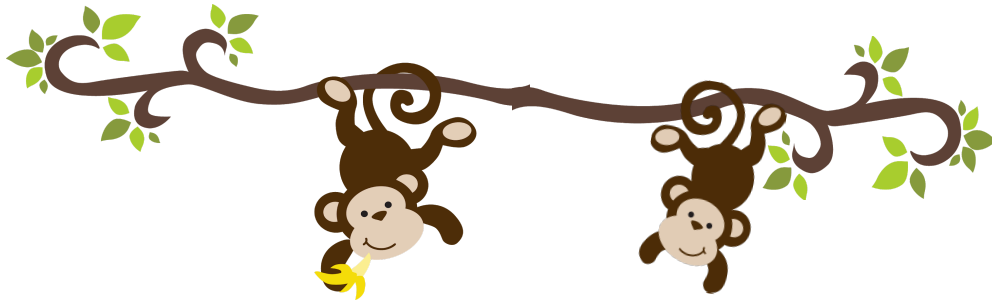


HILLTOPPER HANGTIME



Glenwood City School District
School-Aged
Before/After School
and Summer Program

2017-2018

Parent Handbook

This handbook is designed to assist parent/guardian and families in understanding the Glenwood City Schools' Before/After and Summer School Program, Hilltopper Hangtime. If you have any questions please contact the program coordinator, Beth Davis or the program director, Betsy Haltinner.

The program has an open door policy and we welcome parent/guardian visits. We encourage communication between program staff and parents. Please feel free to communicate your child's needs to the staff. Parents may schedule individual times to meet with the coordinator.

Mission Statement

Hilltopper Hangtime offers before/after school and all day summer care for school age children. The program is designed to provide a balance of structured and free choice activities designed to enhance the student's physical, emotional, social and intellectual development. The program extends learning and provides warm and caring support for children and peace of mind for parents.

Operating Hours

The Program hours are from 6:00 am to 6:00 pm. Before School hours are from 6:00 am to 8:05 am. The afterschool program will operate on schooldays from the time school is dismissed until 6:00 pm. There is a late pickup fee for children as stated in the families contract.

The program will open two hours early on early release days. Please refer to the Glenwood City School Calendar for the dates.

Summer time hours are all day from 6:00 am to 6:00 pm.

School Age Care will not be provided on the following days:

- Fourth of July
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday

- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day

Enrollment

Hilltopper Hangtime is open to student in grades 4K through 8th grade. To enroll your child in the program, complete the registration form and drop off or mail to Glenwood City Elementary or complete the online registration form.

Schedules and Absent Policy

A schedule of your child's participation is required upon registration. If there is a change at any time in your scheduling needs please notify the program coordinator. A drop off time as well as a pickup time will need to be provided along with your schedule. If you know your child will be absent, please let us know ahead of time.

*When planning a family trip, a two-week notice is required to avoid being billed for the time.

Daily attendance is kept and the program schedule will be posted so that the location of children can be established at all times.

Parent/guardian's will be contacted if the child has not arrived to the program and the program has not been previously notified of the child's absence. Program staff will check with the school's main office to see if the child was absent or released early from school. Children are only allowed to leave the program with a parent/guardian or an individual who has been granted permission in writing.

Please call or email Beth Davis with any schedule changes. If calling please leave a message if a staff member is unavailable.

Activities

The Before and After School Program gives students an opportunity to participate in a variety of activities.

- Homework Help
- Recreational and education activities such as arts and crafts, music, dramatic play
- Indoor and outdoor games and physical activities
- Time for social interaction with peers
- Technology
- Enjoy cooking and a snack provided by the program.

Please note that students will have the opportunity to work on their homework during program hours, but we cannot guarantee that students will finish their homework during the program hours.

Breakfast and Snack Program

Breakfast will not be provided to students by the program on school days.

Students are welcome to use their school nutritional account to eat at our school breakfast program. During non-school days and summer days, a breakfast will be provided to children that attend Hilltopper Hangtime. Students must bring their own lunch on

non-school and summer days. A healthy snack will be provided everyday after school, during summer and on non-school days.

All dietary concerns should be noted on the child's registration form. The staff will arrange appropriate snacks to meet the child's needs.

Sick Children

If a child becomes sick during the hours of the program, a family member or emergency contact will be contacted and asked to pick the child up. Children who are feeling sick will have a place to rest away from the other students until their ride arrives. If your child has a communicable disease, please notify the staff members as soon as the condition has been diagnosed.

Medication Policy

Medication will be administered to students attending Hilltopper Hangtime only if the criteria stated in the Glenwood City Handbook are met. Medicine will be kept in a locked cabinet. We must have signed forms from the parents and/or physician in order to administer medication. You may pick these forms up from a staff member or from the Elementary Office.

