



Helping Hands Learning Center  
After School Program

Auburndale Elementary School

Parent Handbook  
2020-2021 School Year

All forms must be completed in full and returned to Helping Hands before your child is able to participate in the After School Program.

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### Welcome

Welcome to Helping Hands After School Program. This program is being offered as a separate program outside of the school district’s curriculum and educational programs. This community service program receives no educational aide and is supported by the payments made by parents for their children to attend the program. **Students attending the After School Program who require special assistance or additional supervision will be responsible for any extra costs.**

### Who Can Enroll

This program is available for up to 45 students in grades 4K-5 who attend Auburndale Elementary School on a first come, first serve basis. Once all 45 spots are filled, families will be placed on a waiting list. All children enrolled in the After School Program must be toilet trained.

### Registration

**Helping Hands Learning Center • 10564 School Ave. • Auburndale, WI 54412 • 715-652-2812, Ext. 1510**

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If you would like to register your child(ren) for the After School Program and you would like to take part during the 2020-2021 school year you will need to pick up the After School Program Parent Handbook, Enrollment Application Form, and Statement of Understanding Form at Auburndale Elementary Office or print them off from [www.aubschools.com](http://www.aubschools.com). Once the Enrollment Application Form has been filled out completely, sign and return it along with the signed Statement of Understanding Form to the Auburndale Elementary Office prior to the first day of school. **Registration forms will not be accepted after September 8th of the 2020-2021 school year.**

### Waiting List

A waiting list will be created for the After School Program. Families will be notified throughout the year as spaces become available. Spots cannot be transferred among families. Helping Hands will review the waiting list and reach out to families as openings occur.

### Drop In Care

Drop In care will be offered for those who are registered prior to the first day of school. Drop In care is not guaranteed. Helping Hands Staff must be notified at least 2 weeks prior to the date care is needed. You will be notified if there is a spot available by 2:30pm of the day care is needed, unless we know sooner.

### Payment Policy

After seven calendar days past the payment due date, a reminder letter will go out with a due date of three school days. If payment has not been made after two notifications, your child(ren) will be terminated from the program and unable to participate in the future as your spot will be given to the next family on the waiting list. Unpaid fees may be turned over to a collection agency.

### Absence Policy

If your child is scheduled for the After School Program and they will not be attending, it is the responsibility of the parent to contact Helping Hands prior to 2:30 pm by phone or email (715-652-2812, Ext. 1510 or [helpinghands@aubschools.com](mailto:helpinghands@aubschools.com)) so that staff can be made aware of the absence.

### Program Fees & Payment Information

Fees must be paid biweekly, unless other arrangements are made with Helping Hands staff. Payments will be accepted in cash or by check (made out to School District of Auburndale).

#### After School Program Fees:

	1st Child	2nd Child	3rd+ Child
Full Time (2-5 days/wk)	\$3.50/hour	\$3.00/hour	\$2.50/hour
Drop In (as needed)	\$5.00/hour	\$5.00/hour	\$5.00/hour

*Drop In Fees:* Must be paid upon pick up of your child from Helping Hands. Your child will not be able to attend in the future if no payment is received.

*Late Payment Fees:* \$5 per child for every 5 minutes past 5:30 pm. Late fees must be paid by the end of the week (Friday at 5:00pm) of the occurrence. Failure to pay late fees will forfeit your child's place in the After School Program.

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### Pick-Up Time

Children may be picked up at any time prior to 5:30 pm. If your child has not been picked up by 5:40 pm and the staff have not been able to contact any parents/guardians or emergency contacts, the Wood County Sheriff's Department may be notified.

A Late Pick-Up Form will be completed upon pick-up including fees. Late pick-up fees are to be paid to Helping Hands by the end of the week (Friday 5:00 pm) of the occurrence. Continued late pick-ups (more than 2 occurrences) and/or failure to pay late fees will forfeit your child's place in the After School Program.

### Sign In & Sign out Procedures

SIGN IN: Attendance is taken by the Helping Hands staff utilizing the HiMama App.

SIGN OUT: Parents and authorized pick-ups are required to make eye contact with Helping Hands staff in order to be signed out. This is for the child's protection. Valid Photo Identification may be checked to ensure the proper people are picking up the children. ID's may be checked daily (even parents) for at least the first week of the program until the staff are familiar with the authorized pick-ups, and for all unfamiliar pick-ups thereafter.

### Withdrawal from the Program

As a general courtesy, if you decide to withdraw your child from the After School Program, please provide Helping Hands with a minimum of two weeks, written notice.

### Updating Information

It is the responsibility of parents to inform the Program Director regarding any changes to your child's information. This information includes phone numbers, addresses, emergency and authorized pick-ups and any other pertinent changes.

### Closings

Helping Hands operates on the Auburndale School District Academic calendar. When the elementary is closed the program is also closed. In the case of severe weather conditions, Helping Hands will be closed if the Auburndale School District is closed. Other scenarios, such as technical outages (phone/internet) hinder the safety of the children or staff, Helping Hands will also be closed. Notifications will be made by the School District's alert system or by local weather channels.

