



CHILDREN'S CENTER
2023-2024 POLICY/HANDBOOK

W4094 South Lakeshore Drive
Lake Geneva, WI 53147
(262) 248-4120

The Reek School Children's Center policies and fees are subject to annual review and change by the Linn Jt. 6 School District Board of Education.



Welcome

Dear Parents,

On behalf of the Board of Education and the staff of the Linn Jt. 6 School District, we thank you for enrolling your child in the Reek School Children's Center. We have created this program to better serve the needs of our families and to reduce the number of transitions that our students experience during a school day.

This Parent Handbook is designed to inform and notify parents/guardians of Reek School's policies and to demonstrate the district's commitment to respect, excellence and community in providing quality early childhood educational activities as well wrap-around services for our students. Please read the following policies so that you have a better understanding of our policies and procedures.

If you have any questions regarding our programs or policies, please contact me at 262-248-4120 ext. 203

Thank you again for sharing your child with us.

Sincerely,

Tami Martin
District Administrator

Program Policies

A. Admission/Enrollment Policies and Procedures

Discrimination Clause

The Linn Jt. 6 School District does not discriminate on the basis of age, race sex, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Preference is given to the children of residents of the Linn Jt. 6 School District as we exist to serve our community.

Enrollment

Enrollment is determined by the teacher/child ratio, the space available, the date when care is required, age limits and the appropriateness of service of the child's needs. To ensure the safety of students, space is limited to no more than 10 children from noon-3:30 and twenty-five (25) children in the before and after school sessions.

Special Needs

A child will be admitted as long as his/her special needs can be met by our staff. There will be a two (2) week trial period at which time the parent and Children's Center Director will review our ability to meet the student's needs. If it is determined that the Center is unable to adequately meet the student's needs, the student will be dismissed from the program without penalty. As appropriate, students will be referred for evaluation for special education services. Parent permission will be secured prior to any special education evaluation.

Ages Served

Our Children's Center serves elementary school aged children, ages 3-12. Children must be "potty trained" in order to participate in the Children's Center.

Operational Hours

Monday-Friday 7:15 a.m.-5:30 p.m.

Transportation

The district does not offer transportation to or from our Children's Center.

Enrollment Procedure

A parent/guardian must register his/her child. Registration forms must be completed by the parent/guardian prior to the first day of attendance.

Parents are responsible for reporting any changes in address, home or work telephone numbers, emergency information, or changes in persons responsible for transportation. It is very important that emergency information be kept up to date.

ALL STUDENT RECORDS ARE CONFIDENTIAL

B. Registration

1. There is a \$25 registration fee for each family. If a parent/guardian intends to enroll at the time of registration, the registration fee is due at that time.
2. Registration fees are paid yearly.
3. Registration fees help to cover program supplies and insurance for each child.
4. Registration fees are Non-Refundable.
5. All registration forms are due prior to the first day of attendance.

C. Fees and Refunds

At the time of registration, parents/guardians will be asked to sign a registration agreement. Fees are charged according to this agreement.

Fees

1. Fees are \$4.50 per hour from noon to 3:30 and \$5.00 per hour from 3:30-5:30.
2. Registration fees and weekly fees are non-refundable.
3. Late Closing Fee- If a child is at school beyond the scheduled ending time, 5:30 p.m., the child's parent will be charged \$1 per minute.
4. Loss of Privilege – If more than three incidents occur where the parent picks up a child/children after 5:30, this will result in loss of participation in the Children's Center.
5. Returned Check Fee- A \$25 fee will be charged for each returned check.
6. Swipe Card Fee – A \$10.00 fee will be charged for parents needing a swipe card.

Statements and Accounts

1. Checks are made payable to Reek School.
2. Children's Center fees are paid on a weekly basis. Payment not made by Friday of the preceding week may result in suspension of services. Reinstatement will occur if payment is made in full. The parent/guardian who registers a child will be financially responsible for the payment of all services.
3. Tax information is available by the 31st of each January.

