



WOLVERINE CARE

BEFORE AND AFTER SCHOOL CARE

PARKVIEW ELEMENTARY
LAURENTIAN ELEMENTARY
NORTH STAR ELEMENTARY

SCHOOL AGE CHILD CARE COORDINATOR

AMANDA MATHSON

AMANDA.MATHSON@RRPS.ORG

218-290-0701

Dear Wolverine Families,

We would like to welcome all families to the Rock Ridge Wolverine Care Programs. The Rock Ridge School District along with the Rock Ridge Community Education Department are excited to provide unified before and after school programs to our students. We look forward to a great school year.

Please read and retain this handbook for future reference. We strive to provide a safe and supervised environment for youth, PreK-6th grade to receive educational support and participate in enrichment activities. Program goals include fostering learning, development of life skills, and providing fun opportunities.

We look forward to seeing you this fall!

Thank you,
Amanda Mathson

Contact information

SCHOOL AGE CHILD CARE COORDINATOR	COMMUNITY ED DIRECTOR /AD	PARKVIEW PRINCIPAL -SHEENA STEFANICH
AMANDA MATHSON	CHAD HAZLETON	NORTH STAR PRINCIPAL - SHEENA STEFANICH
AMANDA.MATHSON@RRPS.ORG	CHAD.HAZELTON@RRPS.ORG	LAURENTIAN PRINCIPAL - ANGIE WILLIAMS
218-290-0701		

FOR MORE INFORMATION ABOUT THE ROCK RIDGE SCHOOL AGE CHILD CARE PROGRAMS, SACC. PLEASE VISIT OUR WEBSITE AT

<https://rrps.sacc.rschoolday.com/public/home/> OR CHECK OUT OUR FACEBOOK PAGE AT **ROCK RIDGE SCHOOL AGE CARE PROGRAM.**

Program handbook definitions

SACC: SCHOOL AGE CHILD CARE

SACC COORDINATOR: PERSON WHO OVERSEES THE SACC PROGRAMS. THIS IS YOUR MAIN CONTACT FOR ANY PROGRAM QUESTIONS AND INFORMATION.

SITE: THE SPECIFIC LOCATION, RRPS SCHOOL BUILDINGS, WHERE THE YOUTH ARE PARTICIPATING IN THE SACC PROGRAMS. I.E. PARKVIEW, LAURENTIAN ETC.

RRPS: ROCK RIDGE PUBLIC SCHOOLS

After School Program Hours & Typical Day

PARKVIEW SCHOOL - MON-FRIDAY 2:40-5:30PM

NORTH STAR - MON-FRIDAY 2:45-5:30PM

LAURENTIAN SCHOOL - MON-FRIDAY 2:55-5:30PM

ACTIVITY-VARIES BY LOCATION	
1.	CHECK-IN, SNACK AND PHYSICAL RECREATIONS
2.	BRAIN TIME ACTIVITIES, HOMEWORK HELP
3.	ENRICHMENT ACTIVITIES
4.	CHOICE TIME AND CHECK OUT

Before School Program Hours & Typical Day

PARKVIEW/NORTH STAR SCHOOL - MON-FRIDAY 6:30AM-7:30AM, NORTH STAR STUDENTS WILL BE BROUGHT TO THE BUS PICK UP LINE AND PARKVIEW STUDENTS WILL BE BROUGHT TO BREAKFAST.

Registration

All registrations are required to be completed online on the RRPS Community Ed Website <https://rrps.sacc.rschoolday.com/public/home/>. All families will have to complete all registration forms and fees before a child can begin the program.

Billing and Payment

All payments are due on Monday week of service.

It is required that fees are paid through an automatic payment system. Families can set up payments with a credit card when registering online for the program. Cash and checks will not be accepted at the program site. For assistance with the automatic payment, registration or billing please contact the SACC Coordinator.

If a payment is missed because of non-sufficient funds in the account, an invoice will be emailed. Past due fees must be paid within 30 days or enrollment in the program may be discontinued.

AFTER SCHOOL CARE		
OPTION A	WEEKLY RATE	\$75
OPTION B	DAILY RATE	\$15
BEFORE SCHOOL CARE		
	WEEKLY RATE	\$25

Wait List

Due to ratio requirements, youth may be put on a wait list until enough staff are hired and we are safely able to run the program at the site. Once we are able to enroll more youth into the program, parents/guardians will be contacted. Please contact the SACC Coordinator for more information about waiting list status.

