Talk about the problem.
  - Discuss other options.
  - Be redirected.
2. Children may be directed to sit down for 5 minutes to rethink their options.
3. If a problem is repeated several times in one day, the program staff will talk with parents.
4. Parents may also request a conference with the program staff, if necessary.
5. If the problem continues, parents may be asked to make other child-care arrangements.
6. Occasionally, things that happen at home or during the school day may affect children's behavior. Please feel free to discuss any matters with the staff that you think we may help with.

## **HEALTH AND SAFETY**

1. If your child becomes ill while at the C.A.R.E. program, you will be asked to make arrangements for your child to be picked up as soon as possible.
2. If children have been exposed to a communicable disease within the after-school site, parents of enrolled and incoming children will be notified.
3. Immediate first aid will be provided for a child who sustains a minor injury (scratches, scrapes, insect bites, etc.). In addition, the child's parent(s) will be notified.
4. Children will wash their hands with soap and running water before eating and after using the bathroom.
5. Prescriptive and non-prescriptive medication will only be given to children upon signed authorization by the parent. Medicine must be in the original container.

## **COMMUNITY INVOLVMENT**

The staff of the C.A.R.E. Program believes that children's experiences should be varied and interesting. Therefore, from time to time, community resource people may make presentations. Parents are always welcome to contribute to these special presentations.

## **RIGHTS AND RESPONSIBILITIES**

Children's Rights include:

1. To be respected.
2. To have a choice of activities.
3. To have a safe and reliable environment.
4. To have equipment in working order.
5. To express their creativity.

6. To express emotions in an appropriate manner.
7. To have staff members that care about and enjoy them.

Parent's Rights include:

1. To be respected.
2. To visit the site at anytime.
3. To know their children are safe.
4. To voice concerns about the program or activities.
5. To know if their child is misbehaving.
6. To know about field trips.
7. To have open communication with the program director and staff.

Staff Rights include:

1. To be respected by children, parents, and staff.
2. To give input into the program.
3. To express their creativity.
4. To have a safe, comfortable work environment.

Children's Responsibilities include:

1. Taking care of equipment.
2. Cleaning up after themselves.
3. Sharing equipment with others.
4. Keeping their hands and feet to themselves.
5. Using appropriate language.
6. Treating staff with respect.
7. Coming to the C.A.R.E. Program directly after school.
8. Finishing what they start.

Parent's Responsibilities include:

1. Signing their child out each day.
2. Picking their child up on time.
3. Treating staff with respect.
4. Paying their fees on time.
5. Bringing their concerns to staff.
6. Notifying staff of changes in pick up time and persons authorized to pick up child.
7. Knowing about changes in policy.
8. Informing staff of child's contagious illness.
9. Keeping child's record up to date.
10. Designating an emergency contact person.

Staff's Responsibilities include:

1. To treat children and parents with the utmost respect.
2. To provide a safe, fun, and warm environment.
3. To provide a variety of planned and interesting activities.
4. To keep parents informed, including when child is ill or injured.
5. To keep accurate records.
6. To be a good role model for children.
7. To release children only to a person authorized to pick up the child.

**CONTRACT BETWEEN C.A.R.E. AND PARENTS**

1. This contract is made between the parent(s) and C.A.R.E for the care of \_\_\_\_\_
2. The payment fee shall be \$\_\_\_\_\_per week for care provided from \_\_\_\_\_p.m. to \_\_\_\_\_p.m. on these days (circle all that apply)  

Mon. Tues. Wed. Thurs. Fri.
3. Payment must be made by Friday for the following week's service. In the event of school closure, payment must be made the last day of service per week. Checks should be made payable to the Platteville School District and given to the program director on site.  
Prepayment Fee \$\_\_\_\_\_ to be paid on the first day of attendance.
4. Childcare is limited to those days specified in the contract.
5. There will be no charge for days when service is not provided due to school closures. However, student absences from C.A.R.E. due to illness, family vacations, etc. will still be charged.
6. Late pick-up charge; \$1.00 per minute will be charged to weekly bill each minute past 6:00 p.m.. The classroom clock is the official pick-up time.
7. If a check is returned to the C.A.R.E. program for insufficient funds, payment in cash or money order to the Platteville School District will be expected before additional care is provided.
8. Termination:  
Parents must give two weeks **written** notice of their intent to withdraw their child/children. Regular fees will be charged for the notice period regardless of child's attendance. C.A.R.E may terminate this contract without giving any notices if payments are not made when due.

I have read the C.A.R.E. Parent handbook and agree to abide by these policies.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date