



Wrens Club Child Care Family Handbook

207 Pioneer DR Wrenshall MN 55797
wrensclub@isd100.org

Welcome to Wrens Club!

Wrenshall Public School in conjunction with Community Education, offers the Wrens Club program which is designed to meet the needs of children of working parents. Our primary purpose is to provide high quality care for children in pre-kindergarten through grade six. Wrens Club offers a fun, safe, caring environment that fosters recreational, social, educational and developmentally appropriate experiences that compliment your child's school day. Wrens Club is a state certified child care program allowing us to accept CCAP payments for families using assistance.

Program Standards

Community Education is part of the Wrenshall School District and all district policies apply to and are followed by Community Education personnel. Wrens Club staffing and program standards are approved by the Wrenshall Public School Board. School policies are determined by the school board. The Board of Education is elected by the people of this district and reflects their will and their authority. The determination of school policies rests solely with the school board. The superintendent and administrators execute these policies. The district reserves the right to change policies and procedures at any time. The Wrens Club staff meet the required qualifications and training and they dedicate themselves to making a positive difference in the lives of children. Wrens Club staff are under the direct guidance of the Wrens Club Coordinator and Community Education Coordinator. The Wrens Club program maintains a 1 staff to 15 children ratio in K-5, and 1-10 ratio for Pre-K as recommended by the Minnesota School Age Child Care Alliance.

Staff

In accordance with MN State Statute section 123B.03, all staff are required to have a background study done. Certified centers require 6 hours of study in child development and behavior guidance every year. Coordinators must have 16 hours of training.

The Wrens Club staff consists of experienced and well-trained people who care about children. They provide successful experiences, safety, appropriate developmental tasks, and a caring environment. Staff members attend training throughout the year provided by the school district, community education, and other community resources.

Wrens Club staff always appreciates parental input. Please communicate with the staff about daily concerns, family illnesses, or anything that might affect how your child's day might go.

We also encourage parents to share any special skill, activity or occupation with children and staff. We want to model this program around the children and families. Any suggestions or ideas would be welcomed and appreciated.

According to MN State Statute 245H.14 our staff are required to be trained in...

- First aid and Cardiopulmonary resuscitation annually.
- Abusive head trauma.
- Child development.
- Blood borne pathogens.
- We are required to have in service hours each year.

Abuse Reporting (Mandatory Reporters):

According to MN Statute 626.556, a professional or his or her delegate, who is engaged in the practice of... education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the local welfare agency, liaison officer, or the County Sheriff..." An oral report shall be made immediately by telephone or otherwise...and shall be followed within 72 hours, exclusive of weekends or holidays, by a report in writing. For matters occurring within the family unit, concerned school personnel will contact the Children's Service Intake Worker - Carlton County Human Services at 879-4583.

Staff must promptly inform a building principal of all reports filed and documentation will be kept on file. Principals, counselors, and the school psychologist are available to assist in the process.

Data Privacy:

All staff must be familiar with the Data Privacy Act. No verbal or written information about a student's school performance should be shared except within the school district for educationally relevant reasons. As a rule of thumb, any data arising out of the education of a student which identifies a student, except for directory information, is private data. Directory information is defined as a student's name, date and place of birth, major fields of study, weight and height of athletic team members, etc. Care should be taken to ensure students cannot overhear private data shared in conferences or telephone calls with staff, students, or parents; care should also be taken so that students do not view other students' grades.

Emergency Preparedness

According to MN State Statute 245H.15 Wrens Club has a written safety plan including...

- Fire related emergencies.
- Weather related emergencies.
- Intruder based emergencies.
- We follow the district's guidelines for fire and lockdown drills.
- In the event of an actual emergency, parents would be notified through the District communication site.

Emergency Closing or Dismissal

If Wrenshall schools are closed due to severe weather, or other emergency, Wrens Club will be closed. **If there is a 2 hour late start, we will open at 8:30 AM.** You **must** email Wrens Club if your child will not be coming before the late start or you will be charged a No Call/No Show fee of \$20. **If Wrenshall schools are closed early, parents must pick up 1 hour after school closes.** Please tune in to local radio and television stations for this information.

