



Building a Character Rich Community  
One Child at a Time.

### **MISSION STATEMENT**

Rivermen Clubhouse is an afterschool program intended to foster the emotional, social, and physical growth of our Clubhouse members. Our goal is to create a safe, fun, caring, and respectful environment.

### **Goals**

1. To encourage and promote positive character development in all participants.
2. To create a place that is trustworthy, inviting, comfortable, and flexible for children, parents, and staff.
3. To provide a caring staff that will work to meet the emotional, physical and social needs of the children.
4. To promote respect for each child and their respect for others and encourage responsibilities and social skills.
5. To maintain a schedule that provides academic support and age-appropriate activities.
6. To allow each child to explore and express their individual creativity and interests and grow in confidence and self-esteem.

### **Contact information**

Rivermen Clubhouse Director: Kati Hanson  
School District of Alma  
S1618 State Road 35  
Alma, WI 54610 Alma, WI 54610 608-685-4416 Ext. 217  
Cell 262-955-4869 & Email: hansonkt@alma.k12.wi.us

## **Registration**

Registration is required for students to participate in the Rivermen Clubhouse. Registration is open year round. However we ask for as much notice as possible to help us have adequate staffing for our students. Please notify us immediately of any changes to your address, phone numbers, or other important information.

## **Hours:**

Regular After School - 3:22 PM to 5:30 P.M.

Early Dismissal days - end of school day to 5:30 P.M.

## **Regular Operations:**

Rivermen Clubhouse will run on regularly scheduled school days from 3:22 PM to 5:30 P.M.

The Clubhouse location will be in the high school AG room, located in the high school-end of the building, to the left of the ramp door entrance. However we will be utilizing several different areas around the building depending on needs and programming.

You can contact the Rivermen Clubhouse by contacting the Rivermen Clubhouse director and by the elementary office (608-685-4416) or the phone extension for Rivermen Clubhouse direct line to the AG room is (608-685-4416 Ext. 217).

## **Snow/Inclement Weather/Other Emergency School Closings/Early Dismissals**

As a convenience to our families, we run an extended day program. When there is early dismissal from school. These early dismissal days might be pre planned or brought on by weather. If school is in session, Rivermen Clubhouse is in session following the dismissal.

- Rivermen Clubhouse will be closed on days when school is closed due to weather or other emergencies.
- In the event of a late start, for the regular school day, Rivermen Clubhouse will be closed for the morning care for students.
- In the event that Rivermen Clubhouse cannot remain open, contact will be made with all scheduled families.
- In the event of early dismissal, of a regular school day, Rivermen Clubhouse will open from the time of dismissal until 5:30 PM, if for some reason we can not stay open we will notify you as soon as possible.

**If we do not have a minimum of 5 children scheduled, Rivermen Clubhouse may be closed for that day.**

**\*We reserve the right to adjust our hours of operation to meet the needs of our families and what is beneficial for the program.**

## SCHEDULE & CHANGES

Rivermen Clubhouse offers two options to set student schedules.

- Option 1: Parents can provide Rivermen Clubhouse director/staff member a set daily schedule of day(s) the student(s) will be attending clubhouse.
  - This schedule can be changed by informing Kati Hanson & the elementary office. You may reach out to the office by calling 608-685-4416 or Kati Hanson by Cell: 262-955-4869 or

Email: [hansonkt@alma.k12.wi.us](mailto:hansonkt@alma.k12.wi.us). However, we would ask that parents keep the same schedule as much as possible. If students are scheduled to come on a given day and they will not be attending, parents need to call the school prior to 10 A.M. the day their student will not be attending.

- Option 2: Drop in Care: Students who need care that regularly go somewhere else.
  - This notification needs to be made prior to 10 A.M.
  - Parents that use this method will need to contact Kati Hanson & the school daily if their student will be attending the Rivermen Clubhouse. If parents do not notify the school, their child will follow the established family routine. To ensure that students are accounted for, parents are responsible for notifying Kati Hanson at Cell: 262-955-4869 or Email: [hansonkt@alma.k12.wi.us](mailto:hansonkt@alma.k12.wi.us) & the school at 608-685-4416.

