



River Falls School District

Parent Handbook



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Contact

Kids Club Office (Rocky Branch): Coordinator: Angela Bohnert

Phone: (715) 425-0799

Email: angela.bohnert@rfsd.k12.wi.us

Accounts Receivable Clerk: Deb Sorenson

Phone: (715) 425-0799

Email: deb.sorenson@rfsd.k12.wi.us

Greenwood Kids Club

Phone: (715) 821-2947

Email: greenwood.kidsclub@rfsd.k12.wi.us

Montessori Kids Club

Phone: 715-307-3644

Email: montessori.kidsclub@rfsd.k12.wi.us

Rocky Branch Kids Club

Room Phone: (715) 425-1828

Cell Phone: (715) 307-1525

Email: rockybranch.kidsclub@rfsd.k12.wi.us

Westside Kids Club

Room Phone: (715) 425-0580

Cell Phone: (715) 307-0582

Email: westside.kidsclub@rfsd.k12.wi.us

Registration

Registration Dates

- Registration for the following school year Kids Club opens May 1st of each year.
- Registration is open all school year, but acceptance is based on staff to student ratios.
- Registration for Summer Kids Club opens on March 1st of each year. Contracts are accepted through the last Friday in April. After that date, contract approval is dependent on staff to student ratios.

Registration Fee

- There is a \$25 registration fee per child per household.
- Separate registration is required for children from multiple households that rotate payment responsibility.
- Children must re-register for Kids Club each school year.

Please Note

- Please know that your child's contract must be approved prior to them being able to start. Once the contract has been approved they may start the next day.
- **This may take up to a week to approve depending on when your contract is submitted. This includes drop-ins and students registering on orientation day.**
- We apologize for any inconvenience, but we require this time to process and/or update your child's information to ensure their safety.

Schedule Changes

School Year Schedule changes:

- Schedule change requests can be done online through Eleyo...
<https://rfsd.ce.eleyo.com>.
- To be considered a schedule change, and not a Drop-In request, a schedule change request must be submitted online through Eleyo Three (3) days or greater in advance.
- **Two (2) days to twenty-four (24) hours, notice is considered a Drop-In.**
- If a schedule change is submitted with less than 24 hours, notice and approved, you will be charged the Drop-in rate as well as a \$10.00 fee.
- If your child is not attending Kids Club after the 3 day schedule change window, it will be treated as an absence.
- Please see absences under additional charges. This is due to the fact that I have staff scheduled for a certain number of students to be in staff to student ratio.

- **Please note:** If a student attends on an unscheduled morning/afternoon, guardian accounts will be charged a \$10.00 fee in addition to the drop in session fee.
- Please see the Summer Welcome Packet for schedule changes for summer schedules.

Rates & Billing Information

Cost

School Year Kids Club

- **Regularly scheduled:** \$4.50/hour per child
- **Drop-in:** \$10.00 per session or \$18.00 for both sessions. A session is 6:00-8:45 am or 3:45-6:00 pm.
- **A regular schedule:** If your child is enrolled to attend Kids Club on a regular basis. This is any type of regular attendance. Also, if you know 3 days or more in advance that your child will be attending Kids Club, you should register for the pick your session schedule.
- Your child will be charged a one hour minimum for days scheduled and not attended.

- If your child is going to be absent from Kids Club, please notify your child's Kids Club site, your child's teacher and the bus garage to avoid being charged for the entire session.
- **Drop-In Attendance:** is defined as a session added on short notice (2 days to 24 hours) to a schedule.
- A **morning Drop-In** request must be submitted before 6:00 AM the morning prior to drop-in to not be charged the additional \$10.00 fee.
- An **afternoon Drop-In** request must be submitted before 6:00 PM the afternoon prior to drop-in to not be charged the additional \$10.00 fee.
- Please note: If a student **attends on an unscheduled** morning/afternoon, guardian accounts will be charged a \$10.00 fee in addition to the drop in session fee.
- Making a request for Drop-In care does not guarantee that your child can attend that day.
- Check on the status of your Drop-In requests in your account by clicking on and viewing the details of your contract. If your request is approved you will receive a confirmation e-mail.
- Please view the e-mail to determine which dates have been approved.
- If your child is a drop-in, you must notify the child's teacher, your child's Kids Club site and bus garage of the change.
- If there is an emergency in which you need care for your child/ren. Please contact the Kids Club office.