Parent Emergency

You must sign up for the Wrenshall Public schools' electronic notification system, an essential tool for notification and communication. Within minutes of an emergency, school officials can use the system to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. It can also be used to notify you of a school closing due to inclement weather. **Wrens Club does not call parents in case of a school emergency or early release due to weather. We rely on this system to inform parents.**

If you need assistance with setting up a profile, please contact Michelle Blanchard at 218-384-4274 Ext 2101 and she will assist you. If you do not have access to a computer please feel free to come to the school to use our facilities.

Medications

According to MN State Statute 245H.13 Health and Safety Requirements...

- Exclusion of sick children and infectious disease outbreak control. We must supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian. We must post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, or scabies, impetigo, ringworm, or chicken pox.
- Immunizations. By a child's date of attendance we must maintain or have access to a record detailing the child's current immunizations or applicable exemption.
- Administration of Medicine. We may administer personal prescriptions under the following guidelines:
 - We will not administer the first dose of any medication due to possible reactions.
 - For long-term medications (prescribed for more than two weeks), a written statement from the family physician indicating the need for such medication to be administered during Wrens Club hours must be on file.
 - The medication will be stored in a safe, appropriate place with access restricted to the Wrens Club staff only.
 - Under NO circumstances shall Wrens Club personnel give aspirin, Tylenol, cough medicines, etc. without a physician's prescription and signed parent permission.
 - NO medication should be sent with the child – parents must deliver it personally. The medication must be in the original bottle, properly labeled. The medication cannot be improperly labeled in containers such as plastic bags or envelopes.
 - EPI-Pens must be dropped off by the parent the first week of school.

Illness or Emergency

In an instance of severe illness or injury, the staff will bring your child to the nurse, if it is during school hours, and will notify parents. At other times, staff will make an evaluation and contact parents. **PLEASE DO NOT** bring a sick child to Wrens Club. **A sick child must be fever/vomit-free without medication for 24 hours before returning to child care or preschool programs.** The site is not equipped to handle sick children. You must email Wrens Club and also notify the Elementary attendance office when your child is sick and won't be attending the program, or the No call/No Show fee will be billed to you.

Children who receive minor injuries will be given first aid and the parent will be notified when picking up the child.

In the event of an emergency, parents will be notified immediately and, if necessary, the child will be transported to a parent-specified hospital by the local emergency responders for treatment at the parent's expense. Parents are responsible for the child's health insurance/accident coverage.

Food Allergies

If your child has any food allergies, it is VERY IMPORTANT that you indicate these allergies on the Wrens Club Enrollment Form. Please be specific about possible reactions. You should send an Epi-pen for severe reactions. Please consider sending snacks with your child or provide a list of approved snacks so we can accommodate them better.

Breakfast, Lunch & Snacks

- You may send breakfast for your child to eat each morning. We will provide a small morning snack around 9:00 am and afternoon snack around 3:00 pm.
- Cold lunch must be sent from home each day with your child. Provide any napkins, spoons, etc, as well as an ice pack, since we may not have room in the refrigerator. Nutritious beverages are required. Pop will be taken from children and put in the office to be taken home at the end of the day and water or milk will be given. Because of the volume of children, please do not send anything that requires a microwave.

Eligibility

- Children must be three years old by September 1 of the school year and enrolled in one of our School Readiness programs.
- Children must be able to use the toilet and clean themselves independently.
- Children should not be wearing diapers or pull-ups as we do not have adequate facilities or training for changing diapers. Please notify staff regarding any concerns in this area.
- Recurring bathroom accidents will require a parent meeting with Wrens Club Coordinator and Community Education Coordinator and could lead to potential discontinuation of services.

Children with Special Needs/IEPs

- Every effort will be made to accommodate children with special needs.
- We can not guarantee one on one care for students.
- Parents must schedule a meeting with the program coordinator to provide information about the child and devise a plan for Wrens Club to meet the needs of the child prior to enrollment.
- If the family expresses a need for accommodations for their child to participate in Wrens Club or Wrens Club staff determines special accommodations are needed for participation, Wrens Club will work with the family to come up with a plan to help the child succeed in the program. Items to consider:
 - The student's ability to function in an environment of 30-50 kids.
 - The student's ability to function on the playground without individual supervision.
 - The student's ability to function with a staff to child ratio of 1:15.
- Accommodations that are agreed upon will be outlined in a document to be shared with the family and entered into the child's record at Wrens Club.
- It is important that our program is assessed to determine if we are able to provide the best care for every child.