D. Schedules

1. A parent/guardian will choose one of the following schedules for his/her child:
 - a. Permanent – A regular weekly schedule that does not change.
 - b. *Flexible – Varying dates and times on a rotating schedule or on a weekly basis. 24 hours notice is required. There may be days when space is not available.
 - c. *Call-In – A child who is only scheduled to attend for special days or emergencies. 24 hours notice is required.
- * Subject to space availability
2. A parent may revise this status only if space is available. A parent who changes a schedule from permanent or flexible to call-in status will not be guaranteed a permanent or flexible schedule. Similarly a parent who postpones his/her child's start date will not be refunded the advance payment nor will the slot be guaranteed.
3. Any change in schedules due to illness, vacation, etc. must be reported directly to the Center's personnel.
4. If a child is picked up after the scheduled time, there will be an additional charge. **Additionally, more than three late incidents will result in loss of Children's Center services.**
5. Parents will receive a copy of the school and Center's schedules for the school year at registration.

**ALL SCHEDULE
CHANGES WILL BE
PRE-APPROVED BY
THE CENTER'S
DIRECTOR.**

E. Attendance and Absences

The Reek School Children's Center complies with the Wisconsin State Licensing Regulations regarding teacher/child ratios. Children's schedules will be kept on file and followed.

Attendance

1. Attendance is taken daily and recorded by the staff.
2. The parent will submit the date of the first day of attendance.

F. Arrival and Dismissal

Arrival

Each child will be signed in upon arrival by the Center staff.

Dismissal

1. A child will be released only to authorized individuals as approved by the child's parent on the enrollment form.
2. Individuals not known to district employees must present a driver's license in order to pick up the child.
3. STAFF WILL NOT RELEASE ANY CHILD TO ANY PERSON WHO IS NOT AUTHORIZED BY THE CHILD'S PARENT.
4. Parents are expected to pick up their child by the end of his/her contracted daily time.

Voluntary Withdrawal by Parent(s)

1. Parents are expected to provide one (1) week's notice of withdrawal to the Office.

Involuntary Suspension/Termination by Reek School

Involuntary suspension/termination of a child may be determined by the District Administrator and/or Before/After School Program Manager for the following reasons:

1. Repeated failure of a child to observe and follow program guidelines.
2. If a child's behavior/actions are a safety concern to the child, the staff, or other children.
3. If, after consultations with the staff and the parent(s)/guardian(s), the District Administrator and/or Before/After School Program Manager determines that a child's needs cannot be met.
4. Non-compliance with Reek School Children's Center policies and procedures.
5. Continued misuse of regularly scheduled Children's Center hours.

G. Additional Parent Information

Printed Communication

The Friday Flyer is provided each week; this is a brief newsletter featuring main points. The Reek Reporter is provided each month; this newsletter provides more in-depth information and features students. These are sent to families via email each week. You may request a written copy.

Website

Reek School's website is www.linn6.k12.wi.us. This is updated regularly and can serve to inform parents. Also, our website is available as an app. Find the app in the app store – it is free of charge. We request that parents and students download this free app on their phones and check it for various kinds of communication including the *Friday Flyer*, the *Reek Reporter*, and field trip permission slips. Check the “documents” area.

App

Reek School has a free app that we encourage families to sign up for. It has easy access to the district calendar.

Social Media

Reek School has an active presence on both Facebook (@Reek Elementary School) and Instagram (@reeklionslg).

Physical Setting

1. Our Children's Center provides a physical environment that is conducive to learning. Our physical space meets local and state requirements for fire, health and safety. Our well water is routinely tested throughout the calendar year. The Children's Center's interior space exceeds the minimum requirement of 35 square feet per child and 75 square feet per child outdoors, excluding bathrooms, halls, etc. Our lighting, ventilation, heat and acoustics are at the optimal level for children in a group setting. Furniture, equipment, and materials are organized to facilitate learning. Materials and equipment are age appropriate and in sufficient quantity to meet the needs of all children.

