

Winnebago Kids Club Handbook



Before & After Care Program
Winnebago CUSD #323
(815) 335-2318

General Information

Welcome to the Winnebago Kids Club program. Kids Club is designed for working parents. Our goals are to provide quality, safe care for your child/children at a reasonable rate. We provide a daily snack and beverage, along with a variety of activities to keep active children occupied and engaged.

Each school year, Kids Club requires an updated registration form to be filled out & a yearly registration fee of \$30 to be paid and turned into the Simon Office or Kids Club Director before your student(s) may begin utilizing our services. *Registration paperwork is kept confidential and then disposed of after every 7 years, in compliance with IDHS regulations*

Previous outstanding balances must be paid in full before registration will be accepted for the new school year.

Our Activities

Quiet Time

This is a time for children to play with puzzles, color, read and watch a movie. This area is designed for quieter play.

Inside Play (Gym)

When the weather states that we must be inside, we play structured games in the gym or cafeteria. Games can include; Soccer Dodgeball, Basketball, Jump Rope, Ect.

Playground Time

When Weather permits, we take children outdoors for fresh air. When it is snowy outside all kids must have a hat, gloves and a jacket to play on the blacktop. To play in the snow the kids must have everything listed above plus boots and snow pants.

Activity Clinics

Clinics consist of district sports and activities brought to Simon for Kids Club students. They are 1 time per week form 4pm-5pm. There is no extra cost for the activity. In the past we have had Art, Winnovation, Wrestling, Basketball and Baseball provided to teach the fundamentals and basic

skills. There will be a sign up sheet prior to the clinic to allow the teams to plan accordingly.

Homework Hall

A quiet space is provided for 2nd-5th grade students to complete homework. Kids Club does not make homework hall mandatory. Parents who wish to have their child attend homework hall can sign their child up at any point during the school year. Homework hall runs Monday-Thursday until 4pm.

Snacks

A snack and beverages are provided for all children after school. We try and have a variety of snacks so that each child will enjoy what is offered. If your child does not like the snack they may wither bring their own or we offer crackers daily. **Please notify us of any food allergies.**

Service Provided

Morning Hours and Fees

The morning program runs from 6:15am-8am. The fee for this service is \$6/day/student. Drop off is in the Simon office, and parents must sign them in.

- Kids club does not serve breakfast. Students may bring breakfast from home or purchase breakfast in the Simon cafeteria.
- Students attending McNair; a bus will arrive at Simon at approximately 7:15am to transport those students.
- **There will be NO morning Kids Club on delayed start days.**

Afternoon Hours and Fees

The afternoon program runs from 2:50pm-5:30pm. The fee for this service is \$9/day/student. The fee for a drop-in student (unregistered) will be \$18/day/student.

- McNair students will be transported by bus to Simon at approximately 3:15pm.

School Improvement Days

We offer services on school improvement days. There needs to be a minimum of 10 children signed up for the day to hold services. Our hours on school improvement days will be from 7:30am-5:30pm. The cost is \$25 per student. Kids must bring a sack lunch on these days. Drop off and pick up will be in the Simon office.

- You must sign up your child prior to attending. *We will not accept late sign up or drop in service the day of”.

Early Dismissal Days

On early dismissal days, Kids Club services will be available from 12:40pm-5:30pm. Fees will be \$16 per student. Kids Club has taken field trips of these days in the past. There will be additional costs for field trips. Parents will be notified in advance. There will be no on-site Kids Club while a field trip is taken.

- There will not be a required sign up for Early Dismissal days unless a field trip is being taken. Parents will be notified in advance for those occasions.

Snow Days

There will be No services provided due to canceled school days or early dismissal due to weather for the safety of our staff and students.

Payments

Kids Club provides reasonably priced care for your child/children in a safe environment. Kids Club is a self-supportive, not-for-profit program. **No monies are provided from school district funds to support Kids Club.** Without commitment from participants, we cannot operate this program. It is the responsibility of the parents to help keep the costs low by making timely payments. *Kids Club is a license-exempt program and is not regulated through DCFS*

Make a Payment

Kids Club accepts checks (made out to **Winnebago CUSD #323**) or cash. We do not carry change. We also accept payments online through your students EFunds account.

What you are billed for

Kids Club does not charge for the days your child does not attend. Please make a payment to Kids Club on each Friday for the days your child attended. Statements are handed out the first week of each month for the services used the previous month.