Schedule Changes

To report a change in daily attendance, please notify the SACC Coordinator. Schedule changes that affect billing will need to be reported to a coordinator prior to a child attending. Swapping days, adding days, or removing days will be approved according to staffing availability.

For safety and staffing reasons, it is important that the caregiver notify the SACC Coordinator of any schedule changes. Refunds will only be allowed if proper notification is made, staffing is not affected, and contract commitments are met.

Any schedule changes must be made by the Thursday before the week begins.

Withdraws

The program requires a two-week notification of withdrawal from our program. Without such notice, two week's tuition will be charged. If you voluntarily leave care and then choose to reenroll within three months (if there is space available), you will not be charged an additional registration fee. An absence of longer than three months will be considered a new enrollment. If families leave our care with an outstanding balance and do not pay within 15 days of departure, we reserve the right to turn the balance over to our collection service.

After School Program Drop off/Check In

PARKVIEW-Students will be brought to the classroom by a teacher or teachers assistance.

NORTH STAR-Students will ride bus # and will get off the bus at Parkview.

LAURENTIAN-Students will be brought to the classroom once class is dismissed.

Before School Program Drop off/Check In

PARKVIEW/NORTH STAR- Drop off will be on the side of the building (Playground side) between room 171 and 172. Directly across from the College Football field.

LAURENTIAN- Drop off will be in the main doors. Please walk your child inside to make sure staff is onsite. If your child is not scheduled to be there, there may not be anyone on site.

After School Program Pick Up/Check Out

All programs end at 5:30pm. Staff will not allow your child(ren) to leave with anyone but the custodial parent/guardian or other authorized person. Please notify staff in advance if you wish to have your child(ren) leave with a different person.

If an emergency occurs and you are running late, please call the SACCC to ensure proper supervision until you arrive. Late Fee of \$5.00/child for every 5 minutes past 5:30pm and is to be paid to the staff on duty at the time. If you receive financial assistance, you will be personally responsible for this charge.

Staff to Student Ratios

Wolverine Care Programs follow state guidelines for staff-to-child ratios at each site. There should be a 1:12 staff to students' ratio for youth in grades PreK-6th grades at all times.

Families with Special Needs or IEPs

Families who have children with special needs are welcome to register and attend the Wolverine Care Programs. Our program is not able to provide one-on-one care for children who benefit from it during the school day and staff do not have additional training to support all abilities. It is a requirement of our programming that all students are toilet trained and can use the bathroom without assistance. If your child needs accommodations or has an Individualized Education Plan (IEP) during the school hours, please contact the SACCC prior to starting the program.

Please note that most IEPs do not extend outside of the school hours and we do not have access to them without a parent/guardian request. Although we are run through the Rock Ridge School district, we do not have the same requirements, access to staff and resources as the school day.

Mandate Reporting

As Rock Ridge School Age Care Staff, we are all mandated reporters. Anyone who knows, has reason to believe, or suspects abuse or neglect is occurring is obligated to make a report to the St. Louis County Human Services. It is a misdemeanor to fail to make a request.

Orientation

Orientation to the Wolverine Care Programs will be handled through the Family Handbook. All communication will be via email or weekly/monthly newsletters. Parents/guardians are welcome to visit their child's site at any time during program hours. If you ever have any questions, concerns, or input please do not hesitate to contact the SACCC.

Illness

If your child develops a fever or becomes sick while attending the programs, staff will contact the parent/guardian to plan to take your child home. Your child will rest under supervision until you or the person you designate to pick them up arrives. If your child has a contagious illness, please keep them home until a medical professional determines they are no longer contagious. Please alert the SACCC of a contagious illness so we can notify other participants in the program confidentially (no names).

If your child develops a fever, has thrown up or has diarrhea they must stay out of the program for 24 hours symptom free after the aid of medication.

Chronic Health Conditions

Staff must be aware of any children with chronic health conditions (i.e., asthma, diabetes, etc.). Please note any special conditions on the registration form so staff members are aware.