Evacuation Procedures

Emergency instructions are posted in every room in the building. In the event of a fire, all children will be evacuated through the nearest safe exit. Our alarm system is connected to the Linn Fire Department.

In the case of a tornado, children will be escorted to the nearest shelter area. We have an emergency lighting system that is activated in the event of an emergency. Additionally, we have flashlights with extra batteries and emergency communication systems provided

by our local police and fire department. The local Fire Marshall routinely inspects our building. We practice drills every month.

In the event of an emergency, we will follow the procedures outlined in the Linn Jt. 6 School District Crisis Plan. Every staff member employed by the district is in-serviced in the implementation of the Crisis Plan.

In the event of an emergency, parents will be contacted as soon as practicable.

Visiting Our School

The Board of Education and staff of Reek Elementary School, welcome parents, members of the community and other interested persons to visit our school. In order to assure that no unauthorized persons enter the school with wrongful intent, any person other than students, staff members or Board of Education **must report to the school office** when entering the building to receive authorization to visit elsewhere in the building.

Student Toys/Personal Belongings

1. Students are discouraged from bringing his/her toys to school, unless it is the request of the child's teacher for a specific activity.
2. Gum, candy, small pocket toys, etc. are not allowed.
3. Any personal items/toys brought by a student will be held by the teacher and returned to the parent at the end of the day.

The Reek School District and its staff are not responsible for any clothing, toys, or personal belongings which might be lost stolen or damaged while a child is attending our school.

Pictures/Video Release

Photographs of students attending the Center may be taken by the staff for special projects or programs, or by local newspapers covering an event. At registration parents/guardians may sign a form if they do not want children to be photographed.

Rest Time

A child who attends the Center for more than four (4) hours, per Wisconsin State regulations, or is scheduled to attend during a scheduled rest period, will participate in quiet time. Parents may provide blankets from home but these blankets must be labeled and laundered each week.

A scheduled rest time will be posted on the schedule for each day. While a child is not required to sleep, the student is expected to rest quietly on a cot or mat with a book or another quiet activity.

Request for Students to Remain Indoors

Outdoor time is part of our daily routine. If a student is too ill to go outside, the student should stay home from school. Unless a student has a doctor's excuse to the contrary, students are expected to go outside, weather permitting. Please refer to the Board of Education policy regarding cold weather recess procedures.

Lost and Found

Lost and Found items are displayed on tables outside the library. Please label all of your student's items to help us return your possessions to you. All items that remain unclaimed after 30 days will be donated to a charitable organization.

Child Abuse

As employees of the Linn Jt. 6 School District, we are mandated reporters. We are required by law to report any suspected abuse to the Walworth County Department of Health and Family Services or to the police.

Program Objectives and Components

Children's Center Philosophy

The mission of Reek Elementary School, Linn Jt. 6 School District is to provide a traditional, yet innovative place for children to grow academically, emotionally, socially, intellectually, culturally, and personally in a challenging, positive, nurturing environment encompassing the values of respect, excellence and community. Grounded in developmentally appropriate practices, we embrace the adage that childhood should be a joyful journey and not a race.

Discipline

Corporal punishment is expressly prohibited by state law and district policy. In accordance with state laws, punishment that may be humiliating, frightening, or physically harmful to a child, is prohibited. However, to ensure a safe, orderly program and environment for all children in the center "Time Out" may be used for children who do not follow the rules of the center or who misbehave in a manner that endangers the property and safety of others. Time Out shall last no more than five minutes.

For the purpose of providing guidance and teaching the children positive behavior and respect for self and others, all rules and undesirable behaviors will be discussed with the children who can understand such a discussion. These rules shall include but not be limited to:

1. being kind and gentle to others and their property
2. respect for others
3. not taking others' property without permission
4. waiting for his/her turn
5. use respectful and polite language
6. not fighting (physically or verbally)
7. not pushing or sharing
8. not breaking toys or other household items
9. not disrupting others
10. putting materials away when done using them

Snacks

Parents are requested to send a healthy snack for their child each day; please avoid snacks with peanuts since peanut allergies are common. Snacks must conform to USDA Food Guidelines. Sweets may be served on special occasions, like birthdays, but we ask parents not to send candy and other sugary foods to school.

