

**ARGYLE SCHOOL DISTRICT
AFTER-SCHOOL PROGRAM HANDBOOK
2024-2025**



Argyle School District
After School Program

The Argyle School District staff welcomes you and your child to our School Age Child Care Program. Our program provides a well-supervised, safe, educational, and positive experience for children in grades 4K-5 and is open to children enrolled in the Argyle School District.

The program accommodates working or non-working parents and is offered as a separate program outside of the school district's educational program. The children will have the opportunity to grow and develop in an enriching, multichoice, safe, and fun environment. This community service program receives no educational aid and is supported by the payments made by parents for their children to attend the program.

CONTACT INFORMATION

Principal	Travis Erickson	(608) 543-3318	trerickson@argyle.k12.wi.us
Business Manager	Megan Leonard	(608) 543-3318	meleonard@argyle.k12.wi.us
Administrator	Dr. Randy Refsland	(608) 543-3318	rarefsland@argyle.k12.wi.us

PHILOSOPHY AND GOALS

The Argyle School District sees our After-school program as a service for children, their families, and the community. The goal is to provide children with quality care and developmentally appropriate practices in a safe, healthy, caring, and fun environment.

WHAT IS THE EXTENDED DAY PROGRAM

The Extended Day Program goes from 3:25 PM to 5:45 PM on regular school days Monday through Friday. With the Extended Day Program, students will be provided a snack, exercise, and physical activity along with homework help. The goal of the program is to provide after-school care for their children so that when they pick them up, homework is complete and families can enjoy time together when they get home.

PAYMENT POLICIES

You will be billed for the amount of days your child(ren) attends. Please notify staff within 24 hours of any changes in your regular childcare schedule. The cost of care is as follows:

- \$10.00/day per child on Regular School Days
- \$20.00/day per child on Early Release Days

You will be charged \$1/per minute per child for pick-up after 5:45 PM.

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You will be billed on a weekly basis, receive your bill on Monday or Tuesday, and payment will be due on Friday.

- If your payment is two weeks past due, your services may be terminated, unless special arrangements have been made with the district. If services are terminated, pre-payment for child care services will be required to re-enroll your child.

HOURS AND SCHEDULE

After school: Monday-Friday 3:25 PM - 5:45 PM on regular school days.

PICK UP OF STUDENTS

Pick up will be at the elementary Grades 3-5 entrance. If you are picking your child(ren) up before 3:45 PM please park in the parking lot and enter the building through the main entrance. You will be required to sign your child(ren) out upon pick-up; the after-school teacher will document the pick-up time.

We desire to create a great experience for parents, students, and staff. Please be respectful of the closing times and considerate to staff.

If you see you are going to be late, please make arrangements for someone to pick up your child and contact the staff to let them know of this change, along with the name of the pick-up person. If you are unable to find someone to pick up your child, please contact the staff and tell us the time for your arrival. Three late pick-ups may result in your child being dismissed from the program.

Phone number: (608) 543-3318 x 212. Please put this number and extension into your phone.

EARLY RELEASE, DELAYS, & SCHOOL CANCELLATIONS-

- Scheduled Early Dismissal: Open Until 5 PM / \$20 Per Child Per Day
- Early dismissal due to weather: Closed
- The days before Thanksgiving and Christmas Vacations- (Early Release Days): Open Until 5 PM / \$20 Per Child Per Day
- On no-school days or school cancellations due to weather: Closed

TRANSPORTATION

Parents are responsible for picking up their students from the after-school program anytime between 3:25 PM and 5:45 PM.

AUTHORIZED FOR PICK-UP

All parents/guardians must fill out an Authorized-For-Pick-Up form. Only individuals on this form will be authorized to pick up your child. A parent can indicate numerous individuals who will be

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authorized to pick up their children. ***Please also indicate which adults can be contacted in case of emergency.

Staff will only allow children to leave with a parent/guardian or authorized adult that is listed on the Authorized-For-Pick-Up form. If someone is picking up your child and staff are not familiar with them, they will ask for identification to verify the information on the form. If the names do not match, staff will not allow the child to leave until parents/guardians are notified. We want to make every effort to establish a safe release from the daycare program to the authorized individual.

If you believe another parent may pick up your children from time to time, please add them to the Authorized-For-Pick-Up Form.

ALTERNATE ARRIVAL/RELEASE FORM

If a parent/guardian wants a student to leave to meet them or go to another location without adult supervision, an Alternate Arrival/Release form must be filled out, signed, and returned, to be kept with family registration paperwork. If there is an unsuspected change to a student's release schedule a parent/guardian or authorized pick-up person will call and speak to staff, giving them explicit instructions as to what the student is to do and where they are to go. If the parent/guardian or authorized pick-up person wants students to meet them at the doors or somewhere in the building, they must be there waiting for them.

HEALTH POLICY

It is school policy that each parent signs a medical consent form for his or her child, authorizing medical treatment. The Argyle School District reserves the right to call 911 for medical and traumatic emergencies. The staff will attempt to contact the parent/guardian. If they can't be reached, we will notify the emergency contacts as listed on the consent form. Staff cannot care for an ill child. Staff will use their discretion when deciding that an ill child be sent home or to the designated emergency care provider when a child is observed as having the following symptoms:

- Temperature above normal
- Vomiting & diarrhea
- Contagious virus/rash
- Head lice

Our After-school program will provide nutritious snacks daily. If your child has dietary restrictions, send an acceptable snack with them each day. All allergies will be addressed. Students who have asthma and use an inhaler should have it with them. Parents should provide an EpiPen for their child if needed.

DISRUPTIVE BEHAVIOR

- Staff will attempt to resolve behavioral problems in a kind, but firm manner, so as not to embarrass a child.
- If a problem cannot be resolved by staff, an Administrator will meet with the child to resolve the problem.
- Child care services for this child may be terminated if the problem cannot be resolved.

PARENT COMMUNICATION

Please notify us immediately of any emergency or changes in address, telephone numbers, or the authorized adult pick-up person. The staff will make every attempt to notify parents whenever a situation arises that we feel you should be aware of. Please keep staff informed of your needs, concerns, and feelings. We will do our best to quickly resolve any issues that arise. Please accept our invitation to visit us or to schedule a parent/teacher conference, call us at the Argyle School District, at 608-543-3318.