

# Mineral Point Unified School District



## Pointer Kids' Club Parent Handbook 2023-2024

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## **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. In the event demand exceeds staffing capabilities, preference will be determined by who registered first and whether they expressed interest in earlier surveys until adequate staffing levels can be attained. AM 4K students eligible for AM only and PK 4K eligible for PK 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.

## **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 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 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 the Director due to extenuating circumstances.

<b>Fee Schedule</b>	<b>1 child</b>	<b>2 children</b>	<b>3+ children</b>
<b>AM (7am to start of school)</b>	\$3/day \$15/week	\$5/day \$25/week	\$7/day \$35/week
<b>PM (end of school to 6pm)</b>	\$6/day \$30/week	\$10/day \$50/week	\$14/day \$70/week
<b>AM and PM</b>	\$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 AM Drop Off**

The designated area is through the grey cafeteria doors off Cothorn Street at 7:00am.

## **Pointer Kids' Club Pick Up**

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 above 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.