



2017-2018 Kids Club General Information and Policies

Kids Club Program Hours:

AM: 6:00 AM to School

PM: School Dismissal to 6:15 PM

Enrollment Plan Options:

Option 1 - \$325 AM/PM Full Time

Includes Late Start Mondays & Early Release days

Option 2 - \$205 AM Full Time

Includes Late Start Mondays

Option 3 - \$205 PM Full Time

Includes Early Release days

Option 4 - \$150 Pre-Paid Membership of Ten (10)

Sessions for Drop-in Students

Limited to availability at each site and includes Late Start Mondays & Early Release days

Option 5 - \$20 Per Session Early Release Program

(11/7 11/8, 11/9, 11/22, 3/30, 6/14)

Additional Children Discount: 15% off the option rates listed above for each additional child enrolled.

Prepayment Required: All enrollment fees are due prior to participation. Fees are due on the 1st program day of the month. Payments not paid in advance to child's participation will be subject to late payment fees.

Payment due dates for 2017-2018 are as follows: 9/8, 10/2, 11/1, 12/1, 1/3, 2/1, 3/1, 4/9, 5/1, & 6/1.

Late Payments: Failure to pay by the first program day of the month will result in a strictly enforced fee of \$20 per day per child, in addition to regular program fees.

Payment Information: One parent/guardian must be responsible for all payments and fees, and will be documented on the registration form. This designee must provide accurate information for communication of email address, mailing address, and phone numbers and update them if they change during the enrollment period.

Paying for Program: Payments must be made directly to the WRCAP office in one of three ways:

Check: Make payable to WRCAP.

Cash: Cash payments may be made at the WRCAP office. Exact payment is encouraged.

Credit or Debit Card: Cards are accepted online only through our online registration system. We cannot take debit or credit card payments in our office.

Mailing Address: PO Box 2206, Buckley, 98321

Office Location: 27515 120th ST E., Buckley, 98321

Office Hours: Monday - Friday 8:00 AM - 4:30 PM
(A secure drop box is available after hours)

Website:

<http://www.whiteriver.wednet.edu/departments/wrcap>

**No payments will be accepted at
Kids Club sites or at the schools.**

Prorated Monthly Plan Fees: (for holiday months)

December 2017:

Option 1 - \$225 AM/PM Full Time

Includes Late Start Mondays & Early Release days

Option 2 - \$140 AM Full Time

Includes Late Start Mondays

Option 3 - \$140 PM Full Time

Includes Early Release days

Option 4 & 5 Remain the same

April 2018:

Option 1 - \$240 AM/PM Full Time

Includes Late Start Mondays & Early Release days

Option 2 - \$150 AM Full Time

Monday Late Start included

Option 3 - \$150 PM Full Time

Includes Early Release days

Option 4 & 5 Remain the same

June 2018:

Option 1 - \$185 AM/PM Full Time

Includes Late Start Mondays & Early Release days

Option 2 - \$110 AM Full Time

Includes Late Start Mondays

Option 3 - \$110 PM Full Time

Includes Early Release days

Option 4 & 5 Remain the same

Late Pick Ups: A \$10 fee will be automatically added to your account if your child is picked up after 6:15 PM. After 6:30 PM, an additional \$10 late fee will be added.

Late Start/Early Release School Days:

Monday Late Start and Early Release days are included in the appropriate monthly plan listed above. It is the responsibility of the parent/guardian to pre-enroll their child(ren) in the needed monthly program to ensure care, as staff will not notify you otherwise.

Missed Days/Vacations: We do not provide refunds for missed days due to illness, school or program expulsion, or vacations.

School Holidays (No Kids Club Offered)

Kids Club will not be offered during school holidays or breaks. Any programs offered by WRCAP during vacation breaks are separate from Kids Club.

Early Release Days

Kids Club is fully operational on all Early Release days throughout the school year. Please see payment options for information regarding rates.



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Health/Medications: Please make sure to list any of your child(ren)'s health conditions or medication concerns on the Participant Information Form. Medications locked in the school health room may be available to our staff on a case by case basis.

Lunches: On Early Release days school lunches are not usually available, therefore, your child must bring a sack lunch for those days. Microwaves and refrigerators are not available for student lunches, so please pack accordingly.

Morning & Afternoon Snacks: Light morning and afternoon snacks are available for participants. If your child is in need of larger snacks please send them with what they require.

Please make sure you fully list any food allergy concerns on your child(ren)'s Registration Form. When a child has a severe food allergy, we will remove that snack item from our options, and not allow it on site. Nut free tables will be offered at all sites.

Kids Club Staff: All personnel of Kids Club are staff of the White River School District and have been fingerprinted, background checked, and trained in accordance with the policies of the School District.

Site Location Information:

Elk Ridge Location: Wickersham Campus
250 West Main (Access off 2nd St.)

Foothills Location: Portable 603

Mountain Meadow & Wilkeson Location:
WRESC/Wilkeson Campus for
2017/2018 (Portable)

Elk Ridge Site Location:

Students attending the Elk Ridge location will be bussed from the site at Wickersham to Elk Ridge. Bus will pick up and drop off kids directly outside the program area. Staff will be with them at all times.

Sign In & Out Required: Parents and guardians are required to sign children in and out of program. No participant will be allowed to walk or bike home.

Electronics Policy: No personal electronics including but not limited to cell phones, tablets, iPods or game boys are allowed at Kids Club. If a child has one of these items with them they will need to be kept in their backpacks for safe keeping. WRCAP and Kids Club is not responsible for lost, stolen or damaged goods and therefore encourage families to keep valuable items at home.

General Kids Club Rules & Regulations: All participants must abide by the White River School District's policies and procedures, including Student Responsibilities and Student Conduct to include, but is not limited to the following:

1. All verbal and written rules and requests from staff must be followed.
2. No fighting, hitting, aggressive physical behavior, or inappropriate touching.
3. No swearing, bullying, teasing, verbal and non-verbal threats.
4. Respect the property and space of others and of the WRCAP programs.
5. No weapons or illegal substances.

Disciplinary Policy: After reviewing a disciplinary situation thoroughly, Kids Club will make all on-site decisions. These decisions will be shared and reviewed by the program supervisor if and when possible or necessary.

When a child is misbehaving, staff will go through warnings, redirections, and discussions to determine and help the child realize what they are doing and how to improve and follow rules/directions. If these have been exhausted and are not working, staff will proceed with the following disciplinary plan:

1. **First Offense:** Formal full disciplinary write-up, meeting with parent/guardian and staff at program end to discuss issues and alternative behaviors desired. Staff will keep detailed documentation throughout the process.
2. **Second Offense:** Second write up and meeting with parent/guardian and staff, requiring immediate pick up from program and suspension from Kids Club Before and After School care the following day. No refunds or credits will be given for loss of care.
3. **Third Offense:** Child will be expelled from program for a week and a meeting scheduled to create a behavior plan and written contract before child can attend Kids Club Before and After School care.
4. **Fourth Offense:** Child is expelled from the program.

Parental Note: WRCAP reserves the right to permanently excuse a child from our program for behavioral reasons. To assist us, parents will need to take responsibility to help reinforce good behavior and help their child(ren) understand rules and expectations.