Parent's To-Do List...

- Sign your child "In" & "Out" each day. This means walking your child to the Wrens Club room. Parents will need to sign out in our software program each day when they pick up.
- Let your child's classroom teacher know your child's Wrens Club schedule.
- Email Wrens Club and your child's teacher when your child will not attend a scheduled day at child care, by 10:00 am.
- Keep your child's enrollment information up-to-date to ensure your child's safety.
- Make sure your child is picked up by **5:30 pm** to avoid a late pick up fee.
- **Adequately dress your child for indoor and outdoor play.**
- Label your child's personal belongings.

Children's Clothing/Belongings

Children should be adequately dressed each day for indoor and outdoor activities. Wrens Club follows the same policy regarding outerwear as the Elementary School. Outerwear should be labeled with the child's name. The program is not responsible for lost or stolen articles. For younger children, please send an extra set of clothing. Please do not allow your child to bring any toys, games, or electronic toys. For pre-schoolers please remember to send indoor shoes during the wintertime.

Children at any age are NOT allowed to be on any electronic devices while at care. If a child brings a cell phone or electronics to care, it will be kept at the desk until the parent picks up the child.

Registration Process

To register your child for Wrens Club, you will need to read all of the materials in this handbook and complete the following before your child may attend:

- Signed the last page of the Family Handbook.
- Wrens Club Enrollment Form.
- \$50 registration fee per family.
- Any past due balances with Community Education are paid in full.
(This may include past due balances for School Readiness or Wrens Club bills.)
- ALL registration materials listed above are complete.

Hours of Operation (2024-2025)

Summer 2024

Wrens Club open 6:30 am – 5:30 pm Summer program begins June 3rd 2024

Closed Summer dates:

Wednesday June 19th 2024

Monday – Friday July 1st – 5th

Monday – Friday August 26th – 30th

Fall/Spring 2024 – 25

Wrens Club is open 6:30 am – 5:30 pm. School Year program begins September 3rd 2024

Closed early or all day Fall/Spring 2024 – 25 dates:

October 16th – Close at 12:30 pm

October 17th – 18th Closed

November 27th – 29th Closed

December 23rd – January 3rd 2025

February 14th – Close at 12:30 pm

February 17th – Closed

March 13th – Closed

March 24th – 28th – Closed (Spring Break)

April 4th – Closed

April 18th – Closed

May 2nd – Close at 12:30 pm

May 26th – Closed

May 30th – Close at 12:30 pm

Program Fees

Annual registration fee per family: \$50

Summer rates:

5 days a week \$175

4 days a week \$140

3 days a week \$105

2 days a week \$90 (this is our minimum - you will be charged the weekly rate ALL summer even when not attending, UNLESS - you pick our drop in option)

1 day drop in rate \$50 (this must be approved 7 days in advance)

Flat rate for preschool (3 & 4 year olds) care: (School year 2024-25)

\$75 for 1-2 days per week.

\$125 for 3, 4, & 5 days per week.

Before & After School (K-6) Flat Rates:

AM only \$20 per week

PM only \$30 per week

Both AM & PM care \$40 per week

Schedules need to be entered in the Brightwheel program a minimum of one week prior to care.

Billing will be conducted off the monthly schedule submitted. Cancellations made less than one week in advance for any reason will not be deducted from billing. This will help us maintain our staff numbers.

*No Call/No Show Finders fee \$25

*Show up fee - child here without being scheduled \$25

Late Pick-up/Early drop-off fee (before 6:30 AM/after 6:00 PM)\$10 first minute-\$1 per minute after 1st minute

*Refunds are NOT issued for absences from scheduled days. To avoid No Call/No Show fee, email Wrens Club staff before **10 am** when they will not be attending child care for any reason. *Parents who have frequent **No Call No Shows** or late pick up charges may have their child care suspended

If your payments are not made and you go over 30 days you will be charged a \$20.00 late fee. If your payments are not made and you go over 60 days you will be charged a \$40.00 late fee. If your payments are not made and you go over 90 days you will automatically be sent to collections and your child care will be discontinued. If you are sent to collections you will be charged an extra 37% to your bill for collection fees.