**Registration:** \$10 per child (school year) \$20 per family maximum

### Flat rate fees:

3:22 P.M.- 5:30 P.M.	5 days a week at a weekly rate of \$40
3:22 PM - 5:30 PM	3 days a week at a weekly rate of \$27
Drop in Care	\$10 a day for hours of 3:22-5:30 PM
Early Dismissal from school	Will be assessed at a rate of \$4 per hour child <b>Special Event/Weather</b>

### Drop-In Care

Registration fee and forms are required for parents to access drop-in care. When using drop-in care you must talk to a staff member in advance to assure that we have enough staff available for the needed day. These requests may be made by phone, email, or in person. Please do not assume that there is room for your child without confirmation. We are required to have appropriate adult to child ratios.

### **Snacks**

We try to encourage healthy eating habits. An afternoon snack will be provided in the first hour of Rivermen Clubhouse. This snack is designed to curb your child's appetite – not fill them up.

### **Pick Up Procedure**

Please contact the director of Rivermen Clubhouse if someone other than the scheduled parent/guardian will be picking your child up. If your child is picked up after 5:30pm, \$10.00 may be added for every 15 minutes you are late unless we make prior arrangements.

### **Billing/Payment**

During the school year, families will receive a monthly statement. Keeping a current amount/balance within your families Rivermen Clubhouse account ensures good standings for further care for your children. (The program is designed as a pay ahead program for the care of your child/children)

**Checks can be made out to "Alma Area School", with Rivermen Clubhouse in the memo line.**

Please submit payment in an envelope labeled Rivermen Clubhouse. Payments received later than one week past the statement date may be subject to a late fee of \$10.00 and as a delinquent account is grounds for termination from the program. Please contact the program director to make special arrangements. Prompt payment is expected and required for our program to function successfully.

### **Dress and Belongings**

Children should be dressed comfortably and appropriately for the weather while adhering to the dress code set forth by the school district. Periodically your child may want to bring items to share as part of the learning activities. We allow for this type of sharing however we ask that you seek pre approval from Clubhouse staff to bring these items. It is your child's responsibility to keep track of all of their belongings. Rivermen Clubhouse is not responsible for any lost, stolen, or broken items. Please remember Rivermen Clubhouse is designed for imagination and exploring. Clothing may tend to get soiled.

### **Special Needs**

A meeting must be set up prior to the enrollment of a child with special needs. Rivermen Clubhouse has limited options and resources for a child with special needs. Enrollment may be denied or enrollment may be terminated if we feel we cannot fulfill a child's needs within reasonable accommodations or if the environment is not appropriate for the child.

Rivermen Clubhouse does not provide outside support staffing on an individualized basis. Options may be available but will be at the discretion of Rivermen Clubhouse staff. If a special needs child is enrolled, parents and guardians are responsible for continued contact of Rivermen Clubhouse staff, and up to date information pertaining to the child's special needs.

## MEDICATION, ILLNESS AND INJURY

### Medication

If your child must take medication at Rivermen Clubhouse, prescription or over-the-counter, we must have a medication authorization form filled out prior to administration. Medicine must be in its original container for both prescription and over-the-counter. Medication will be retained by staff. Dosage authorized by you may not exceed the dosage indicated for the child's age/weight on the container. A doctor's order is necessary to administer an increased dose. Children are not allowed to carry medications (prescribed or over-the-counter) to and from school.

### Illness

Please do not bring your child to Rivermen Clubhouse if they have experienced a fever, vomiting, or any other type of illness at home. If your child should become ill while at Rivermen Clubhouse, you will be notified immediately. You must pick them up as soon as possible. If you cannot be reached, we will contact alternative numbers provided. **A child must be free of all symptoms for 24 hours before returning to Rivermen Clubhouse.**

Children may not remain at Rivermen Clubhouse if they are found to be contagious with illness or infestation. Some of the most common are included below.

Impetigo, Strep throat, Conjunctivitis (Pink-eye), Ringworm -children may return after 24 hours of treatment beginning; Chicken Pox and Shingles-children may return after all blisters are dried into scabs. Head Lice and Scabies-Children may return after 24 hours of treatment has begun and no live lice are found.

**\*Parents/Guardians will be notified if their child has been exposed to any of the above illnesses/infestations.**

### Injuries

If your child incurs a minor injury, staff will administer basic first aid. We will also inform you about the injury when you pick up the child or you will be called, if necessary. The staff person who attended to the child will also write up an accident report.

In an emergency when immediate attention is needed, or is perceived to be life-threatening, we will call 911 immediately and then contact the parent. If the child requires emergency medical treatment, determined by medical personnel, a staff member will accompany the child to the hospital until you arrive.