- You may accrue a credit on your account. However, at the end of the school year the credit does **NOT** roll over to the next year. There are **NO** refunds.

Failure to Make Payments

A delinquent account consists of two weeks with failure to make payments. This will result in services being suspended until the account is

brought to current and a 1 week pre-pay will be required. If financial arrangements need to be made please contact Kids Club at (815)335-2318.

Things You Should Know

Changes in Attendance

If your student does not attend Kids Club daily, but on a part time basis, please contact the following people to assure your student gets to Kids Club:

- Simon Office (815)335-2318 / McNair Office (815)335-7574
- Transportation (815)335-2903
- Your student's teacher
- Kids Club Director jergensa@winnebagoschools.org

Also, if your student will be absent from a scheduled day, please contact the above list to ensure their whereabouts are known.

Picking Up Your Child

Sign out will be located in the Simon office. A photo ID is required by all person's picking up for the safety of the child. Staff will not call for the child until they verify the person picking up. Parents will be called immediately if someone who is not approved attempts to pick up the child. All approved for picking up should be listed on the registration form, this includes brothers/sisters, aunts/uncles, friends, etc.

Until all Kids Club staff are familiar with the adults picking up children, **Identification will be checked.**

Late Pick Up Fees

Kids Club gives everyone a 5 minute leeway time. If after 5:35 your children/child has not been picked up, it will be considered a late pick-up. Also, you will be assessed a late pick-up fee if you have not left the building by 5:35pm.

- 5:35-5:45--- \$9
- 5:46-5:59--- \$18
- 6pm--- \$45

If your child has not been picked up within 30 minutes of closing, and parents/guardians have not been able to be reached, we will contact the police department and have them pick up your child from Kids Club. You will then need to pick them up at the Winnebago Police Department.

Kids Club Staff

The facility engages and complies with the background check and clearance procedure through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers.

- All Kids Club staff are trained in First Aid / CPR, EpiPen, and trained for students with diabetes.
- All staff are also mandated reporters.

Discipline/Expectations

We want to provide all of the children with an excellent after-school climate and have set up the following guidelines for acceptable behavior:

Kids Club Expectations

- Children will follow Simon Playground Rules
- Children will follow Kids Club Directions
- Children will show respect to staff members and to other children
- Children will speak age-appropriately and respectfully to staff members and to other children
- Children will not be allowed to kick, bite, hit or push. Also, NO unnecessary roughness will be allowed.

Some Inside Expectations

- Keep your hands and feet to yourself
- Shh.. No talking in the halls. Teachers are working.
- No running in the halls
- No arguing with staff. Be respectful
- Be good listeners and follow directions
- Talk nicely to staff and other students
- No rude noises and/or foul language allowed.

Consequences of behavior

If a child cannot follow these rules, he/she will

1. Be informed of appropriate behavior and told to comply
2. 5 minutes of time-out from activity
3. Taken out of activity for the entire day and possibly be suspended from activity until appropriate behavior can be achieved.
4. Parent called/informed of behavior and behavioral guidelines discussed regarding situation and future participation in the Kids Club program.

Incidences that involve automatic removal from the program

- Physical or verbal attack to staff or students
- Exposing oneself
- Foul language
- Intentional destruction of school or Kids Club property
- Food fight
- Bullying

Simon Elementary School Playground Rules

The playground is for fun and enjoyment. The rules we make are for the safety of each child; safety remains a top priority.

- No sandals or open toed shoes on the wood chips
- No talking back or arguing with staff members
- No name-calling
- Not spitting on the ground or at people
- **Keep your hands and feet to yourself.**
- Touch football only
- No “weapons” tolerance policy, even pretend play weapons
- Tag is allowed, but there is not capture or holding
- Do not throw wood chips or gravel, sand or sticks
- No digging
- PE equipment to be used on the blacktop only.
- Do not bound balls against the building
- No climbing trees
- If a ball goes to the road, child must ask permission to get it. Staff will then supervise child retrieving ball.
- When on the swings, remain seated, only 1 person to a swing, no twisting and no jumping off swings.

Contact Info
Kids Club Director- Abby Jergens

Kids Club Handbook
2020-2021

jergensa@winnebagoschools.org
(815)335-2318

Please make checks payable to:
Winnebago CUSD 323

Memo: Kids Club & Child's first and last name