Invoices will be made available to pay online. A 2% convenience fee is added to all credit card/debit card payments. ACH (checking account transfers) have a .6% fee added to them. Checks or money orders will be accepted during Community Education Office hours. Community Education hours are:

Currently:

Monday 12:00 – 3:00

Wednesday 12:00 – 3:00

In the event your schedule changes....

Absent Notification: – The safety of your child(ren) is our primary concern. **Please email Wrens Club before 10:00 am if your child will not be coming after school. We are discontinuing the use of the REMIND app.** You may email at any time. If we are not here, we will get the message first thing in the morning. ***The elementary office cannot call to inform us of absences. The classroom teachers are also unable to call us if your child is absent.** If your child is scheduled to be at Wrens Club and does not come to us, we must look for them. This takes time and takes staff away from the other children. Our staff usually has at least 30 kids to check in after school and we need to know where they all are. To avoid a **No Call/ No Show fee**, please email Wrens Club staff before **10:00 am** if your child will not be attending child care for any reason. **Email to Wrens Club is the best form of notification so please send us an email if your schedule changes for any reason.** Wrensclub@isd100.org

In the event that you will not be able to pick up your child on time, notify the Wrens Club staff immediately of the alternate arrangements. A late pick-up fee of \$10 for the first minute and \$1 each additional minute after 6:00 PM will be assessed. In addition, the following will happen:

Attempt to Contact Time Frame: If you are late in picking up your child, the following procedure will be followed:

After 10 minutes: Call parent/guardian

After 15 minutes: Call emergency contacts listed for child

After 30 minutes: Call the police. If you are more than thirty minutes late and we are unsuccessful in reaching you or an emergency contact person, the police **will** be called for further assistance.

If you have picked up your child late more than once, or if you cancel your child's schedule on a consistent basis you are subject to discontinuation of child care.

Release of Children

Wrens club will only release children to the parent or person authorized on your emergency pick up list. They must be at least 16 years old to sign out your child. Please email wrensclub@isd100.org to inform us if someone other than you will pick up your child/ren. If a parent or other person appears physically/emotionally impaired to the extent that the staff is concerned that the child is at risk of danger, the staff person will call other people listed on the emergency list. If no one can be reached, we may need to call 911.

Wrens Club offers:

- Educational and Recreational theme-based activities.
- Audio, Visual & Hands-on play and learning experiences.
- Physical Activity – Gym, Outside.
- Manipulative & Sensory Play.
- Quiet/Homework Time.
- Food Service Breakfast and Lunch Program (Summer requires a packed cold lunch).
- Morning and Afternoon snack.
- Technology.
- Skill Building.
- Games.
- Free Choice, Creative Play.

Wrens Club seeks to provide a quality program where:

- Kids can be kids.
- The atmosphere is comfortable, relaxed, happy, and busy.
- The environment is conducive to a wide-range of opportunities both active and passive.
- There are a variety of age-appropriate activities and choices offered.
- The activities offered provide children with educational, social and recreational experiences.
- Individual differences are respected and valued.
- Staff are flexible and responsive to meet the needs of all children enrolled.
- There are clear and consistent rules enforced that ensure safety.
- Kids learn to resolve conflicts in a positive and effective manner.
- Parents are well informed about the program and feel comfortable with their choice of childcare.
- Families find the program to be flexible and affordable.

Behavior

Wrenshall Public Schools Policy 514 expressly prohibits bullying, and outlines the procedures and regulations for bullying prevention and intervention, including:

A person who engages in an act of bullying, reprisal, or false reporting of bullying shall be subject to discipline for the act in accordance with school district's policies and procedures. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. The school district may take into account the following factors:

- The developmental and maturity levels of the parties involved.
- The levels of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.
- The relationship between the parties involved.
- The context in which the alleged incidents occurred.