Medication

Ideally, prescription and nonprescription medication will be given to the child(ren) by the parent/guardian or School Nurse prior to attending the program. If your child needs to take medication while attending the program, please contact the SACCC to make these arrangements. Medication must be sent to the site in its original container and labeled with first and last name, accompanied by a medication permission slip. If your child has an EpiPen or inhaler, please provide one to the SACCC to be kept at the program at all times that your child is attending. Medication including EpiPens and inhalers, cannot be stored in a child's backpack. If the program goes on a field trip, the medication that is needed for the time off site, will be placed in a secure location with staff.

Allergies

If your child suffers any type of allergy, please share this information on the registration form.

Please include the following information:

- A description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction.
- Procedures for responding to an allergic reaction including medication, dosages, and a doctor's contact information.

Group Safety and Behavior

Staff work to help all students feel comfortable and confident, and to keep the program physically and emotionally safe for all children. In the event an intervention is necessary, the following steps are taken:

- 1st Time: Verbal Warning. The child will be reminded of the expectations and guidelines for behavior.
- 2nd Time: "Think Time." The child will be asked to sit out of the activity and will be reminded of expectations and guidelines. Redirection or guidance into a more positive activity will be provided. The child will remain supervised at all times.
- 3rd Time: Removal from program area. The child will be removed from the activity area for the day(s) and parents/guardians will be notified.

Potentially dangerous or inappropriate behaviors will result in immediate removal from the program and the parent/guardian will be called to pick-up the child. A behavior plan may be discussed with the guardian. Our staff are trained in behavior management skills and active supervision techniques, but are NOT trained in doing holds or physical restraints. Staff will only intervene physically in an emergency situation. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.

PLAYGROUND SAFETY

The students are aware of these rules as they are the same rules they are expected to abide by during their school day recess time. Please remind our students to follow these general rules:

- Students are to speak and show respect for self, other students and playground staff at all times. Be kind to one another, and no bullying.
- No food or drink (other than water bottle) is allowed on the playground.
- Follow directions given by staff the first time.
- No throwing/kicking dirt, sand, bark, sticks, snow or ice.
- Students are to keep their hands, feet and bodies to themselves. No rough play is allowed. This includes hitting, tripping, pushing, shoving, kicking, wrestling and unwanted chasing.
- Students cannot leave the designated boundaries of the playground without staff permission
- Students cannot hide from staff
- Students will follow playground equipment rules according to the school's policy: sit on swings and do not twist them, slide feet first one at a time, no climbing up slides, no pushing off or lifting other youth on equipment, not climbing on equipment not designed for climbing, only those that can reach zip line may use it, no climbing on top of monkey bars.

BEHAVIOR RUBRIC

Our behavior rubric shows a detailed description of SACC behavior procedures. Behavior plans will be created according to the individual circumstances on a case-to-case basis. *Please see the behavior rubric at the end of this document*

ACCIDENTS

Staff members are trained in First Aid and CPR. If an accident occurs, First Aid will be given immediately, if necessary, the child will be transported to a hospital, accompanied by a staff person. Please be sure SACC has your current work, cell and home phone numbers on file so you can quickly be notified of an emergency. Please be sure to have updated numbers for emergency contacts as well.

MINOR INJURY REPORT

A minor injury is one that can be handled by our staff without the need to call for help. Staff will do the following:

- Apply First Aid as needed. Be sure that any open cut or scrape has been cleaned appropriately.
- Apply an ice pack to any minor bump. They will report any bumps to the supervisor, and parents/guardians.
- Staff will fill out an incident form to keep on file. Parents may request a copy of the incident form

MAJOR INJURY REPORT

A major injury is one that requires a call for help, or the need for a doctor's visit or any injury that is beyond the skills of the staff.

- We will call 911 if we feel it is necessary.
- We will do our best to bring the injury under control and make the child as comfortable as possible.
- We will call the parent/guardian. If unable to reach the parent/guardian, we will call the other authorized people on the child's emergency card.

- We will do our best to keep the child calm and have another staff person keep the other children away and busy.
- The SACCC will call the child's parent/guardian during evening hours to check on the status of the child.
- Incident reports will be filed with the RRPS.

MISSING CHILD

Afternoon program children who do not arrive on the scheduled day ARE considered missing.