Accident Reports and Emergency Care

All injuries requiring any kind of attention will be documented and the information shared with parents/guardians. An accident report will be completed for any injury requiring more than a band-aid. In case of an emergency, parents will be called. If the parents are not available, persons designated on the registration form as the emergency contact will be called. If it is an extreme emergency, 911 will be called and whatever action is required to care for the child will be carried out.

Behavior Management

The program staff are responsible for assuring a positive environment. Effective communication between family members, children and staff is crucial in avoiding misunderstandings about behavior management. All staff are required to comply with the Glenwood City School District's policies and procedures and with the rules and student code of conduct developed by the school.

If a student's behavior is a safety concern or affecting quality programming A conference will be set up with the parents/guardians to assess the situation and how to move forward with the student.

Discipline Policy

Our aim is to help the children develop self-control, self-esteem, and respect for the rights of others by using the following methods:

- Positive guidance of children
- Redirection of children
- Time out
- Having clear cut limits for children which they help outline

School Closings

Hilltopper Hangtime **WILL NOT** be open if school is closed due to inclement weather or other emergencies. The District has a goal, which places emphasis on communication with families. As a result, the District has secured the services of School Messenger, a phone calling system, to communicate emergency school closing information with you. If school is going to be closed, School Messenger will contact you at the primary number you have on file in the office. To insure accurate communication, please make sure the office has your current directory information. School closing, delayed starting time or early dismissal may be announced on the following radio and/or television stations:

Radio Stations

92.1 FM - Rock 92.1 WMEQ

98.1 FM - THE MIX

95.1 FM - B95 WQRB

100.7 FM - Z100/WBIZ

106.7 FM - MOOSE COUNTRY

830 AM - WCCO

880 AM - WMEZ NEW TALK

Television Stations

Channel 5 - KSTP TV (ABC)

Channel 11 - KARE 11

Channel 4 - WCCO TV (CBS)

Channel 13 - WEAU

Also posted on web site at www.gcsd.k12.wi.us and the [GCS D Facebook](#) page

Rates

2017/18 Hilltopper Hangtime Rates

Session	Rate
Regular School Week - FULL TIME any child that attends the program over 5 hours per week, per session.	
Before School	\$25.00 per week
After School	\$40.00 per week
Regular School Week - PARTTIME any child that attends the program 5 or less hours per week, per session.	
Before School	\$15.00 per week
After School	\$20.00 per week
Irregular School Week	
Early Release days Nov 3, Feb 16, April 6, June 6	Add \$9.00 to weekly price
Non School Days Oct 13, Jan 22, March 9, June 7, June 8	Add \$20.00 to weekly price
School Breaks - per the Glenwood City School 2017/18 Calendar	
November 20, 21, 22 2017	\$30.00 per day FULL TIME or \$20.00 per day PART TIME
December 26, 27, 28, 29 2017	\$30.00 per day FULL TIME or \$20.00 per day PART TIME
March 26, 27, 28, 29 2018	\$30.00 per day FULL TIME or \$20.00 per day PART TIME
Summer Session	
Summer 6:00-6:00 - Full Day *10 hours maximum/day	\$125.00/per week or \$25.00/per day
Drop In	\$5.00 per hour

Full Time- any child that attends the before/after school program over 5 hours per week, per session

Part Time- any child that attends the before/after school program 5 or less hours per week, per session

Drop-in Service

Hilltopper Hangtime does offer a drop-in service for children. The following must be accomplished before a child may attend on a drop-in basis:

- Registration forms on file
- Staff notified one day in advance
- Staff acknowledge that there is space in the program

* The drop-in fee is \$5.00 per hour with a minimum of a one hour charge.

Payment Policy

Payments are expected to be paid on the 1st day of each month and remain current throughout the year. If tuition is not paid, a late payment fee of \$25.00 per family will be charged and your child(ren) will not be allowed to attend the program unless an arrangement has been made to get your account in good standing and the balance paid in FULL. There is also a \$35.00 return check fee.

Directory

Hilltopper Hangtime - 715-265-7609

Program Coordinator - Beth Davis
Phone 715-265-7609 - Email davisbet@gcsd.k12.wi.us

Program Director - Betsy Haltinner
Phone 715-265-4231 - Email haltibet@gcsd.k12.wi.us

Hilltopper Hangtime Staff:

Beth Davis - PM
Sarah Rubenzer - AM

Glenwood City School District
850 Maple St.
Glenwood City, WI 54013

Please call or email for more information about enrolling your child or if you have any questions, comments, or concerns. You may also use this e-mail address to communicate about days of attendance or days off.

Thanks!!

Affirmative Action Statement

The School District of Glenwood City does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities.

Inquires or complaints regarding the implementation of this or other nondiscrimination policies or the Glenwood City School District Board of Education should be directed to:

Superintendent of Schools
Glenwood City School District
850 Maple St.
Glenwood City, WI 54013