

Mineral Point Unified School District



Pointer Kids' Club Parent Handbook 2024-2025

DIRECTOR: Mo May-Grimm (608) 341-9629 or mo.maygrimm@mp.k12.wi.us

Pointer Kids' Club Mission Statement

Pointer Kids' Club (**PKC**) is designed to provide a safe, interactive, and fun environment for Mineral Point students by offering a variety of open-ended, play-based **crafts, games** and physical activities before and after school outside of the traditional school day.

Who can enroll?

Any student enrolled full-time (4K-5) in the Mineral Point School District is eligible to enroll. In the event demand exceeds staffing capabilities, preference will be determined by who registered first until adequate staffing levels can be attained. AM 4K students eligible for AM only and PM 4K eligible for PM only.

Hours of Operation

During the school calendar year, Pointer Kids' Club will follow the current Mineral Point Elementary School calendar. The program will run Monday through Friday, from 7:00am – 7:30am and from after school dismissal to 6pm.

School Closings

There will not be Pointer Kids' Club if school is closed due to inclement weather or other emergencies. If there is no school in the Mineral Point School District, there is no Pointer Kids' Club. Pointer Kids' Club will be in session when the Mineral Point School district has a late start. For example, if school has a late start of 10 am, Pointer Kids' Club will open at 9am. Pointer Kids' Club will not be in session after school if school is canceled due to weather or other emergencies. **Tuition will be charged on these days. This is necessary due to the complexity of adjusting for single day closures at varying rates. However, to compensate for planned closures and two weather/emergency days, no tuition will be charged for these five weeks: 11/25-11/29/2024, 12/23-12/27/2024, 12/30/2024-1/3/2025, 3/24-3/28/2025, 6/2-6/4/2025.**

Termination

Major discipline violations that cannot be managed may require suspension or termination of the child from the program. Student behavior expectations should follow a normal school day. Chronic pick ups after 6:00pm could result in termination – this decision will be made at the discretion of the Director and/or Superintendent.

Policy Regarding Illness

Children who are sick may not attend Pointer Kids' Club. Parents will be notified by phone if their child becomes sick while at Pointer Kids' Club. Parents or other authorized persons will be asked to pick up their child(ren) as soon as possible. Any child who shows signs of an illness will be separated from the other children until they are picked up. Children must be fever-free for 24 hours, without the use of medication, before returning to Pointer Kids' Club.

Registration Fee (per school year)

A \$30.00 registration fee per family will be due the first week of services in addition to the weekly fee.

Payment Policy

Payments (cash or check only) are due by Friday of each week payable to MINERAL POINT SCHOOLS. If your payment is two weeks overdue, your child will not be able to attend Pointer Kids' Club unless you have made arrangements with the Director and/or paid in full. When signing up for Pointer Kids' Club, you will be choosing **AM and/or PM Services and an end time if using PM Services**. You will be responsible for paying that rate even if your child does not attend Pointer Kids' Club every day. You will not receive credit for the days your child does not attend unless arranged with the Director due to extenuating circumstances.

2024-2025 Fee Schedule	
AM (7AM to 7:30 AM)	\$9/Day/Child
PM (end of school until 4:30PM)	\$6/Day/Child
PM (end of school until 5:00PM)	\$7/Day/Child
PM (end of school until 5:30PM)	\$8/Day/Child
PM (end of school until 6:00PM)	\$9/Day/Child

Return Checks / Late Pick Up fees

There will be a \$35.00 returned check fee. An overtime penalty will be charged of \$1.00 for every minute over your elected pick up time. Once you've reached 3 late pick ups within 2 weeks, your rate will increase to your actual time.

Pointer Kids' Club AM Drop Off

The designated area is through the **double doors south of cafeteria by music room (Door #5)** off Cothorn Street at 7:00am (look for Pointer Kids' Club logo on the door). **Ring doorbell to gain entrance.**

Pointer Kids' Club Pick Up

When picking up from Pointers Kids' Club, **ring doorbell at double doors south of cafeteria by music room (Door #5)** off Cothorn Street (look for Pointer Kids' Club logo on the door). Children will not be released to their parent(s) or authorized persons until they have been signed out of Pointer Kids' Club. **If your student's after school plans have changed, you must complete the [Elementary Dismissal form](#) prior to 2:00pm (1:00pm on Wednesday).** Students will not be released to anyone who is not listed by the parent on the registration form. Anyone not listed will not be allowed to pick up your student unless communicated in writing (text or email) to the Director. Please have a Photo ID available when picking up student(s) until staff becomes familiar with authorized persons.