Parents must notify us in writing of children with food allergies. Please refer to the Health Policies and Procedures section. Parents must describe the nature of the allergy and the kind of food the child cannot eat. Lunch menus are posted in advance for parent review.

Health Policies and Procedures

Medications

Wisconsin statutes prevent school personnel from dispensing ANY medication, (over-the-counter or prescription) without a “Dispensing and Administering Medication to Students” form. The completed form must be on file in the office.

1. Prescription medication must be in the pharmaceutical container and labeled with the name of the medication, doctor’s name, patient’s name, and the dosage and the time the medication is to be administered.
2. Over-the-counter medication must be in its original container and clearly marked with the student’s name.
3. Medication requiring refrigeration will be kept in the refrigerator in the nurse’s room. All other medication will be kept in a locked area in the district office.
4. All medication must be turned into the district office.
5. Only staff trained to administer medication will do so.

These procedures and forms are for the protection of your child. Please help us with your cooperation.

Illness

It is in the best interest of ALL children in our school that a sick child be kept home. If your child has any of the following symptoms, please keep his/her at home

- An elevated temperature
 - Covid/Flu
 - Vomiting
 - Diarrhea
 - Chicken pox
 - Measles
 - Pink Eye
 - Strep Throat
 - Head lice
 - Ringworm
 - A very bad cold
1. A child who becomes ill will be removed from the group setting and made comfortable in the nurse’s office until the child can be removed from the center.
 2. A child’s parent will be contacted immediately
 3. In the event we can not reach either parent, an emergency contact person will be contacted.
 4. Parents are responsible for making advanced alternative arrangements in the event their child becomes ill.

Communicable Diseases

1. When a child is confirmed to have a communicable disease listed on the Wisconsin Communicable Disease Chart, a letter is sent home to all parents in the center alerting them of the disease. If exclusion from the center is required, the parent will be so notified.
2. Parents will be advised to take the child to their doctor/clinic.
3. The Walworth County Health Department will be contacted.
4. A child is required to stay away from school if they are ill with any communicable disease.
5. A child can be readmitted after having a communicable disease only if the child has been absent for the appropriate time designated by the Health Department.
6. When a condition is questionable, the district's nurse or the Center Director/Administrator can require a doctor's statement diagnosing the child and stating when the child can return to school.

Allergies

1. Information regarding food and other allergies will be given to the staff and any individual having direct contact with the child.
2. Food allergies will be posted in the center.
3. If a child's parent states that his/her child has a food allergy, the physician should state it on the Health Form.

Injuries

We will follow the Big Foot Area Schools Student Health and Accident Policy, approved by the district's medical advisors, with respect to emergency nursing procedures. In the event that a child sustains a minor injury, the provider shall provide him/her with appropriate and necessary care such as protecting an injury with Band-Aid or bandage, and comfort with an ice pack. If the injury requires immediate medical attention, we will call a parent or guardian immediately. If the injury is very minor, we may not contact the parent(s).

Amendment

The Linn Jt. 6 School Board reserves the right to change this policy any time as deemed necessary to meet the needs of the children or to comply with state and local law and regulation changes. This may occur with or without consultation with the parents. If changes in any of these policies should occur, parents will be informed and provided with a revised copy within 30 days.

Signing below, I certify that a representative of the Linn Jt. 6 School district has explained to me the terms and conditions contained in the Reek School Children's Center policy manual and that a copy of the policy has been provided to me. I also certify that I understand and agree with the terms and conditions therein. I understand that I have the right to ask questions if I do not understand any part of the policy and that the Linn Jt. 6 School District is obligated to do its best to explain it to me.

Parent's Signature

Date