- Staff will check with the school office and/or child's teacher to see if the child was absent, picked up early from school, or was sent home on the bus.
- Staff will ask friends or siblings where the missing child might be.
- If no information is found, the SACCC will contact the parent/guardian immediately. We will call all numbers listed, including emergency numbers.
- The Parent/guardian will be contacted within 15 minutes of school dismissal time.
- If you know that your child will not be attending the program, please call the SACCC at your site.

RUN AWAY POLICY

If a child leaves the designated area without permission from the staff, these procedures will be followed. When possible, staff should stay with the child or keep them in visible line of sight to ensure other youth are safely supervised. If unable to leave the space, they will contact the SACCC or lead staff for additional support.

If the child's location is unknown, a staff person(s) will look for the child in logical places around the school/site (bathrooms, playgrounds, classrooms, etc.). If a child cannot be found, staff will contact the SACCC immediately, who will then contact the parent/guardian and then call 911 if necessary for assistance in locating the child. A complete description should be put together. Expand search using available staff on foot, car, etc.

When the child is found, staff will explain the seriousness of the matter and consequences and problem solve with the student. When possible, your child will be allowed to return to the program. If the child refuses to return to the room, the parent/guardian will be notified and asked to pick up the child. If a child leaves the building, staff should try to keep the child in sight. We will then contact the parent/guardian immediately. It is up to the discretion of the SACCC as to whether the child should be dismissed from the program or if further action is required for participation within programming.

SHELTER IN PLACE

Students are kept inside the building because of severe weather or other identified emergencies. During a lockdown, students are secured in areas within the building because of danger inside or outside. Only law enforcement is allowed to enter or leave the building.

EVACUATION OFF SITE

When the school building or grounds are unsafe, students are moved to an alternate location. When youth are moved, they are under staff supervision. Please listen to local TV/Radio alerts stations or look online for up-to-date information and directions. Staff will try to call families to inform them of procedures to pick-up children. Please ask your SACCC where the offsite location is for your child's school.

INCLEMENT WEATHER/SCHOOL CLOSING

When schools close due to inclement weather, Wolverine Care Programs close as well. School closings are announced on the radio, TV stations, and the Mesabi Tribune website. If weather conditions become poor during the school day and school afternoon activities are canceled, Wolverine Care Programs will remain open, but may close early (about ½ hour after school is dismissed). Staff will contact parents/guardians regarding the early pick-up.

COMMUNICATION

Wolverine Care staff is committed to providing open, two-way communications with families. Staff will also use school and program newsletters and/or emails to share information on a regular basis.

Our communications will be in a respectful tone and will be shared in a timely manner. We all want what is best for your child, and the best way for us to do our job is if we have open and respectful communication with our families. We also expect that our families are open and respectful with our program staff. Face-to-face is generally the best way to communicate, but when we want to share information with families, it is more efficient to email or send letters home.

Please feel free to speak with Wolverine Care staff any time with questions, feedback and ideas. The staff will be happy to talk with you. We value your thoughts and opinions about our program, and we want to make your child's experience as positive and fulfilling as possible. If at any time you have a concern regarding issues that happen at your child's program, first contact the SACCC to discuss the issue.

WEATHER AND OUTDOOR PLAY

We try to play outside every day for at least a half an hour and often for longer. During the winter months, Wolverine Care follows school weather advisory guidelines and we stay inside if the weather is below zero or there is a wind chill of -17. Please send your child with hats, mittens, jackets, snow pants, and boots daily. If you are in need of any gear, please reach out to your SACCC or school officials.

PERSONAL ITEMS (toys, cards, electronics)

Please leave valuable toys and other items at home. If the SACCC or lead staff gives permission for personal items to be brought to the program, clearly label those items with your child's name. Leave cell phones, handheld games, iPods or other electronic devices at home. If they're brought to the program, a staff member will hold them until the end of the day and return them to the parent/guardian. The Rock Ridge School District is not responsible for items lost, stolen, or damaged when brought to the program.

SNACK AND WATER BOTTLES

Rock Ridge Wolverine Care provides a healthy snack during the afternoon of the program. Notify the SACCC and indicate on the registration form if your child has dietary restrictions or allergies. Students are encouraged to drink plenty of water. Please send a labeled (first and last name) water bottle with your child. Water bottles should be washed at home every day after the program and returned with the child daily.

