

Elkhart Lake - Glenbeulah
School District

**CHILD CARE/
PRE-SCHOOL
PROGRAM
2024- 2025**

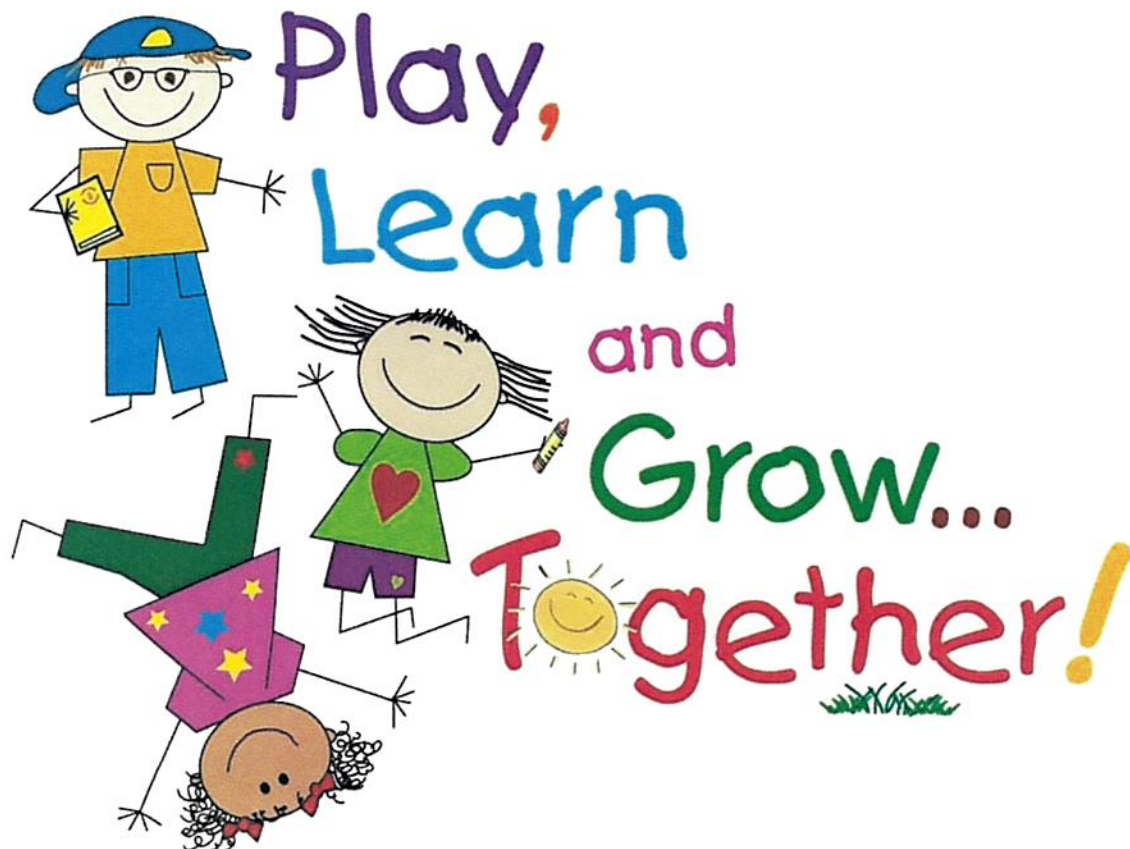


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Welcome to Elkhart Lake-Glenbeulah Child Care!

Dear Parents,

Welcome to the Elkhart Lake-Glenbeulah Child Care located in the elementary school building. My name is Karren Cobble and I am excited to direct and teach the 3K Program and before and after school program. This program is designed to provide a safe, positive environment for children between the hours of 6:00 a.m. to 6:00 p.m. Monday – Friday. Students can choose to participate in engaging activities, such as cooking, arts, crafts, sports, music, computer usage, and field trips. This independent childcare enables students to interact with each other and the dedicated, trained staff, in a personalized setting.

This booklet is written in correlation with the Elkhart Lake-Glenbeulah School District Handbook and emphasizes policies and items specific to the Elkhart Lake-Glenbeulah Child Care Center. If at any time you have any questions, or are unclear of something, please feel free to ask any of the childcare staff. It is important to the program's success that everyone completely understands how the program works. Please read and feel comfortable with the policies before you sign them in agreement. The policies in this packet revolve around the health and safety of your child/children.