### Allergies

If your child has an allergy to anything, please inform us as soon as possible. It is very important that we are informed of the allergy and the severity of it so that appropriate snacks can be provided or precautions taken.

## DISCIPLINE

Rivermen Clubhouse is an after school offering that works to provide a safe, positive environment for the children and adults involved. We are here to nurture, enhance, and support your child's development and decision-making abilities. Discipline will be implemented through positive redirection and problem solving. Staff is trained to focus on positive behavior rather than negative behavior. Every child is expected to behave in a manner acceptable to Rivermen Clubhouse guidelines which corresponds with the expectations of the school district. Children are encouraged to work out disagreements between themselves using skills taught and modeled by Rivermen Clubhouse staff. However, if inappropriate behavior continues or is severe in nature, intervention may be required. If intervention techniques prove unsuccessful, a fix it plan will be administered. This plan will discuss the incident and what techniques the child can use to fix the issue. This plan is discussed with the child and parents, signed by staff and the parent, and kept on file.

### DISCIPLINE PROCESS

**1<sup>st</sup> behavior incident report:** Parents, child, and staff will discuss the behavior to resolve the situation. A fix it plan may be implemented.

**2<sup>nd</sup> behavior incident report:** Parents will be notified. The child may be asked to take a 1 – 3 day leave of absence from the program, depending on the severity of the incident and if the incidents are repetitive in nature over a period of time.

**3<sup>rd</sup> behavior incident report:** Parents will be notified. The child may be asked to take a 3 – 5 day leave of absence from the program or be asked to leave the program indefinitely, depending on the severity of the incident or if the incidents are repetitive in nature over a period of time.

**If a child is physically abusive towards staff and or students/or takes off running from staff, parents will be notified and the child will be dismissed from the program for the rest of the day.**

Rivermen Clubhouse is an after school program and retains the right to dismiss students from the program if students don't comply with safety and behavior expectations.

### Emergency Preparedness

Rivermen Clubhouse will follow the school's emergency handbook (located in all classrooms/offices in the school) with regards to all types of emergencies, including but not limited to, fire, severe weather, bomb threats, intruders, and lock-downs. Children attending the Rivermen Clubhouse will receive training during the school year (fire drills, ALICE, tornado). Staff will review the emergency plan yearly and will go over evacuation drills with children. The Rivermen Director will provide training each calendar year on the emergency procedures.

# Rivermen Clubhouse

## PARENT/GUARDIAN Clubhouse Contract

I have read and understand the content of the Rivermen Clubhouse Handbook and agree to the childcare rates and schedule expectations. I am responsible for following the policies and procedures in it and agree to comply with them.

I authorize the staff representing Rivermen Clubhouse to give consent for the necessary emergency medical care while my child is in their care. I understand I will be responsible for all medical expenses.

Please indicate if your child is attending Rivermen Clubhouse:

\_\_\_\_\_ Set Schedule (at this time my child will attend every:

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\_\_\_\_\_ I will notify the school on the days my child will stay for clubhouse by 10 A.M.

This handbook may be changed or amended during the school year. Changes will be provided to the parents. If you have any questions about a provision, contact the program Director.

Child's Name: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Important Information**

Does your child have any special needs that we should know about? (Allergies, medications, behavior problems, etc...) \_\_\_\_\_

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Is there any other important information we should know about your child(ren) and/or family to help us provide the best possible care? \_\_\_\_\_

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Enrollment Date \_\_\_\_\_ Reg. Fee: \$10 per child/\$20 max X if paid 1) Child's  
Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade \_\_\_\_\_ Fee pd \_\_\_\_ 2) Child's  
Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade \_\_\_\_\_ Fee pd \_\_\_\_ 3) Child's  
Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade \_\_\_\_\_ Fee pd \_\_\_\_ 4) Child's  
Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade \_\_\_\_\_ Fee pd \_\_\_\_

**Parent/Guardian #1** \_\_\_\_\_ Relationship to Child(ren) \_\_\_\_\_

Phone \_\_\_\_\_ Place of Employment \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Email address \_\_\_\_\_

**Parent/Guardian #2** \_\_\_\_\_ Relationship to Child(ren) \_\_\_\_\_

Phone \_\_\_\_\_ Place of Employment \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Email address \_\_\_\_\_

**Non-Parent/Guardians Authorized to Pick up Child(ren)**

Name \_\_\_\_\_ Relationship to Child(ren) \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child(ren) \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_