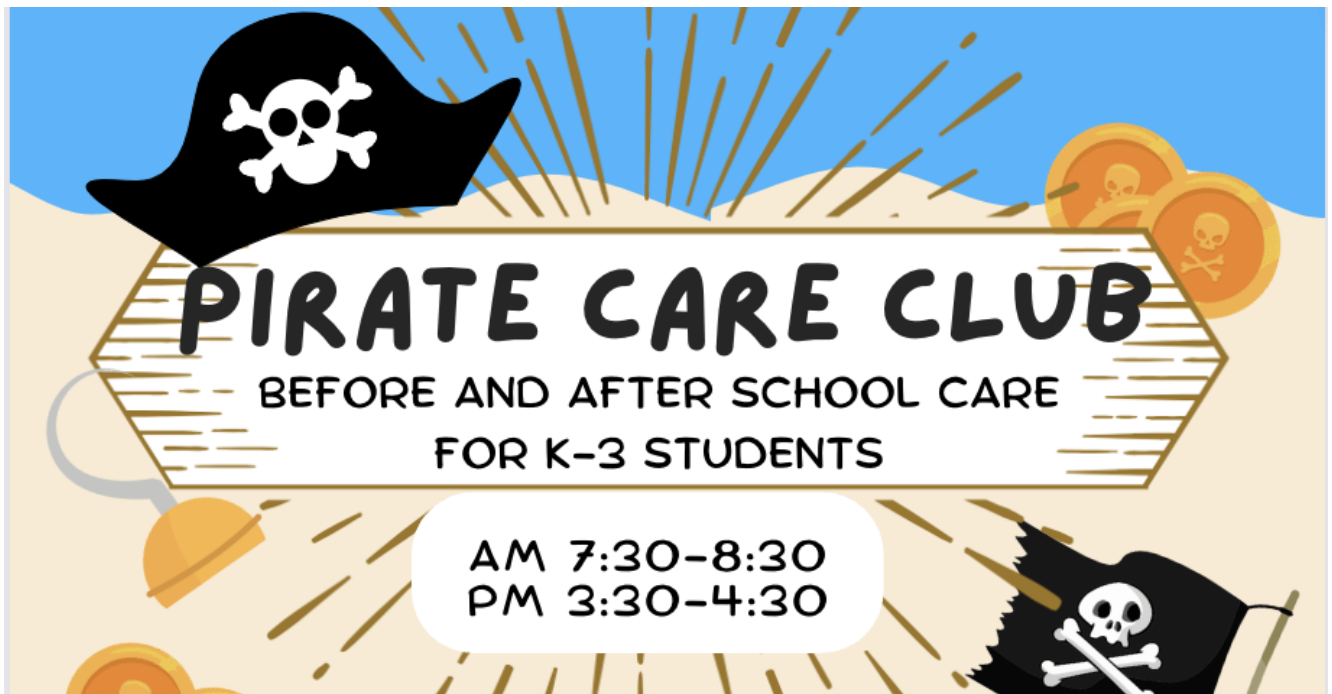


PIRATE CARE CLUB HANDBOOK 2023-2024



**WHEELERSBURG ELEMENTARY
GRADES K - 3**

MISSION STATEMENT

To provide a safe, clean environment for children and caregivers. We strive to provide for parents a before and after school childcare service. The Pirate Care Club staff will have high morals and will always provide a good atmosphere for the child to grow emotionally and socially. We will always encourage the child to be the very best they can be.

PIRATE CARE CLUB PHILOSOPHY

All parents deserve the peace of mind that the Pirate Care Club Program can provide. By maintaining a safe, well-supervised place for children, parents can be assured that their children will be comfortable and well cared for. A program staff member will prepare for children, activities that are both fun and appropriate for the time of day. Indoor activities that promote cooperation and independent problem solving will be encouraged. Children are given the opportunity to complete their homework.

ENROLLMENT

- Registration is to be completed through the office or online from the school webpage.
- It is necessary for the program enrollment form to be on file with the program caregiver at the school for each child. Telephone numbers must be accurate and constantly updated for home, work, and another emergency contact in case the parent cannot be reached.
- Applications are accepted on a first come, first served basis.
- Any overdue fee balance from the previous year must be paid in full before children can return to the program.
- **A family may be dismissed from the program due to non-payment of fees.**
- The program is available for K-3 students.

