

School District of Bonduel

Before and After School Child Care Program



Parent/Guardian Handbook

Effective: August 1, 2023

Updated: July 15, 2025

Welcome

Welcome to the School District of Bonduel's Before and After School Child Care Program. Our program is located in Bonduel Elementary School. We are committed to providing high quality childcare for children, aged 3 - 12 years old by September 1st of each school year. Once a child turns 13, they are no longer eligible for Before and After School Care. Children must be toilet trained and be a School District of Bonduel public school student.

Mission

Our goal at the School District of Bonduel's Before and After School Child Care Program is to provide age-appropriate activities that are fun and engaging, in a safe and nurturing environment. We focus on every child and their unique needs, equipping them with social skills and encouraging them to become lifelong learners. In Bonduel, we are always striving to continuously build pathways to educational excellence with personal attention.

Philosophy

Our philosophy is to accommodate each individual child and our program is developmentally appropriate for the ages we serve. We instill kindness, creativity, and discovery; following the Bonduel Bear's Way that our students learn about each day in school. The security and caring that children receive in their classrooms, will be carried over in our program. Children will use their critical thinking skills, curiosity and exploration of play through developmentally appropriate experiences, and materials provided by our program. Our experienced and competent staff are enthusiastic about providing learning opportunities that help children grow socially, emotionally, physically, and intellectually in a warm, cheerful, safe, and clean environment.

Enrollment Policy

- Enrollment is open to children aged 3 to 12 by September 1st of the current school year. Once a child turns 13, they are ineligible for Before & After School Care.
- Children must attend the School District of Bonduel Public Schools
- Children must be fully toilet trained.
- Enrollment is contingent upon completion of all registration forms required for the Before and After School Child Care Program (please note, these forms are different than student registration forms).

- The registration form is not meant to serve as a contract guaranteeing service for any duration.
- The Program reserves the right to dismiss or refuse any parent or child at any time with or without cause.
- Continued enrollment is contingent upon adherence to the policies and procedures as outlined in this Handbook including, but not limited to, timely payment of all fees.
- Parents/guardians are **required** to notify us immediately of any changes in information collected at the time of enrollment. Failure to do so may result in the child(ren) being unenrolled.

Hours of Operation

The Before and After School Child Care Program will follow the school calendar and will be closed when school is not in session for students, including teacher in-service days and inclement weather days such as snow days. In case of inclement weather, if there is a late start or an early release, there will be no Before or After School Child Care provided that day.

Hours of operation are 6:30 am to 7:50 am and 3:00 pm to 5:00 pm. Students need to be dropped off at the main entrance by 7:30 am to avoid congestion in the bus lane.

Tuition Fee

- The tuition rate is \$3.00 per hour, per child.
- Billing week is Monday through Friday. Payments are due by the date on your billing statement. A \$10.00 late fee will be charged to your account for late payments.

Late Pick-up Fee

If a child is at the center 5 minutes past the closing time there will be a \$1.50/minute per child fee applied for each minute and \$3.00/minute/child for each minute past 5:15 pm.

Schedule Policy

A \$5 charge will be assessed if your child's schedule is not received by the 1st and 3rd Wednesday by noon for the following two weeks. If schedule is received after noon, we cannot promise a spot will be available for your child.

Call-in Policy

Each child is allowed three sick/vacation days per school year. If a parent or guardian decides to use their sick or vacation days, let the director know prior to the start of the scheduled day. After the third day, you will be charged for what your child was originally scheduled. The Before and After Care Program must be notified before the regularly scheduled time of your child's non-attendance. A \$10.00 fee will be assessed if no phone call or Brightwheel message is received of child's non-attendance.

If your child is absent from the school day, please let Before and After Care know AND the school office (or) if a child leaves early or is sent home to let After Care know of their absence so you will not be charged.

Sign In and Out

Parents/Guardians must enter the Bonduel Elementary School **at the main entrance** every day to sign their child in. **Students need to be dropped off by 7:30 am in order to avoid congestion in the parking lot**. A staff member will allow access to the building upon parental/guardian request. The parent/guardian must then bring their child to the child's Before School Care teacher/classroom to check in with the lead teacher. Parents/Guardians must also sign out with the lead teacher when picking up their child. A child will only be released to a parent or guardian, or other person authorized to pick up the child as stated in writing on the registration form. If the parent/guardian wants more people authorized than there is space for, the parent must fill out an additional form with this information. New people should be prepared to show identification. We will not allow anyone to take your child if you don't give us permission and they are not on your list, so please communicate changes to your child's teacher and/or the Assistant Director.

Medication

If a child is in need of medication while at the center, a form must be filled out with any new medication. Prescription medicine may have one sheet filled out per prescription. If your child has medication in the school office, a separate set of medicine will be needed for the Before and After School Care program as we will not have access to the office after it closes for the night. It will be locked in the program rooms for safety. A refrigerator will be available for any medication that needs to be refrigerated.

Health Policy

Our program follows the same protocol as the School District of Bonduel. School policy (and/or state law) requires a child stay home if he or she:

- Has an oral fever of 101.1° F or higher (102° F rectal; 100° F axillary)
- Has been vomiting or has diarrhea
- Has an unusual rash with/without fever until discussing with your doctor or healthcare provider
- Has symptoms that keep your child from participating in school, such as:
 - Very tired or lack of appetite
 - Cough that he or she cannot control, sneezing often, very runny nose
 - Thick, colored nasal discharge
 - Headache, body aches, stomachache or earache if severe, persistent, or unable to concentrate
 - Bad sore throat
- **24 Hour Rule:**
 - **Fever:** Keep your child home until his/her fever has been gone without fever reducing medicine for 24 hours.
 - **Vomiting or diarrhea:** Keep your child home if unable to keep food and liquid down and/or for 24 hours after the last time he/she vomited or had diarrhea.
 - **Antibiotics:** Keep your child home until 24 hours after the first dose of antibiotic for illnesses like ear infection or strep throat (or more than 24 hours if your child is still not feeling well).

Behavior

All Bonduel Elementary School rules apply during Before and After School Care. Students are expected to be kind, practice safe behaviors toward themselves and others, keep their hands to themselves and follow the directions of the Before and After School Care workers. If children are not able to be safe and follow the rules, they could be asked not to attend Before or After School Care.

Injuries

The program will contact parents as soon as possible after an injury has occurred.

Nutrition Policy

Snacks will be provided by the **program** for children enrolled in after school care. Breakfast will be available for purchase from the **school** beginning at 7:50 am for children enrolled in before school care. Children are allowed to bring a **healthy, non-peanut** snack of their own.

Toys or Candy

Children are NOT allowed to bring toy weapons or toys of any sort. They will be sent home immediately. Candy is not allowed and will be sent home in their backpacks if brought to school.

Required Items

- Please keep a bag labeled with your child's name including a full change of clothing that is season appropriate in their regular classroom locker in case of spills.
- Send children in seasonal/weather appropriate clothing for outdoor activities.

Program Contact Information

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