Billing information

- Your weekly invoice will be sent to you via email every Tuesday and will be due in full the following Monday.
- If you have autopay, the funds will be taken out of your account on the due date.
- A weekly \$5.00 late fee will be assessed to any unpaid amount.
- Unpaid balances are subject to suspended attendance.
- Any account two weeks past due is subject to dismissal.
- Checks, cashier's checks, and money orders should be made payable to Kid's Club or River Falls Kid's Club and dropped off at any Kids Club site. Checks and/or cash may also be mailed to the Kid's Club office at: 1215 Bartosh Lane, River Falls WI 54022.
- Online payment fees are included in your daily charge
- Billing questions should be directed to Deb Sorenson at deb.sorenson@rfsd.k12.wi.us or 715-425-0799

Additional Charges

- Kids Club reserves the right to assess fees and/or penalties for late payments. Fees and penalties may be subject to change. Fees are as follows:
 - **Late Pickup:** \$1 for every 1 minute after 6 o'clock pm.

- **Late registration:** Your child's contract may be denied due to staff to teacher ratios which are set by state statute.
- **Late payments:** \$5 fee will be charged weekly for any unpaid balance. Partial payments are subject to late fees.
- **Finder's Fee:** \$5.00 fee will be charged, if you do not notify Kids Club that your child is not attending and Kids Club staff needs to call to verify that your child is not attending Kids Club. This also includes if you child does not check into Kids Club within 15 minutes of being released from class. Please remind your child to go straight to Kids Club.
- **Absences:** You will be billed for a minimum of a one-hour session if the child is absent for any reason including illness.
- If your child is going to be absent from Kids Club, please notify your child's Kids Club site, your child's teacher and the bus garage to avoid being charged for the entire session.

Health & Behavioral Concerns

When you register your child, you will be asked to provide information about any known medical or behavioral conditions that may affect your child while at Kid's Club. Examples of known medical conditions include:

- Food allergies and/or special dietary needs (i.e. nut allergy, gluten free)
- Bee sting allergies
- Diabetes
- Epilepsy
- ADHD
- Biting, hitting, kicking, scratching, or other potentially harmful behaviors
- Any other condition that may affect the student or require medication during Kids Club hours

On-Site Injuries and Illnesses

Kids Club procedure requires that all head injuries are reported to the on-site nurse (summer) and school nurse (school year). If your child has any head injury while at Kids Club, you will be contacted prior to pick-up.

For severe injuries, allergic reactions, seizures, or under any circumstance where the child loses consciousness or has trouble breathing, 911 will be called immediately.

If your child is vomiting or has diarrhea, a fever, or any contagious illnesses or symptoms within 24 hours of Kids Club, we ask that you keep them

home. If your child experiences any of the previous while at Kids Club, you will be contacted and asked to bring them home.

Behavior

If you have any concerns regarding your child's behavior, please communicate them at the time of registration. Behavioral concerns that should be communicated are:

- Kicking, hitting, biting, scratching, or other potentially harmful behaviors
 - Inability to recognize the need to use the bathroom/frequent accidents
 - Frequent and/or violent tantrums
 - Inability to control strong emotions
 - Any other behavior that may affect the student during Kids Club hours or require medication
- If your child displays any of the above behaviors, he or she may be asked to "take a break" and/or refrain from participating in the next activity.
 - If the behavior continues and/or escalates, or for repeated behaviors, you will be notified and a meeting will be arranged with the Kids Club coordinator to discuss further actions.
 - Our staff will always make an effort to privately communicate with you regarding behavioral concerns while at Kids Club.

Behavior Plan

- This is the behavior plan that we will be using for summer Kids Club and school year 2018-19. You will receive a copy of this form

Kids Club Behavior Report Plan

****At Kids Club we will be kind, respectful, responsible, safe and a problem solver****

Students Name: _____ Grade: _____

Today's Date and Time: _____ Staff Reporting: _____

Major Behaviors	Minor Behaviors
<ul style="list-style-type: none"> ○ Inappropriate or Abusive Language ○ Physical Aggression towards students ○ Physical Aggression towards staff ○ Direct Defiance ○ Inappropriate Behavior ○ Harassment/Bullying ○ Property Damage or Vandalism ○ Theft ○ Leaving the area without permission ○ Other _____ 	<ul style="list-style-type: none"> ○ Name Calling ○ Pushing ○ Not following rules ○ Inappropriate Language ○ Unsafe choices ○ Hurtful gossiping ○ Lying ○ Other _____

Three related Minor Behaviors may become a major behavior.

