

Morning Grovers Before School Care Program

Handbook

Guidelines and Procedures for
Parents/Guardians

Welcome Children and Parents!!!

Welcome to the Howards Grove School Districts Morning Grovers before school care program. Morning Grovers is a before school care program that offers a safe environment that encourages children to interact with each other through creative play, develop character building skills, and physical activity. This program is offered to families in the Howards Grove School District who have children enrolled in grades junior kindergarten through fourth grade. The program is located at Northview Elementary School.

The program has been structured based on the priorities of the safety of each child, in addition to the mission of Northview to have activities that are engaging and meaningful to enhance the learning experience. Your child will have the opportunity to participate in a variety of fun and creative activities.

The parent handbook has been designed to assist you with understanding the purpose, procedures, and goals of the before school program. Please read it thoroughly for detailed program information. As the school year progresses the Morning Grovers staff will grow to understand the specific needs and differences in each child, which will assist them in planning for future programs and activities.

All of the forms must be completed in full online and the \$40.00 per child or \$60 per family enrollment fee must be paid before your child will be eligible to participate in the Morning Grovers before school care program. The one time registration fee will be accepted after July 1 in the Northview office.

Morning Grovers
Northview Elementary School
902 Tyler Rd.
Howards Grove, WI 53083

If you have any questions regarding any information in this handbook, please contact Northview Elementary School principal at 565-4457.

Program Purpose

The purpose of the Morning Grovers before school care program structure is based on the priorities of the safety of each child, in addition to the mission of Northview to have activities that are engaging and meaningful to enhance the learning experience. Morning Grovers is a self-funded before school care program to engage children in an environment conducive for constructive learning and interactive play.

Program Goals

The primary goal of Morning Grovers is to offer an option for Northview families to use as a means for before school care to drop-off their children. The before school care program will be a safe and inviting place for children to interact, play, study, and/or relax before their school day.

Staff

Fully qualified and supportive staff will provide strong leadership and an enriching environment promoting the uniqueness of the child. The staff's goal is for each child to feel appreciated and welcomed.

Morning Grovers Eligibility

The program is open to children who attend Northview Elementary junior kindergarten through fourth grade. Morning Grovers provides a child to staff ratio (approximately 15:1) that is conducive to providing learning opportunities to children that allow the child to complete the tasks independently and minimally support from staff.

Enrollment Procedures

Registration packets are available on the Northview webpage or may be picked up in the office at Northview Elementary School.

Registration forms will be accepted on **May 15**. Forms need to be turned in to the office. The registration fee of \$40.00 (single), or \$60.00 (family) will be accepted after July 1 and needs to be paid before the students first day of attendance.

Nondiscrimination/ADA Policy

The Morning Grovers program admits all children into its program without regard to race, color, religion, national origin, ancestry, sex, age, handicap, or political persuasion.

No qualified individuals as defined under the Americans with Disabilities Act shall, by reason of their disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the Morning Grovers before school care program or be subjected to discrimination by the program.

Hours of Operation

Morning Grovers before school care program is open from 6:30am - 8:30am Mondays through Fridays. Morning Grovers follows the Howards Grove School District's calendar. The program will not be open on snow days or delayed starts for inclement weather. We will be closed on the days Northview Elementary School is closed.

Confidentiality

All staff having access to the children's records will not discuss or disclose any personal information regarding the children or their family, unless authorized in writing by the parent.

Tuition and fees

Morning Grovers before school care program is self-funded and self-sustaining. There is a \$40.00 single child or \$60.00 per family non-refundable one time yearly registration fee (begins the 1st day the student attends Morning Grovers). This holds the child's place and will be used to benefit the program. The first thirty-five students will be accepted. If there should be any students after thirty-five, we will start a waiting list.

If you are on the waiting list, registration forms and fees will be collected at the time of acceptance into the Morning Grovers before school program.

Payment of \$7.00 per day with a minimum of two days attendance per week, is due on a bi-weekly basis when statements are issued. If a payment is not received by the end of each month, the child will not be able to participate in Morning Grovers until the payment is received.

Checks should be made out to: Howards Grove School District. No refunds will be issued, however credits may be issued in special circumstances.

Breakfast/Snacks

A free breakfast or light snack is included to children attending the Morning Grovers before school care program. This may include: granola, bars, cereal, pop tarts, and fruit. Parents may send nutritious breakfast items with their child to eat in the morning.

Arrival

You or an authorized adult must bring your child into Room #2 to check in. Here are some suggestions to follow when bringing your child to Morning Grovers:

- Help your child into school
- When you drop off your child, make sure to check-in your child through the check-in process.
- Upon arrival parents should relate any important messages or instructions for that day to the Morning Grovers staff.
- Check your child's file for any new information regarding your account or the program.
- If your child is not going to be attending as scheduled, please notify the program as soon as possible. Once we have a direct line for Morning Grovers and a cell phone, it will be provided to you. There will be something in place before the first day of school.

Medication/Illness

Please hand all prescription medication for your children) to the staff with instructions to place it in the refrigerator or in the medication cabinet. Parents must fill out the necessary information on the medication form in your child's file.

Non-prescription medication must be labeled with the child's name, dosage, and directions for administering.

For the protection of all children, we cannot allow a child to remain at the program if they show any of the follow symptoms:

- Fever above 100.0 degrees
- Diarrhea or vomiting
- Rashes
- Discharges from eyes or ears
- Sore throat
- Communicable diseases

If your child has been exposed to a contagious disease such as chicken pox, flu, pink eye, head lice, etc., please report this information to the staff. (Staff shall notify parents of enrolled children of the potential exposure to a contagious disease.)

If your child becomes ill while at the program, the child will be cared for in an isolated area and the parent will be contacted with the request to take the child home. If staff is unable to reach the parents the first person on the emergency contact form will be called.

Minor injuries will be treated by the staff.

If a medical emergency arises, Morning Grovers staff will first attempt to contact the parents, then the principal. If the emergency is such that immediate attention is necessary, the staff will call 911.

Supplies Needed

If you would like your child to have a change of clothing for those unexpected spills, etc., please clearly label it and place it in a labeled clear plastic bag to keep at the program.

Toys, computer games, tablets, and other personal belongings need to remain at home. Morning Grovers program provides the necessary materials for the children to engage in meaningful learning activities.

Please dress your child comfortably and in weather appropriate clothes.

Birthdays

Your child may want to bring a treat to share with the Morning Grovers for his/her birthday. We ask that it be as nutritious as possible especially since it will be in the morning. Please inform the Morning Grovers staff in advance if you plan to provide a treat for your child's birthday.

Program Rules

Morning Grovers follows the same rules and expectations that are in place at Northview Elementary School. We will continue to promote and incorporate the PBIS model encouraging positive behaviors.

Some examples of program rules include, but not limited to:

- Walking feet
- Children are encouraged to use indoor voices (levels 1 and/or 2)
- Take pride in ensuring our areas are clear
- Weapon play and physical aggression between children is not allowed.

Voluntary Withdrawal from Morning Grovers

Parents may choose to withdraw their child(ren) from the program at any time. Two weeks advance notice is required. Registration fees are not refundable.

Emergency Response Procedures

Emergency response procedures will be the same as outlined in the Howards Grove School District Emergency Response manual. Staff will routinely run drills (e.g. fire and tornado drills) to familiarize the children to the appropriate response in these situations. In the event of a missing child the parents, principal, and police will be notified as quickly as possible.