



# Bulldog Club Parent Handbook

602 De Graff Ave. PO Box 98 • Swanville, MN 56382 • Ph:320-547-5100  
bulldogclub@swanville.k12.mn.us

## **Hours of Operation:**

Monday-Friday, 3-6 p.m.

Early Dismissal Days: 12-6 p.m.

Non-school Days: 7am-6pm

If school closes for any reason, Bulldog Club will also be closed.

## **Bulldog Club Daily Schedule:**

(Subject to Change)

3:00-3:30- Play Outside/Gym

3:30-4:00- Snack/Homework Help/Brain Power Activity

4:00-5:15- Enrichment Activity

5:15-6:00- Clean up/Gym/Outside

## **Program Purpose**

The primary purpose of the school-age care program is to serve the needs of children in grades K-6. This program seeks to be child-centered by providing an educational and recreational environment, with a minimum of formal structure, under adult supervision. Programming includes homework help, enrichment activities such as arts & crafts, science projects, health and fitness, and team building.

## **Enrollment Policy**

This program is designed to serve children grades K-6. All children must be registered by filling out the registration form, **five days prior** to child(ren) attending Bulldog Club. The registration fee per family is \$10, per year.

## **Fees and Payments**

Payments are made one week in advance of care. Families will be invoiced weekly, for the following week. In order for your child(ren) to attend, payment must be prepaid. If you choose to prepay one month in advance, you will receive a 10% discount on tuition (amended on 12/1/2017). Checks should be made payable to Swanville School. Please remember that any unpaid balances are due prior to the start of each weekly session.

***Special arrangements of payments or fees, must be made directly with the Bulldog Club coordinator.***

## **Child Care Assistance (CCAP)**

Partial or total tuition assistance may be available to qualifying families through state or county funds. For information and application procedures, call Morrison County Social Services at (320) 632-2941. Families receiving financial assistance must provide verification of eligibility **BEFORE** childcare can begin. If financial assistance is denied, parents or guardians will be responsible for all expenses incurred. If you receive financial assistance, you assume responsibility for fulfilling county requirements.



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## Tuition Fees

Registration Fee (per family) \$10.00 <b>If registered by July 1st, the registration fee will be waived for the 2018-2019 school year.</b>
School Days: \$6.00/day
Early Dismissal Day: \$11/day
Non-School Days: \$22/day **breakfast/snack provided
Summer Rate: \$22/per day or \$90/week **breakfast/snack provided
If tuition is not prepaid, students will not be able to attend due to staffing.

An additional processing fee will be charged for all checks returned from the bank. Collection on returned checks will be handled by the District Office. Failure to make payment on uncollected checks could result in termination of student care services.

## Schedule

Bulldog Club will run on a weekly basis. Parents will have the option to send their child Monday-Friday or choose various days each week. Families must sign-up the week before, on the Bulldog Club information board. This will ensure appropriate staffing.

If you have a change in schedule, please let staff know in a timely manner. Once a weekly session begins, we will not give credits or refunds for that session.

## Behavior Guidance Policy

The Bulldog Club Staff reserve the right to discontinue participation in Bulldog Club due to matters such as ongoing discipline or behavior concerns, violations of school policies or state laws, delinquent payments or similar circumstances. Parents will be kept informed of any student concerns and decisions made by staff.

Our staff wants your child to have an enjoyable time at Bulldog Club. To help us achieve this goal, we request your support regarding these policies and procedures:

## Method of Discipline

Children will have a clear understanding of the staff and rules of the program. A copy of the rules will be posted and is included in this handbook. If their behavior causes harm, privileges may be withdrawn and/or parent(s) will be notified of the behavior. **Continued disruptive behavior will result in dismissal from the program.**



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## Program Rules

### Be Respectful...Be Responsible...Be Safe

Students will:

1. Use only acceptable language.
2. Respect fellow students and their work.
3. Follow directions.
4. Take good care of materials and put them them in their place after each use.
5. Share all materials, games and equipment.
6. Clean up after themselves and help with maintaining the center.

For the safety and benefit of all children in the program, Bulldog Club reserves the right to immediately suspend any child who:

- Causes or attempts to cause physical injury to self or others
- Causes or attempts to cause destruction of property
- Leaves the designated Bulldog Club area with the intent to run away or hide from staff
- Steals items from other Bulldog Club children, staff, the school district or any other person's property.

Parent's will be notified in a timely manner. A meeting may be scheduled between parent(s), child and Bulldog Club staff to discuss the child's behavior and the consequences of the behavior. The child may return after a 5-day suspension providing the child continues to follow guidelines.