SUPPORTING OTHERS/DONATIONS

Please consider supporting other families who need a scholarship to participate in our program. To make your gift to support youth in our community, or to learn more details about wanting the funds to support our Wolverine Care Programs, please contact our SACCC.

**Thank you for being a part of the Rock Ridge
Wolverine Care Programs!**

Behavior Guidelines:

*SACC-School Aged Core Coordinator

Participant's Name: _____
 Program: _____

Behavior	Step 1	Step 2	Step 3
<p>Mild Behaviors</p> <p>(Any behavior that demonstrates a lack of respect for the feelings and wellbeing of others)</p> <p>Repeated incidents such as: name calling, mocking, put downs, rude gestures (eye rolling, dirty looks, sighing), taunting, spitting, refusal to participate, being disrespectful, and related behaviors.</p>	<ul style="list-style-type: none"> ● Conversation about behavior/choices ● Conference with victim if necessary ● Remind child of expectations ● Form of apology 	<ul style="list-style-type: none"> ● Conversation about choices ● Take a break from activity ● Logical consequence (i.e., going up slide the wrong way = can't go on slide for remainder of day) ● Staff documents incident on behavior sheet ● Staff talks face-to-face with parent about repeated behaviors and parents sign form <p>Parent Signature:</p>	<ul style="list-style-type: none"> ● Removal from program area ● Removal from Program for remainder of day, Staff calls parents to pick up child from program ● Form of apology ● Personal Behavior Plan developed by staff or SACC ● Staff documents incident ● Staff talks face-to-face with parent about repeated behaviors and parents sign form <p>Parent Signature:</p>
<p>Moderate Behaviors</p> <p>Repeated incidents such as: damaging property, incidents of rough play, exclusion, gossip/ spreading rumors, insults, negative written notes, negative behaviors toward a specific person, minor physical harm, restraining others, throwing objects, swearing/inappropriate language, and related behaviors</p>	<ul style="list-style-type: none"> ● Personal Behavior Plan developed by staff or SACC ● Form of apology ● Staff documents incident ● Staff talks face-to-face with parent about behaviors and parents sign form <p>Date: _____(possible) Strike given: #</p>	<ul style="list-style-type: none"> ● Review/modify Personal Behavior Plan ● Possible removal from Program for remainder of day plus additional days of suspension depending on severity of incident # of days suspended: _____ ● Staff documents incident ● Staff talks face-to-face with parent about behaviors and parents sign form <p>Date: _____(possible) Strike given: #</p>	<ul style="list-style-type: none"> ● Possible removal from Program until the following school year ● Staff documents incident ● Parents and SACC meet before the child can return to the program. Depending on the age/maturity of the child, they will be included in the meeting. <p>Date: _____(possible) Strike given: #</p>
<p>Severe Behaviors</p> <p>(Any behavior that may cause injury or is a safety issue to self or others)</p> <p>Repeated incidents such as: biting, harassment, stealing, hitting, kicking, punching, repeated failure to comply with rules, vandalizing, verbal or written threats, slapping, grabbing, hair pulling, kneeling, damaging property, exposure of private body parts, leaving/hiding from program, throwing object with intent to hurt, repeated moderate behaviors, and related behaviors</p>	<ul style="list-style-type: none"> ● Personal Behavior Plan developed or reviewed by staff or SC (and possibly the child) ● Possible removal from Program for remainder of day plus additional days of suspension depending on severity of incident # of days suspended: _____ ● Staff documents incident ● Staff talks face-to-face with parent about behaviors and parents sign form <p>Date: _____ Strike given: #</p>	<ul style="list-style-type: none"> ● Possible removal from Program for remainder of day plus additional days of suspension depending on severity of incident # of days suspended: _____ ● Staff documents incident ● Staff talks face-to-face with parent about behaviors and parents sign form <p>Date: _____ Strike given: #</p>	<ul style="list-style-type: none"> ● Child is removed from Program and is not able to return ● Staff documents incident ● SC talks face-to-face with parent about behaviors and parents sign form SC and OST Director Facilitates <p>Date: _____ Strike given: #</p>