

WRENSHALL WRENS CLUB HANDBOOK

Sponsored by:
Wrenshall Community Education

Location: Wrenshall School
207 Pioneer Drive - Wrenshall, MN
Room: 115
218-384-4274 X 3104



Wrens Club Info

The Wrens Club is all about kids! Our philosophy is to help kids grow through positive reinforcement, hands on play, and educational enrichment. We offer a safe, fun and educational environment for kids. We are open before and after school as well as during the school day for preschoolers. We'd love to have you join us!

Wrens Club is a service sponsored by Wrenshall Community Education.

Contact Information

Wrenshall Wrens Club Coordinator: Ashley Laveau
Wrens Club Assistant Coordinator: Anne Mattson

Phone: 218-384-4274 x 3104
Email: wrensclub@isd100.org

**The best way to communicate is through our Classroom App.
Ask me how to sign up!*

Wrenshall School
207 Pioneer Drive
Wrenshall, MN 55797
218-384-4274 x 3104
wrensclub@isd100.org

Who May Attend

Wrens Club is open to Hatchlings (age 3 by September 1st of the current school year) through 6th grade.

Days/Hours of Operation:

Wrenshall Wrens Club will be provided on all days that school is in session from 6am-6pm. We do our best to also provide care on teacher in-service days, with enough interest.

Elementary children are dismissed at 8 am into the supervision of the playground supervisor. They are also able to go to breakfast before heading to class.

Caregiver Child Ratio:

Wrenshall Wrens Club will follow the recommendations set forth by the Minnesota Department of Children, Families and Learning. The caregiver to child ratio will not exceed 15 school age children per caregiver.

Late Pick Up:

Parents are required to pick up their children no later than 6:00 pm. Charges for late pick up will be incurred when this policy is not followed.

Fees & Schedules

Registration Fee: (Annual) \$20 per family

Hourly Fee: \$3.25/hour per child

Wrenshall School staff get 20% off and the first half hour free.

Payment

Invoices are given monthly. Payment in full is expected two weeks after the billing date. If you can't pay in full please talk to the Wrens Club Coordinator. We must have a signed financial agreement from the responsible party before the student can attend Wrens Club.

If payments are not received in two consecutive billing periods there will be a \$25.00 charge added to the previous bill. If there are financial difficulties, we have a payment plan form available.

Late Pick Up

Parents/guardians are required to pick their children up no later than 6:00 pm. The charge for late pickup is \$25.00. If the parent or guardian cannot pick up by 6:00 pm it is their responsibility to make arrangements for an AUTHORIZED PERSON (listed on registration form) to pick up the child.

Schedules

If your family has a regular schedule, please submit it to us at the beginning of the school year and communicate any changes in writing as they occur. If your family has a varying schedule, please turn in days needed by Wednesday for the following week. We base our staffing off of the amount of children expected to show up, so please communicate schedules with us.

Cancellations (not including illness)

Call received 24 hours in ADVANCE: *No Charge*

Same day cancelation (for before school or all-day care) before 7am
One-hour minimum charge for each child scheduled

Same day cancelation (for before school or all-day care) after 7am
Parent/Guardian is responsible to pay for the entire period the child was scheduled.

Same day cancellation (for after school care) before 2pm
One-hour minimum charge for each child scheduled

Same day cancelation (for after school care) after 2pm
Parent/Guardian is responsible to pay for the entire period the child was scheduled

No Call/No Show/Finder's Fees
\$25.00

It is the parent's responsibility, not teachers or other staff/students to notify Wrens Club Coordinator/Staff changes for after school. This includes after school activities, child absent from school, child going home sick, and any other changes. If your child has a change after school and you have not notified us of the change, you will be charged a No Show/No Call or Finder's Fee of \$25.00.

Emergency Procedures

Weather Related Closings

When school is closed, Wrens Club is closed.

In the event of a morning delay, Wrens Club will open at 9:00 am for regular attenders.

In the event of an early closing, Wrens Club will be closed but we will do our best to work with you to make arrangements. It is your responsibility to inform us or your child's teacher of their new afterschool plan.

Behavior Policy

It is our philosophy that children should be nurtured in a positive, encouraging and caring environment. We strive to provide opportunities for growth and fun for all students and foster a family type atmosphere of caring and sharing.

Behavior and guidance is an on-going process and a necessary component for a healthy, successful life. Our goal is to help children learn self-control, how to be responsible for their own behavior and be good citizens.

Consequences

At the Wrens Club, discipline consists of positive reinforcement, redirection, and time for reflection. The use of corporal or physical punishment is NEVER permitted.

We will notify parents if we have a continual behavior problem and work together on a solution.

In extreme cases, we reserve the right to encourage or require the parent to make other child care arrangements.

Behaviors that are never tolerated are:

Endangering self or others, destruction of property, threatening another child or adult.

Other Important Info.

Outerwear

We go outside as much as the weather permits. Please make sure your child has the appropriate outdoor clothing for the season. Please label all items! You are welcome to leave an extra set of clothes at Wrens Club, if that is easier for you.

Illness

We follow the school policy in regards to keeping children home due to illness. Please see the school website for details.

Who may attend

Wrens Club is open to Hatchlings (age 3 by September 1st of current school year and MUST BE potty trained) through 6th grade.

How Preschool Care Works

Preschool aged children can attend Wrens Club at any time between 6am and 6pm. If they attend during our daytime session, we will get them to/from their Hatchlings or Little Wrens class

Parent Communication and Involvement

Parents are welcome and encouraged to communicate regularly with the staff to share any thoughts or concerns regarding their child or the program. Parents are welcome to come by anytime and your input is appreciated! The staff will keep you updated on your child's activities. If special concerns arise, either the parent/guardian or staff may request a conference.

Confidentiality

All information provided to the Wrens Club by the parent/guardian or child will be held in the utmost confidentiality. If a parent/guardian feels that a breach of confidentiality has taken place, contact the Community Education Director.

Requirements for Reporting Suspected Abuse

Wrens Club staff is required by law to report any suspicions of child abuse to the local social service agency.

Volunteers

High school or adult volunteers may be utilized in the operation of the program under the permission of the Wrens Club Coordinator and Community Education Director. All adult volunteers must complete a background check.