Wrens Club Behavior Expectations

Please see attached behavior policy plans, one for PreK-2nd grade and one for grades 3-5. It is the goal of the Wrens Club program to guide children to be happy, responsible, cooperative participants in the program. We use positive, nonthreatening techniques that help the child become responsible for his/her actions. The child should also respect the rights and feelings of others.

- Be prompt and prepared.
- Respect authority.
- Respect the rights of others.
- Respect property.
- Display a concern for learning.
- Display appropriate social skills.

Wrens club Discipline Plan: Grades 3-5

Behavior	Step 1	Step 2	Step 3
<p>Mild Behaviors Behaviors that demonstrate a lack of respect for the feelings of other IE: name calling, mocking, put downs, rude gestures (eye rolling, dirty looks, sighing), taunting and related behaviors.</p>	<p>*Staff has a conversation with student about behavior</p> <ul style="list-style-type: none"> ● Verbal Warning ● Child writes Fix It plan ● Staff documents incident & parents sign ● Staff talks face to face with parent about behavior & goes over Fix It plan and student, staff & parents sign & date 	<p>*Staff has conversation with student about behavior</p> <ul style="list-style-type: none"> ● Time Out 2-5 minutes ● Review Fix It Plan with staff ● Logical consequence (loss of privilege in the activity for the day-going up the slide the wrong way/no slide for the day) ● Staff documents the incident in the binder ● Staff talks face to face with parent about behavior and go over Fix It plan and student, staff, and parent sign & date 	<p>*Removal from program area</p> <ul style="list-style-type: none"> ● Removal from program for the rest of the day. Staff calls parent to come & pick up child from program. ● Letter of apology written by student ● Personal Behavior Plan developed by student, parent, and Coordinator ● Incident reported to Elementary Principal ● Staff documents incident in binder ● Staff talks face to face with parent about behaviors, Review Fix It plan & all parties sign & date
<p>Moderate Behaviors Behaviors that may cause injury IE: damaging property, rough play, exclusion, gossip/spreading rumors, insults, negative written notes, negative behaviors toward a specific person, and related behaviors.</p>	<p>Anyone with moderate behaviors should have a Fix It plan in place</p> <ul style="list-style-type: none"> ● Review Fix It plan ● Removal from program for the rest of the day, staff call parents to pick up child ● Letter of apology from child ● Personal Behavior plan developed by student and parent. Return to Coordinator. ● Staff documents in binder ● Staff talks face to face with parents, goes over Fix It plan and all parties sign and date 	<ul style="list-style-type: none"> ● Review Personal Behavior plan ● Removal of program for the rest of the day plus 1 day. Staff call parent to pick up child from program ● Incident reported to Elementary Principal ● Staff documents incident in binder ● Parents and Coordinator must meet before the child can return to the program 	<ul style="list-style-type: none"> ● Child is removed from the program for a minimum of 5 program days. Staff call parent to pick up child. ● Staff documents incident in binder ● Parents, Coordinator, and Director must meet before child returns to the program

<p>Severe Behaviors Behaviors that cause injury IE: biting, harassment,(racial, ethnic, gender, or religious), stealing, hitting, kicking, punching, repeated/chronic failure to comply with rules, spitting, vandalizing, verbal or written threats, slapping, grabbing, hair pulling, kneeing, damaging property, and related behaviors.</p>	<p>Student with severe behaviors should have a Personal Behavior Plan in place already</p> <ul style="list-style-type: none"> • Review Personal Behavior Plan • Removal from program for remainder of day plus 3 program days. Staff calls parents to pick up child. • Report incident to Elementary Principal • Staff documents incident in binder • Parent and coordinator must meet before child can return to program 	<ul style="list-style-type: none"> • Removal of program for the rest of the day plus 9 program days. Staff calls parents to pick up child • Staff documents incident in the binder • Parents, Coordinator, and Director must meet before child can return to the program. 	<ul style="list-style-type: none"> • Child is removed from program for a minimum of 27 program days • Staff documents incident in binder. • Parents, Coordinator, Director, and Elementary Principal must meet before child returns to program
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** Behavior is categorized as mild, moderate, or severe. Each incident in a category requires moving up a step in consequence.