Pointer Kids' Club Continuous Improvement

Our top priorities are your child's safety and well-being within a fun learning environment. Please communicate any ideas or concerns with the Director.

GENERAL DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

1. Any employee, student, job applicant, or citizen complaining of discrimination on the basis of race, creed, sex or sexual orientation, gender identity, age, national origin, handicap, marital status, political affiliation, arrest or conviction record, or other factor provided for by state or federal law, shall report the complaint to the district. Such reports may be submitted as follows:

To a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or electronic mail may be made at any time.

By any other means that results in a Title IX Coordinator actually receiving the person's verbal or written report.

2. The District Title IX Coordinator, upon receiving such a complaint shall, within 24 hours, report the nature, time, and date of the suspected infraction in writing to the building principal.
3. The building principal, upon receiving such a report shall:
 - a. Immediately undertake an investigation of the suspected infraction, and
 - b. Within 10 calendar days, or as soon as practicable after receiving the district administrator's report, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and recommend resolution to the district administrator and the complainant.
4. Within 10 calendar days after the date of the building principal's decision, the complainant may appeal the decision to the district administrator. The appeal shall be made in writing. The district administrator shall review the appeal as soon as practicable. The district administrator shall have the power to affirm, reverse, or modify the decision of the building principal in whole or in part or remand the matter back to the building principal with instructions for further study. A decision shall be made in writing within 20 calendar days of receiving the appeal.
5. If the complainant is still dissatisfied with the recommended resolution, he/she may file an appeal in writing with the Board within 10 calendar days. The Board shall hear the appeal at its next regular Board meeting, or at the Board President's discretion, the appeal may be considered at a special meeting.
6. Appeals beyond the Board may be made to appropriate agencies (e.g. State Superintendent of Public Instruction, Equal Employment Opportunities Commission) and/or the courts having proper jurisdiction.

**NOTICE OF SCHOOL DISTRICT POLICIES ON SEX DISCRIMINATION,
THE DISTRICT'S TITLE IX COORDINATOR(S), AND PROCEDURES FOR REPORTING
OR FILING A COMPLAINT OF SEX DISCRIMINATION**

Title IX Non Discrimination Policy Statement –

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: [Policy 113](#).

District Title IX Coordinators –

The District employee who holds the position identified below serve as Title IX Coordinator for the District:

Angela Klein
Director of Special Education & Pupil Services
Elementary Office: 611 Cothorn Street, Mineral Point, WI 53565
MS/HS Office: 705 Ross Street, Mineral Point, WI 53565
Phone: 608.987.0712
Email: angela.klein@mp.k12.wi.us

Reporting Sex Discrimination –

Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to the District. Such reports may be submitted as follows:

To a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or electronic mail may be made at any time.

By any other means that results in a Title IX Coordinator actually receiving the person's verbal or written report.

Filing Formal Complaints of Title IX Sexual Harassment –

As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving “formal complaints” of “sexual harassment,” as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX “complainant”), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation using the District’s formal Title IX grievance process.

Complainants are expected to file formal complaints of sexual harassment with a District Title IX Coordinator by electronic submission within the Safe School Alert Online Tip Reporting, submitting a document or electronic submission in person, by U.S. mail, or by electronic mail, using the contact information specified above.

Additional requirements for formal complaints of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth in Policy 113 within the School Board policies.

District Response to Reports and Complaints of Sex Discrimination and to Formal Complaints of Sexual Harassment under Title IX –

The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District. Those procedures are set forth in 411-Rule and 511-Rule within the School Board policies published on the District’s website. The purpose of such procedures is to provide for the prompt and equitable resolution of any report or complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX (which are subject to a different process).

Any time that the District has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, the District has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance process that the District has adopted for such formal complaints. District procedures for responding to alleged sexual harassment under Title IX, including the formal grievance process, are set forth in Policy 113 within the School Board policies published on the District’s website.