## Bullying Policy

The Swanville School District enacted a Bullying Prohibition Policy to prevent and respond to incidents of bullying, cyberbullying and related prohibited conduct. The policy prohibits any act of bullying on school premises, school district property, at school functions or activities, or on school transportation. School policy also applies to an act of cyberbullying that occurs on school premises or through the use of school resources as well as cyberbullying that occurs off school premises to the extent such acts substantially and materially disrupt student learning or the school environment. Retaliation for asserting, alleging, reporting or providing information about an act of bullying or knowingly making a false report of bullying similarly is prohibited.

The Swanville School District encourages students, parents, employees and others impacted by bullying to work together to intervene and prevent such acts. Any person who believes he or she has been the victim of bullying or similar prohibited conduct under the Policy or any person with knowledge or belief of conduct which may constitute bullying should report the alleged acts immediately to the Swanville Elementary School.

The Swanville School District takes bullying concerns seriously and will conduct an investigation of any report of bullying. Students, employees or other individuals who violate this policy will be subject to consequences pursuant of school policies.

A complete copy of the Bullying Prohibition Policy may be found at <http://www.swanville.k12.mn.us> or may be obtained in the Swanville District Office.



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## **Picking Up Children**

In the interest of safety, only authorized persons are allowed to pick up your children. Please list the names of any persons who may be picking up your child on the registration form. Any changes or additions to your list must be given in writing. This will then be placed in your child's file. Children under the age of 16 are not allowed to pick up their siblings without parental consent (either in writing or by phone). It is important to sign your child out each day. A photo identification may be required of individuals picking up children.

## **Alcohol Policy**

In the interest of safety and well being of the children in our program, if a staff member suspects that you or the authorized person has used alcohol or other drugs, you will be asked to identify someone else who can pick up your child. If a person insists on leaving with the child, local law enforcement will be contacted.

## **Field trips and Special Events**

Parents will be notified of the location and time of any field trips. A sign-up sheet will be posted on the Bulldog Club Information Board. Children must be signed-up on the field trip sheet by the deadline or they will not be allowed to attend the field trip.

## **Meals and Snacks**

An afternoon snack will be provided at no additional cost. Please notify the staff if your child has special dietary restrictions.

## **Cellphone/Electronics Policy**

No cellphones or electronics of any kind will be allowed at Bulldog Club. If any type of electronics are brought to Bulldog Club, staff will confiscate the item(s) immediately. The item(s) will be returned to the parent upon pick-up of the child.

## **Parent Involvement**

Parent input is encouraged. Frequent and open communication with your child's supervisors enhances the quality of your child's care. You are invited to join your child at Bulldog Club or participate in outings at any time. We look forward to working with you and providing your children with a safe and healthy, fun-filled school year.

Donations of snacks, construction paper, games or toys are welcome and greatly appreciated.

## **Illness Policy**

Parents will be notified by phone if their child becomes ill while at the program. If the parents are unavailable, persons indicated on the registration form will be notified. Refunds will not be given for sick days. These days will fall within your contract and will be charged accordingly.



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The primary purpose of the **Swanville Bulldog Club** program is to serve the needs of children in grades K-6. This program seeks to be child-centered by providing an educational and recreational environment with a minimum of formal structure under adult supervision. This child-centered program offers children opportunities for decision-making, increased independence and responsibility within a warm and safe environment.

## FEES-School Days:

Registration Fee (per family)	\$10.00
<b><i>If registered by July 1st, the registration fee will be waived for the 2017-2018 school year.</i></b>	
After School (3-6 p.m.)	\$6.00/day
Early Dismissal (12-6 p.m.)	\$11.00/day
Non-school days (7am-6pm)	\$22.00/day

**Closed on weather days**



## Closed on Non-School Days:

October 19 & 20  
 November 10  
 November 23 & 24  
 December 25, 26, 27, 28, 29  
 January 1  
 January 15  
 February 16 & 19  
 March 29 & 30  
 April 2

## Early Release Days:

October 6  
 November 3  
 December 1  
 March 9  
 April 13  
 May 4

Located at Swanville School (320) 547-5100

Regular hours of care: 3-6 p.m.

**TO REGISTER** Go to [www.swanville.k12.mn.us](http://www.swanville.k12.mn.us)

- Select Resources on the top of the page
  - Click Download Forms
- Complete and scan/email to [bulldogclub@swanville.k12.mn.us](mailto:bulldogclub@swanville.k12.mn.us), or drop off at the District Office