Wrens Club "Individual Behavior Plan"

To be filled out by student & parent the evening of the event

Name_____

Date_____

I chose a behavior at Wrens Club that violates our behavior policy.

What I did_____

Because I have violated the behavior policy multiple times, and I did not follow my Fix It plan, the next time I break behavior rules, I will

_____ Not participate in group play for the rest of the day

_____ Time Out for 10 minutes and verbal apology to all people affected including other kids in the program

_____ Time Out for 20 minutes and write a letter of apology to all people affected including other kids in the program/ The letter will be read aloud to the group.

I will also choose a better behavior when I am feeling _____(fill in feeling at time of rule violation)

The behavior I will choose when I feel this way is_____

Student Signature_____

Parent Signature_____

Staff Signature_____ (sign when returned)

Date signed by Staff_____

Wrens Club "Fix It" Plan

Name _____

Date_____

I chose a behavior at Wrens Club that violates our behavior policy.

What I did_____

In the future I am going to make better choices. When I feel like I am going to break a behavior rule, I will choose to do this instead-

If I continue to violate the behavior rules in Wrens Club, I know I will be put on an individual behavior plan which could lead to suspension from the program.

Student Signature_____

Staff Signature_____

Parent Signature_____

Date Signed (parent)_____

**Wrens Club Behavior Plan
Grades PreK- 2**

For students ages 3/4 through grade 2, we will continue to use the Red Choices/Green Choices Pyramid model for handling behavior.

If children bring home a red slip due to making "red" choices, please take time to talk through the behavior with your child and write out thoughtful answers to return the following day that they attend Wrens Club. We appreciate your help!

Behavior Intervention Form

Child's Name: _____

I broke the rules of behavior at Wrens club today.

What I did: _____

I believe I made others feel _____

(emotion/physical feeling)

with the way I acted.

In the future, I can stop breaking the behavior rules in Wrens Club by doing this instead

Parent Signature _____ Date _____

Student Name _____

(please have students attempt to write their name)

Our door is always open. Feel free to drop by our Wrens Club program any time. If you have concerns, complaints, or problems with our program, please email wrensclub@isd100.org.

Summer Wrens Club Registration Process

To register your child for Summer Wrens Club you will need to read all of the materials in this handbook and complete the following before your child may attend:

- Wrens Club Enrollment Form
- Signed last page of the Family Handbook
- Pay the \$50 Registration fee
- Schedule Request
- Must have a minimum of 2 scheduled days per week per child
- Create schedule in the Brightwheel program

Any past due balances with Wrenshall Community Education are paid in full.

Hours of Operation for Summer

Wrens Club is open 6:30 am – 5:30 pm, Monday–Friday

- Wrens Club first day of Summer care will be Monday, June 3rd.
- Wrens Club will be closed July 1-5 for the holiday.
- Wrens Club last day of Summer Care will be Friday, August 23rd.
- We plan occasional Wednesday field trip days. If you attend you must come for a full day, all teachers go on the field trip.
- Please send a cold lunch & water bottle daily. We will provide morning and afternoon snacks.
- Please provide sunscreen for use in the summer program.

Summer Program Fees

- Weekly summer rate, agreement (2-5days)
- Field Trip Fees are extra (**MUST** sign up for Full Day if attending on Wednesday's Field Trip Days)
- Late pick-up fees are \$10.00 for the first minute past 5:30 pm and \$1.00 every minute past 5:31 pm

***Parents who have frequent late pick up charges may have their child care discontinued.*

If you do not pay your bill, your child's care will be discontinued until the balance due is paid in full. NO REFUNDS for any schedule changes if the child is called off after Wednesday prior to the next week.

PARENTAL HAND BOOK NOTIFICATION FORM

Please sign and date below, indicating that you have read and understand all of the information provided in this Wrens Club Family Handbook.

This form must be returned to Wrens Club staff along with your child's Enrollment Form and schedule, prior to their first day in the Wrens Club Program (one form per family).

Name of Child/Children:

Print Parent/Guardian Name:

Parent/Guardian Signature

Date
