

Mineral Point Unified School District



Pointer Kids' Club Parent Handbook 2023-2024

Pointer Kids' Club Mission Statement

Pointer Kids' Club is designed to provide a safe, interactive, and fun environment for Mineral Point students by offering a variety of open-ended, play-based STEAM 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.

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 7am – dismissed for class 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 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 cancelled due to weather or other emergencies.

Termination

A two-week notice of termination of care is required. Major discipline violations that cannot be managed may require suspension or termination of the child from the program. Student behavior expectations should follow 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 and will be given a place to lie down 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 either a weekly or daily rate. 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 Director due to extenuating circumstances.

Fee Schedule	1 child	2 children	3+ children
AM (7am to start of school)	\$3/day \$15/week	\$5/day \$25/week	\$7/day \$35/week
PM (end of school to 6pm)	\$6/day \$30/week	\$10/day \$50/week	\$14/day \$70/week
AM and PM	\$9/day \$45/week	\$15/day \$75/week	\$21/day \$105/week

Price will be calculated by the Director for more than 3 children.

Return Checks / Late Pick Up fees

There will be a \$35.00 returned check fee and an overtime charge of \$1.00 per minute after 6:00pm.

Pointer Kids' Club Pick Up

When picking up from Pointer Kids' Club, we ask that you park in the upper parking lot and enter the door into the library area. Children will not be released to their parent or authorized persons until they have been signed out of Pointer Kids' Club. **If your child(ren)'s after school plans have changed, all communication to the school should be done prior to 2:00 p.m.** Students will not be released to anyone who is not listed by the parent on the registration form. Anyone not listed above will not be allowed to pick up your child(ren) unless communicated in writing (text or email) to Director. Please have Photo ID available when picking up child(ren) 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.

POINTER KIDS' CLUB REGISTRATION

Child's Name	Grade	Schedule	If daily, choose day(s):	Choose One Schedule Option:
		<input type="checkbox"/> Weekly <input type="checkbox"/> Daily	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> AM Only <input type="checkbox"/> PM Only <input type="checkbox"/> Both AM & PM
		<input type="checkbox"/> Weekly <input type="checkbox"/> Daily	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> AM Only <input type="checkbox"/> PM Only <input type="checkbox"/> Both AM & PM
		<input type="checkbox"/> Weekly <input type="checkbox"/> Daily	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> AM Only <input type="checkbox"/> PM Only <input type="checkbox"/> Both AM & PM
		<input type="checkbox"/> Weekly <input type="checkbox"/> Daily	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F	<input type="checkbox"/> AM Only <input type="checkbox"/> PM Only <input type="checkbox"/> Both AM & PM

Family Name: _____

Mailing Address: _____

City and Zip: _____

Email address for Pointer Kids' Club updates: _____

List any allergies or other concerns staff should be aware of: _____

Please list contacts below:

Name	Phone#	Relationship	Emergency Contact	Pick Up Allowed
			<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="checkbox"/> YES <input type="checkbox"/> No
			<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="checkbox"/> YES <input type="checkbox"/> No
			<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="checkbox"/> YES <input type="checkbox"/> No
			<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="checkbox"/> YES <input type="checkbox"/> No

Anyone not listed above will not be allowed to pick up your child(ren) unless communicated in writing (text or email) to Director.

I have read and agree to the Pointer Kids' Club Handbook:

Print Name: _____

Signature: _____

Date: _____

For office use only Date received: _____ Payment received: _____