If your child is at Auburndale Elementary School when an announcement of school cancellation occurs, you will be notified to pick up your child as soon as possible, but Helping Hands will remain open until 4:00 pm. Communication attempts must be made for pickup.

### Illness

At Helping Hands, we define an ill child as:

- A child who has a temperature of 101 degrees or above.
- A child who has had diarrhea or vomiting within the last 12 hours.

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- A child who has any new rash.
- A child who requires one-on-one care.
- A child with head lice.
- A child that has skin or mouth lesions.
- A child who has been diagnosed with a communicable disease (see list below), but has not completed the minimum time required to be absent from the center for that particular communicable disease.

If a child is showing any signs of these illnesses, they must be picked up within 30 minutes of being notified. If a parent cannot be reached first, the child's emergency contact person will be called to pick up.

### *Communicable Disease and Public Health Notice*

For these following diseases, you must follow the State Public Health regulations before returning to the Helping Hands:

- Chicken pox-7 days with all pox scabbed over and dry.
- Diarrhea-no diarrhea within last 12 hours.
- Vomiting-no vomiting within last 12 hours.
- Impetigo-dry, healing skin with no crusts.
- Conjunctivitis or "pink eye" –drainage from eye gone and child must be on medication for at least 24 hours.
- Lice-nit free.
- Fever-free for at least 12 hours without the aid of a fever reducing medication.
- Strep throat-on medication for at least 24 hours.
- Coxsackie or "hand, foot, and mouth" disease-fever free for 12 hours.
- Scabies-after treatment of child and environment.
- Pertussis or "whooping cough"- 5 days after starting antibiotics.

\* COVID - 1 symptom - 3 days.

\* COVID Positive Test - 14 days.

**\*\*\*\*\* If a positive case of COVID occurs, Helping Hands may have to shut down for a period of time.**

**Please have a backup after-school plan in place.**

### **Personal Belongings**

Children will be responsible for all of their belongings (jackets, backpacks, lunch boxes, etc.). Items left at the end of the program will be placed in the school's lost and found. Parents are encouraged to frequently check the lost and found. **Helping Hands is not responsible for lost or stolen items.**

### *Cell phone and Chromebook Policy*

Children are not permitted to use their cell phones during program hours. They should keep their cell phones in their backpacks. Students will be allowed to use their Chromebook during homework time, if it is needed to complete their homework. The use of Chromebooks will be at the discretion of the Helping Hands staff.

### **What NOT to Bring to After School Program**

- Phones, game systems, trading cards, scooters, bikes or other personal items.
- Toy guns or weapons of any kind

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### ● Money

#### Parent Statement of Understanding

1. I will be charged late pick-up fees, if I fail to pick up my child within 15 minutes of their scheduled pick-up time. If I incur fees, I will pay them in a timely manner.
2. Pre-determined action steps will be taken with any behavior issues with my child. Failure to correct specified actions may result in suspension or termination from the program.
3. I will submit a 2-week advance, written notice, as a courtesy, to Helping Hands if I choose to withdraw my child(ren) from the After School Program.

#### Child Statement of Understanding

1. I must sign-in to the After School Program each day immediately after school dismissal.
2. I will keep my personal belongings in my storage area during the program hours.
3. I will remain seated and quiet during roll call and announcements and speak for myself only.
4. I will follow program rules at all times.
5. I will follow instructions given by the Helping Hands staff.
6. I will tell the staff when I am sick or hurt.
7. I will follow the discipline instructions given by the staff.
8. I will show respect for all other children, staff and parents at all times.
9. I will show respect for all program supplies, equipment and property.
10. I will show respect for personal belongings of other children and staff.
11. I will help in cleaning up after myself in all activities.
12. I will never leave the program site without permission from the staff.

#### Discipline

Please remember that your child's participation in the program is a privilege. Team members will make every effort to teach students positive social behaviors; however, when an inappropriate behavior is repeated or severe, parents/ guardians will be notified. Loss of privileges, suspension, dismissal or other consequences may be implemented.

Discipline procedures may vary based on child's age, the repetitive nature of the incident and the severity of the issue, and will be up to the discretion of the Program Director to determine the consequence. A written record of the incident will be kept on file. Depending on the severity of the offense, immediate dismissal from the program is a possibility.

Discipline problems will be handled using the following guidelines:

- 1st Offense: Helping Hands staff will talk with the student and notify the parent/guardian. (Verbal Warning)
- 2nd Offense: Helping Hands staff will talk to the student, notify the parent/guardian and the student may be suspended from the program for 1 day to 1 week.

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● 3rd Offense: Helping Hands staff will talk to the student, notify the parent/guardian and the student may be suspended from the program for 1 week to 1 month.

### **Program Termination Policy**

Participants may be terminated from the program for the following reasons:

- Failure to submit required information or forms (pg 2)
- Non-payment or excessive late payment of fees (pgs 2 & 3)
- Continuous late pick-up - More than 2 occurrences (pg 3)
- Disciplinary or behavioral issues of the child or parent that endangers the participant, other children or Helping Hands staff (pg 6)
- Failure to comply with the policies of the center (Parent Statement of Understanding)