

Cardinal Club

Cardinal Club is a before and after school service (PreK - 5th Grade) located at Highland Elementary School. The children do a variety of activities while under the supervision of certified staff. Hours of service are from 7:00 a.m. - 7:30 a.m. and after school until 5:00 p.m.

The morning program supervises your child prior to 7:30 a.m. The children can participate in the school breakfast program (\$1.50/day) or bring their own breakfast.

The after school service supervises the children immediately when school is released. The children have the opportunity to have a light snack. Most of the play after school is outside, weather permitting.

Cardinal Club offers many table games, toys, supplies to complete homework, arts and crafts material for the children to use. **No service is provided on unplanned late starts and early releases.** The program is not open on scheduled off school, for example in-service days and vacation days noted on the school calendar.

Cardinal Club is based on a flat fee for the morning and after school. The fee will be \$2 per child/per day for before school and \$4 per child/per day for after school. This fee is a flat fee whether your child attends the program for 10 minutes or 30 minutes in the morning or 10 minutes or the full time until 5:00 p.m. in the afternoon.

Please contact the district office with questions about registration, 608-929-4525.

Philosophy

1. Children have a right to a safe environment, free from physical and emotional harm.
2. Children have a right to develop to their fullest potential by engaging in activities that are developmentally appropriate and that enhance their growth.

GOALS

To carry out these beliefs, Cardinal Club will strive to provide:

1. A safe, healthy, dependable environment for children.
2. A relaxed, comfortable nurturing atmosphere for children.
3. A capable, sensitive, caring staff who are trained and experienced in child development.
4. Reasonable, clear and appropriate guidelines for behavior carried out with positive discipline.
5. A variety of activities and materials that enhance physical, intellectual, social and development in each child.
6. A play-based curriculum that is well organized and interesting, taking into account each child's developmental stage and needs.
7. An opportunity for children to develop relationships with peers and learn new skills in getting along with others.
8. An environment that encourages positive self-concept and confidence.
9. A program that responds to expressed needs, interests, and concerns of children, parents, staff, and community.

Cardinal Club Fees

AM = \$2 per day/per child

PM = \$4 per day/per child

Late pick-up after 5:00 p.m. = \$5.00 per child

Fee Payment

Fees are due the Monday after a week of care. A bill will be sent home with your child each Friday showing the total amount due for the week. Cash and checks are acceptable for payment. Please may checks payable to: Highland School District.

Cardinal Club will not provide services if your fees are not current.

Late Pick-Up Fee

(after 5:00 p.m.)

There is a \$5.00 late fee per child charged for each 5 minute period that your child stays beyond Cardinal Club hours.

We understand that conditions are sometimes beyond control of the parent (inclement weather, accidents, traffic, etc.). If these conditions arise, it is important that parents notify the Cardinal Club staff as soon as possible.

Parents Sign Children In and Out

For the safety and well-being of each child, staff members must be made aware that your child has arrived or departed for the day. You do this by accompanying your child into the room, signing in/out and making contact with a staff member.

Children may not sign themselves into or out of the program.

Release of a Child

Children will be released only to parents, guardians, and friends who are named on the registration form as persons authorized to pick up the child. If someone other than the authorized persons will be picking up your child, please notify the office in advance.

Illness or injuries at Cardinal Club

If your child becomes ill at Cardinal Club, we will notify you immediately. Parents/Guardians are responsible to pick their sick child up immediately or send an authorized person to do that.

(Have a back-up person ready to do this if you cannot easily leave work or school.)

**IF YOUR CHILD IS ILL OR HAS A FEVER IN THE MORNING,
PLEASE DO NOT SEND THEM TO CARDINAL CLUB.**

In an emergency, when immediate medical attention is needed and parents are unable to respond quickly enough, Cardinal Club will, with parent permission, take the necessary steps to obtain emergency medical care.

Methods of Discipline used by the Staff

The Cardinal Club will follow the Highland School District's behavioral expectations.

Children will have opportunities to learn and understand the authority and rules of the Cardinal Club program.

When conflicts over the rights of other people and/or property develop, it is our staff's goal to work with the individual(s) by listening to what each has to say, verifying their feelings, and helping to resolve the conflict through effective communications.

Behavior Consequences

Cardinal Club Staff will use the following procedures to provide consistency:

1. The child receives a warning.
2. The child is placed in a time out.
3. The child takes a double time out. The parents are informed of the discipline when they pick up the child.
4. At this point if the child needs to be disciplined a third time they sit until their parent/guardian picks them up. The parents are informed and a conference time is set with parents and staff.
5. If the negative behavior continues, the child will be suspended from the program for a period of time not to exceed one week. There is no reimbursement of tuition for the suspension.
6. Upon returning to the program, if the negative behavior continues, the child will be removed from the program.

If a serious discipline problem develops, staff may proceed to any of the above procedures they think appropriate.

Dressing For The Weather

When the temperature is above zero, the children usually go outside to play. Please help them participate by having appropriate clothing available...mittens, hats, boots, extra dry socks, etc.

Personal Belongings Brought To Cardinal Club

It is preferred that children do not bring toys, money or personal belongings to the program. The program is not responsible for the breakage, loss, or theft of personal belongings.

Privacy of Information

Cardinal Club will not give out confidential information about children registered in the program without parent permission, with the exception of agencies authorized to receive such information.

A.M. Child Care

If your child is enrolled in the a.m. Cardinal Club he/she will have the opportunity to eat breakfast at school. Breakfast is \$1.50, daily, beginning at 7:30 a.m.

We have a list of items that CANNOT be brought in for breakfast...

1. Pop
2. Candy and sweets

P.M. Child Care

After school the Cardinal Club provides a healthy snack. This snack may include a granola bar, teddy grahams, animal crackers, etc. Please feel free to provide a more significant healthy snack for your child during Cardinal Club hours. If your child has food

allergies you may also want to make special arrangements to insure that he/she will enjoy an afternoon snack.

Non-Discriminatory Policy

The Highland School District is committed to equal educational opportunities for all students in the district.

It is the policy, therefore, that no student may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, WI Stats.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Highland School District.

Hours and Days Available

Our Cardinal Club is open on the school calendar days.

AM program: 7:00 a.m. to 7:30 a.m.

PM program: After school to 5:00 p.m.

A \$5.00 late fee per child will be charged for each 5 minute period that your child(ren) stays beyond Cardinal Club hours.