ATTENDANCE

- Attendance is based on the Wheelersburg Schools calendar.
- Morning program hours are from 7:30 to 8:30. Parents should not bring their child before 7:30. Children must be accompanied into the building by their parent/guardian, who must sign in the child. You may enter through the K-1 playground door beginning at 7:30.
- Afternoon program hours are from 3:30 p.m. to 4:30 p.m. The child must sign in immediately after school. A parent/guardian must sign out the child each evening. Pick up children by using the sidewalk near the K-1 playground, come to the rear exterior door at the elementary gym and press the intercom button, identify yourself, and a program worker will unlock the door for you.

SAFETY

- If a child is injured and we deem necessary, an emergency squad will be called for treatment and/or transport to the hospital. We will make every effort to notify the parent/guardian as quickly as possible, but the immediate care of the child is our primary concern.

MONTHLY TUITION PLANS

3-5 Days Per Week

AM or PM Only	Both AM and PM
1 student \$60 per month Next student \$40 per month	1 student \$120 per month Next student \$80 per month

1-2 Days Per Week

AM or PM Only	Both AM and PM
1 student \$30 per month Next student \$20 per month	1 student \$60 per month Next student \$40 per month

Daily Rate

If spots are available
Must be reserved in advance
No drop ins
\$10 per session

- The prepaid tuition must be paid before the first day of the month.
- The full monthly tuition will be charged in September, October, November, January, February, March, April, and May.
- In August and December, tuition will be 50% off the monthly rate.
- The child will not be allowed to attend if tuition is not prepaid.
- The Daily Rate is \$10 per session and should be used infrequently. Payment due at pickup.
- To streamline paperwork and as a convenience for parents, families are encouraged to pay in advance for multiple months or for the year.
- A fee of \$1.00 will be charged for every minute late the child is picked up after 4:30. Persistent late pick up will result in dismissal from the program.
- All checks are to be made payable to **Wheelersburg Local Schools**

ILLNESS

- Children who are ill and/or running a fever cannot be left at our Pirate Care Club site. Parents will be called and requested to pick up their sick child as soon as possible.
- An “Administering Medication Form” must be completed before medication can be administered.

EXPECTATIONS GUIDELINES

- Children are expected to follow the directions of the staff.
- Children are to show respect for others and not fight, kick, pinch, bite, or do anything, which would hurt, frighten, or humiliate another child.
- Children are to use a normal tone of voice indoors and use acceptable language at all times.
- Children are to use furnishings and materials properly returning all items to their designated place when finished using them.
- As part of the Wheelersburg Elementary’s Positive Pirate program, students may earn Positive Pirate tickets while in the Pirate Care Club.
- If a child is deemed a chronic behavior problem by the caregiver:
 - The parents will be advised by way of a discipline slip that must be signed by the parent/guardian.
 - Three discipline slips will result in a conference between the caregiver and the parent/guardian.
 - Suspension from the program for a designated period of time would be the next step before a final decision of dismissal would be considered by the Principal.
 - If an extreme behavior incident would occur, the Principal may dismiss the students from the program.
- All Wheelersburg Elementary School behavior expectations apply to the Pirate Care Club.

PROGRAMMING

- The Pirate Care Club staff strives to provide an environment that is as close to home care as possible.
- Children are offered a variety of activities to participate in each day, but are encouraged to make their own choices as to what they want to do.
- The program will observe the Wheelersburg Local Schools calendar and be closed on the same days.

OTHER

- Videos shown in Pirate Care Club will have a G or PG rating. The videos have been previewed and are approved by the program coordinator. To see a list or if you do not want your child to see these movies, please make a note on your application.
- If a weather related delay should become a “school closing”, the child is to be picked up as soon as possible.
- The Pirate Care Club is not responsible for any lost items.
- Preschoolers MAY NOT attend the Pirate Care Club.

DELAYS, CLOSINGS AND EARLY RELEASE DAYS

- If a weather related delay should become a school closing, the child is to be picked up as soon as possible. If there is an early dismissal due to weather, Pirate Care Club will be canceled and the child is to be picked up at the grade level pickup doors.

Please direct any questions and or concerns to the Principal’s office:

Janeen Spradlin, Principal K-3, 740-574-8130