Thank you,

Karren Cobble
Director of ELGS Childcare
kcobble@goresorters.com
Direct Line: 920-876-2856

THE ELKHART LAKE-GLENBEULAH CHILD CARE PHILOSOPHY

The Elkhart Lake-Glenbeulah Child Care believes children need a healthy, safe place to work and play before and after school. This supportive environment offers students assistance with academics and implements developmentally appropriate activities for children ages 3-11. The children's needs are addressed in individual and group settings. Through group projects, individual projects, games and activities, positive engaging learning situations are achieved.

OVERALL PROGRAM GOALS

1. To provide high quality childcare that compliments the elementary school.
2. To meet the childcare needs of the families in our community and school district.
3. To provide hands-on learning opportunities that include: arts, crafts, sports, music, cooking experiences, computer usage, dramatic play and more.
4. To provide an environment for children to maintain a positive self-perception of oneself and school.
5. To provide an opportunity for children's independence through the freedom of choice in a safe, comfortable setting.
6. To provide a nurturing environment through both structured and free time activities on an individual and group basis.

ADMISSION POLICY

To enroll a child in the Elkhart Lake-Glenbeulah Child Care, parents and students must agree and understand its policies and procedures to promote success. Students 3-11 years of age, of any race, creed, ethnic and national origin and abilities, who are currently enrolled in the Elkhart Lake-Glenbeulah School District, are welcome.

Enrollment may be completed by:

1. Meeting with the director to review your scheduling needs and touring the facility with your child.
2. Submitting **ALL** paper work: registration forms, authorization forms, attendance schedule, and a signed contract **BEFORE STARTING**.
3. Pay the registration fee.
4. Child is admitted on the agreed start date, and contract signed.

To insure quality care for all, the children enrolled at the Elkhart Lake-Glenbeulah Child Care will begin a one-month probation period upon starting the program. We want to accommodate the needs of each individual appropriately. If for some reason during the probationary period we feel the child has extra needs our staff cannot accommodate, a meeting will take place to discuss possible alternatives to fit the student's needs.

ARRIVAL AND DEPARTURE POLICY

Parent/Guardian sign-in and pick-up is required for each child. An authorized adult must accompany children being dropped-off or picked up, unless they arrive by bus. The childcare is open from 6:00 a.m. to 6:00 p.m. **All children must be picked-up by 6:00p.m., or a seven dollar per minute per child fee will be added to the billing statement.** **The childcare is not licensed for drop-off prior to 6:00 a.m.**

HEALTH AND SAFETY POLICY

In order to maintain a healthy and safe environment, the childcare requires:

The door to our room is **LOCKED** at **ALL** times. The students **MUST** wait for **STAFF** or **PARENTS** to **OPEN** the **DOOR**. This is for the safety of our students.

- ✓ Notification of a contagious or communicable disease.
- ✓ Current health records and immunization requirements on file with the school office.
- ✓ Medical consent forms signed and dated with medications in original labeled container.
- ✓ Children experiencing diarrhea, vomiting, fever, eye or ear discharge, sore throat, or an undiagnosed rash should not attend childcare. Parents will be called to pick up their child if this occurs while the child is at childcare. Due to school policy, children will not be re-admitted into childcare until **24 hours** after their condition has passed. Please follow this as we don't want an outbreak!
- ✓ Children with a case of head lice will be excluded from the center until their head is completely nit-free.
- ✓ Children who become ill at the center will be isolated, and the parent will be contacted to pick up the sick child immediately. If the parent cannot be contacted, the emergency contact will be notified.
- ✓ In case of an extreme emergency situation 911 will be contacted.
- ✓ Staff members will treat minor injuries such as scrapes, cuts, bruises, and bumps by washing the affected area and applying band-aids or ice packs.
- ✓ Staff members will document any minor injuries.
- ✓ Any daily or prescription medications need to be taken to the front office and a medical form will be filled out there.
- ✓ In addition to documenting incidents/accidents in a medical log, contact with the parents via phone call or email or a documented description of the incident will go home with the child.
- ✓ For the safety of your child, please be responsible about updating your child's emergency information. It's not unusual for families to change jobs addresses and phone numbers.
- ✓ Part of maintaining health and safety is promoting good nutrition. Include a fresh fruit and/or vegetable to instill healthy habits. 3K and 4k students have the option of having hot lunch during the school year. You may deposit money into your child's account.

GUIDANCE AND DISCIPLINE

The guidance and discipline policy promote maturity and growth in every child. The childcare staff members serve as role models to help students learn self-control. Staff members create a positive atmosphere by using these techniques:

- Communicating with parents about techniques at home and at school.
- Guiding children with clear consistent and fair limits.
- Valuing mistakes as learning opportunities.
- Encouraging verbal communication skills.
- Patiently reminding children of the procedures and rules and redirecting them as needed.