A Major Behavior or repeated behaviors may result in parent conferences or removal from Kids Club

Consequences	Consequences
<ul style="list-style-type: none"> ○ Suspension from the program ○ Removal from the program ○ Other _____ 	<ul style="list-style-type: none"> ○ Take a Break from the activity ○ Problem Solve with Student ○ Time in with Site Supervisor ○ Loss of privileges ○ Parent Contact

Parent Signature: _____

Date: _____

Comments or further explanation of behavior: _____

Drop-off & Pick Up

- When dropping off and picking up your child, please be sure that you sign them in and out. This is to ensure that all students are accounted for. There are sign in/out areas at each site.
- Drop off locations differ at each building so please check the school district website, under the parent tab and under your child's elementary school to see where the drop-off and pickup area for your school is.
- All persons who are allowed to drop off and pick up must be entered into the computer as authorized pick-ups. This is separate from being an emergency contact.
- **This person will need to have their ID to pick the child up and must be at least 18 years of age. This is in accordance to state statute.**
- You may be asked to present your **Photo ID**, especially in the beginning of the year until the staff recognizes you. To ensure the safety of your child, you may be asked at any time for identification. Therefore, it is best to always carry your ID.

Hours

6 am-6 pm

Please ensure that your child is picked up no later than 6 pm. If you will be late for any reason, please notify the on-site staff. **Understand that there is a fee for late pickup.**

School Year

Location

During the school year, your child will attend Kids Club where they are enrolled for school. The four Kids Club locations are:

- Greenwood
- Westside
- Rocky Branch
- Montessori



Breakfast and Afternoon Snack

- Breakfast and an afternoon snack are provided for your child.

- Students are taken down to breakfast at 8:00 am. If your child arrives after that time, they need to let a teacher know they would like breakfast.
- These will be charge to your child's lunch account.
- You can find the charges for Kids Club breakfast and snack on the food service handout in your child's beginning of the year paperwork or online on the RFSD website.
- Please indicate to the staff if you want your child to have breakfast so that they can assure your child receives it every day.
- If you do not specifically indicate that your child should have breakfast, it is up to the child to determine if they will have it.
- There is a designated seating area for children with food allergies.

Inclement Weather and Emergencies

- Should inclement weather or other emergency situation(s) require the District to close school(s), the following procedures shall be followed:
- Automated calls will be placed to student and employee home phone numbers before 6:00 a.m. or as soon as possible using the District's emergency notification system, Infinite Campus School Messenger, if conditions warrant the delay or closing of schools.

- Local television and radio stations will also be notified by 6:00 a.m. or as soon as possible. If you do not receive a phone call, please call and notify your child's school secretary to update your telephone information in Infinite Campus. Information is also posted on the District website. Parents are encouraged to monitor these TV and radio stations:

Television Stations: WCCO (Channel 4)
KSTP (Channel 5, 45, and KSAX-TV Channel 42)
FOX (Channel 9, 25, 29, and 48)
KARE (Channel 11)
WEAU (Channel 13)

Radio Stations: WCCO (830 AM)
WEVR (1550 AM & 106.3 FM)
WIXK (1590 AM & 107.1 FM)
KWNG (105.9 FM)
iHeart Media (AM 880, 1400 FM; 95.1 FM; 98.1; 100.7;
106.7)

- If the School District of River Falls is **CLOSED**, Kids Club is **CLOSED**.
- If the School District of River Falls has a **2 Hour Delay**, Kids Club opens at 7:00am.

- If the School District of River Falls **closes early**, Kids Club will be **CLOSED** for the afternoon session.

Emergency

- Fire drills, tornado warnings, and lock down drills will be performed regularly to ensure all staff and students are aware of the procedures.

Summer

Summer Kids Club location is determined during the previous school year. If there is a change of location, you will be notified as soon as possible.

Please read the Summer Kids Club Welcome letter/packet located on the River Falls School District website, under the parent tab and under Summer Kids Club/Opti-Club option. This contains a lot of information regarding the summer program.

The website is also where you can find dates, fees, calendars, field trip descriptions, requirements for kindergarten attendance, informational help for registration, schedule changes and bill payment with the Eleyo system.

Questions or Concerns

Thank you for choosing to enroll your child in Kids Club! Our staff is looking forward to working with you and your child. If you have any questions, comments, or concerns regarding our program, please direct them to our current Kids Club Coordinator, Angela Bohnert.