The Elkhart Lake-Glenbeulah Child Care views some behaviors as unacceptable. These behaviors are:

- ❖ **Violence to oneself or others**
- ❖ **Swearing or abusive language**
- ❖ **Weapons on school grounds**

These behaviors could affect a child's eligibility to continue enrollment in the program. A meeting between the parent, teacher, and the director will discuss the incident and if the program can continue to accommodate the needs of the child. If patterns of incidents persist, a child may be denied the privilege of attending our program. In this case, the child would be dismissed.

DISMISSAL POLICY

The childcare provides positive social learning experiences for all enrolled. If it becomes apparent a child can no longer benefit from our program, the parents will be informed of a dismissal. Dismissal from the program only occurs if the child denies his/her responsibility to respect him/herself and others in our childcare community or if the parent refuses to pay childcare fees. Any child acting out any of the unacceptable behaviors above could be at risk of dismissal. This firm but fair rule promotes the safe and healthy environment all children deserve. If the child denies the right to learn from past mistakes and continues to repeat negative behaviors, an alternative program may be the answer.

INCLEMENT WEATHER:

The inclement weather policy states if school is cancelled due to severe weather conditions, the childcare is also cancelled for the day. **YOU WILL NOT BE CHARGED IF SCHOOL IS CLOSED, FOR THAT DAY.** If the start of school is delayed, child care will open at 8:00 a.m. Please remember, a 2-hour delay means the morning junior kindergarten class is cancelled. If the school has an early dismissal, the childcare will contact the parents of children that are regularly scheduled so that they can pick up their child as soon as possible for the safety of everyone. You will be notified via the school blackboard system and by the following television/radio stations broadcast school closings and delays:

TV stations:

- **WTMJ-TV 4**
- **WFRV-TV 5**
- **WISN-TV 12**

Radio stations:

- **WTMJ-620 AM**
- **WKTI-94.1 FM**
- **WKTT-98.1 FM**
- **WXER-104.5 FM**
- **WHBL-1330 AM**
- **WWJR-93.7 FM**

FEES

The fees for childcare services are based on staffing needs established by the state and the maintenance of running a quality program. We ask that when making out checks for day care services, please make them out to Elkhart Lake-Glenbeulah Child Care and for the **exact amount** owed. There is a registration fee of **\$55.00** for the school year. This fee is required for all students paying the "regular fee". If the registration fee is not paid, the "drop-in fee" will be charged. The fees are as follows:

	<u>Regular Fee</u>	<u>Drop-In Fee</u>
3 yr. old - Kindergarten	\$5.00 per hour	\$7.00 per hour
1 st grade -6 th grade	\$4.50 per hour	\$7.00 per hour

Due to staff/child ratios there is a minimum of a 1-hour charge for any child at the child care center. Hot lunch is available for 3-5 year-olds in childcare during the school year. Add money to you child's account. See page 9 for instructions on how to do that.

****PLEASE NOTIFY US IN A TIMELY MATTER IF YOUR CHILD IS NOT ATTENDING.**

**** A signed contract will be filled out by all families attending, see page 11 for the contract. Sign and return upon starting.**

PLEASE MAKE CHECKS PAYABLE TO ELKHART LAKE-GLENBEULAH CHILD CARE.

Fees are due by the 20th of the month following the month in which the fees were incurred. If your bill is NOT PAID by the 20th of the month a \$10.00 PER DAY charge will be added on to the balance. If the bill is NOT PAID by the 20th of each month your child will NOT be able to attend childcare. If HARDSHIP OCCURS PLEASE CONTACT Karren for payment accommodations. If a child is picked up from childcare after 6:00 p.m., a **\$7.00 per minute/per child late fee** is automatically added to the balance (the child care is not open prior to 6:00 a.m.). **Please remember drop-in care is available, but the childcare requires notification prior to dropping off children.** This policy makes sure the childcare has openings for your child in the group for the day and that the student/staff ratio is scheduled properly.

FAMILIES WILL BE CHARGED FOR A MINIMUM OF 10 HRS. PER WEEK. *UNLESS CHILD CARE IS CLOSED. This does not pertain to our pre-school program.**

If you have any questions, please contact Karren Cobble.

ATTENDANCE:

CHILD CARE WILL BE OPEN ON ALL INSERVICE DAYS

****You are responsible to notify the childcare if your child/children will not be attending childcare**.** If you are going to be out-of-town, please notify us. Likewise, please notify us if your child will be coming at a time they are not normally scheduled. It is very important to do so for the following reasons:

- Staff needs to stay informed
- Safety reasons
- Staffing ratios

****Families will be charged if the childcare is not notified of absence prior to their scheduled arrival time or of other schedule changes.**

DIRECT PHONE NUMBER: 920-876-2856 or

EMAIL: childcare@goresorters.com

The childcare will be **closed** the following days:

The school's scheduled Christmas Vacation

Good Friday

In climate Weather (SCHOOL CLOSED)

Memorial Day

Fourth of July

Labor Day

Thanksgiving and the Friday after

We will notify ahead of time of any other closings

THINGS TO BRING:

BACKPACK LARGE ENOUGH TO HOLD 9 x 11 FOLDER.

Blanket or stuffed animal for rest time if needed (no bigger than 3' x 4' please)

PLEASE DO NOT SEND FOOD ITEMS IN GLASS CONTAINERS.

Please make sure all items are labeled to help prevent loss or damage to any of your child's possessions. Please have a spare set of clothes in the back pack of our 3yr. olds, 4 yr. olds and 5 yr. olds. **Any children attending childcare must be fully potty trained. Before school students should plan on bringing their own breakfast food labeled in an air tight container. Breakfast is 6:00a.m. - 7:20 a.m.**

Please keep this handbook in a safe and convenient place to use as a reference throughout the year.

We are looking forward to a GREAT year!

Thank you,

Karren Cobble: Director & Teacher

Holly Mattson: Child Care Assistant Teacher

Amanda Eberle: Child Care Aide

Layla Gatica: Child Care Aide

Please read this important information in its entirety. Both you and your child(ren) need to understand the new food service program.

Parents / Guardians -

Welcome to Infinite Campus Food Service and Online Payments effective April 1, 2024.

The Elkhart Lake-Glenbeulah School District has recently purchased Campus Food Service and Online Payments. Through the Parent Portal, you can now conveniently log on to view individual or family meal account balances, sign up to receive low balance e-mail notifications, and view daily meal purchases in real time. That's right....no more lunch and milk tickets!

In addition, Campus Food Service works with the Campus Mobile Portal app and is accessible at your fingertips. With the app, you can view meal account balances for one or multiple children. The app can be downloaded for free from iTunes, Google Play or Amazon, depending on your device.

Important information for PARENTS / GUARDIANS to know....

⇒ All children in your family will be in one household account

⇒ Parents are asked to go into their household account to add money for lunch and/or milk for all children

⇒ Eligibility for free or reduced lunch will carry over with our online lunch program. Students should go through the lunch line and scan their barcode. No payment or reduced payment will be charged

⇒ You also have the convenience of using Campus Online Payments. This is a reliable and secure payment processing solution that allows you to submit food service fees 24/7 via the Portal. Payments accepted online included credit cards (with a 3.85% fee) and bank e-checks (with a \$.35 processing fee). Cash and checks will continue to be accepted at both school offices and added to your household account the same day. Please note the morning is often a busy time and deposits may not happen until later in the day

⇒ Parents have the option to set up a low balance notification and recurring payments in the Portal (under Manage Account). Weekly messages with your account balance will be sent via Campus POS account messenger

⇒ Any refunds that need to be made to your account will be done via paper check from the district office, not returned to your bank account or credit card

From the computer:

1. Once you are logged in, menu options in the left-hand column: FOOD SERVICE
2. Your child(ren)'s name should appear. Click PAY
3. Enter any amount for each child -- Add to Cart
4. On the right, click on MY CART
5. Add a payment method --> Save --> Submit payment
6. E-checks may take up to 48 hours to process the payment

From the mobile app (search Infinite Campus - Campus Parent):

The stacked bars on the top left-hand side are your drop-down menu. Select FOOD SERVICE
Follow the same steps as you would on the computer (see above)

Important information for STUDENTS to know.....

Students will use their student number to access their account in the lunch line. Printed barcodes will be placed in a binder in each cafeteria for the cashier to use as needed.

⇒ ***Elementary student*** (Child care - 4th grade) bar codes will be scanned in the cafeteria - no need to memorize, unless they want to

⇒ Until they are memorized, ***Middle school and high school students*** will receive a card that contains their student number and barcode. They can keep this card in their phone case, Chromebook case or other personal belongings they bring to lunch. Students can also use the keypad to manually enter their student number once memorized

⇒ No student should use the student number of another student. If forgotten, please ask the staff cashier to scan the barcode from the binder

⇒ No cash will be accepted in line - no exceptions. Cash should be given to the office to be added to your lunch account before school, if possible. Please label all money brought to the office with the student's name

If you have any questions regarding Food Service, Online Payments or the Mobile Portal app, please contact Diane Hassinger at dhassinger@goresorters.com.

Have a great day!