

Brillion School Districts Extended School Day Program

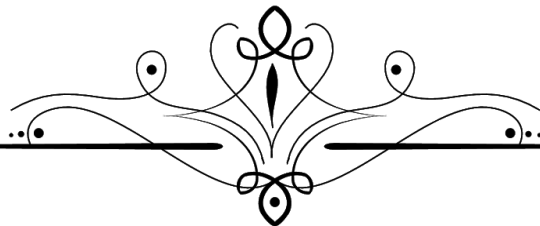


PROGRAM MISSION STATEMENT, PHILOSOPHIES, AND POLICIES

Our Extended Day Program is available to any student residing in the Brillion Public School District, or attending any Brillion public or private schools ages 5-12. Bussing will be available to and from private schools.

Before School Care 6:00 am-7:30 am
After School Care 3:00 pm-6:00 pm

For more information, contact our Extended School Day Coordinator
920-756-2368 ext. 4108
jgiesen@brillionsd.org



Our mission:

The mission of the Extended School Day Program is to continue the School District Commitments of: Building Community, Growth for all, Take Care, and Be our best.

Our Philosophy:

Building Community

- *Create and maintain positive, supportive, and caring relationships.*
Our program will daily discuss; encouragement, character education, and how to show our positivity towards others.
- *Success will be celebrated by students, staff, parents, and the community.*
We will emphasize the the importance of TEAM; Together Everyone Achieves More.
- *Walk in one another's shoes.*
Our program will discuss emotions; how to handle our emotions, and promote kindness to all.
- *Focus on what people do right.*
Our program will encourage students to continue to lift one another up instead of focusing on what we have done wrong. We all have the ability to change, we just need support to do it.

Growth for All

- *Mindset that it's never too late to learn.*
Our relaxing homework area will provide a quiet stimulating area for your child to work on their homework.
- *High expectations and support for all*
Our program will hold each individuals accountable for their actions. Our program foundation is to provide a safe and educational environment to all that attend.

Growth for All (continued)

- *Take ownership of your learning; effort affects your success.*
Our program will provide a balance of; active and quiet activities, independent activities, social engagement, and a safe place to extend their school day.
- *Improvement is a journey and not a destination.*
Our program will continue to improve our outcomes based on the needs of our community.
- *Take risks; mistakes are essential for learning.*
Our program will encourage our students to try new experiences, build upon their knowledge, collaborate, and find solutions everyday.

Take Care

- *Take care of each other.*
Our program is intended to take care of the children in our community by providing a safe learning environment.
- *Take care of this place.*
Students will be expected to clean up after themselves. Treat supplies with respect and to be conscious of our environment.
- *Take care of yourself.*
With a balance of quiet and active activities, our program will encourage our students to take care of themselves both mentally and physically.
- *Be part of the solution in every situation.*
By building character and problem solving skills, the students will learn how to make the right choices.
- *Restore relationships that are damaged.*
As stated in our Growth for All, improvement is a journey not a destination.
- *Model responsibility and ethical behavior.*
Our program will assist in developing good citizenship skills both in and out of school.

Be Our Best

- **Put your best foot forward**

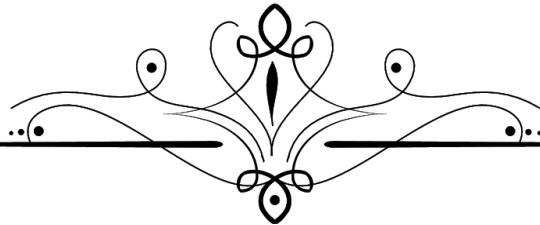
*A journey of a thousand miles begins on one single step -Confucius
Be willing to try new adventures, step outside of your comfort zone, and share a talent you may have.*

- **Expect the best from yourself and encourage the best from others**

Be a mentor. Set goals, and encourage others to bring out their best.

- **Be your best today; be better tomorrow**

*In honoring UBI we will encourage our students to; U are the best, B happy,
and I love you*



PROGRAM RATES AND SCHEDULE

Rates

Before School	7.25 per day
After School	4.50 per hour (2 hour minimum) (includes snack)
Drop In Care	6.50 per hour (must be registered)
Registration Fee	25.00 per child annually (waived for Spring 2019)
Late pick-up	2.00 per minute
Late payment	5.00 per day
Discount	5% discount Monday-Friday Before and After Care

Minimum of 2 days are required or care will be considered drop in and subjected to drop in rates.

*prices and terms are subject to change
*payments will be accepted by efunds only

Schedule: Before School

6:00 Open

6:00-7:30 Homework time

Art

Discovery Tubs

Games

Large Motor

7:25-7:30 Clean up and Depart into appropriate classroom or bus line

Schedule: After School

3:00 Sign In

3:00-3:30 Snack

3:30-6:00 Homework time

Large Motor/Outdoor Activity

Art

Discovery Tubs

Games

6:00 Closed

Program Policies

Payments:

Payment is due the 1st of each month. Payments will be accepted through eFunds only. Failure to submit payments will result in a \$5.00 per day late fee, and your child unable to attend until payment is made. The web link to eFunds at the top right of the district web homepage, www.brillionsd.org.

Drop In Care:

Please call, text, or email as soon as possible to ensure space is available. Drop in care must be prepaid. Students that are not registered will not be allowed to attend until proper paperwork has been filled out.

Drop Off/Pick up location:

Drop off/pick up will be located at our Front Office Entrance. Parents will enter into the commons area, for both morning and afternoon sessions. Our Program Coordinator or Before/After School Teacher will be there to greet you. Parents/Guardians are responsible for walking your child to the door for drop off, and picking up your child at pick up. No student will be allowed to walk into/out of the building without a parent or guardian. If your child will be picked up by someone other than you, the parents, please be sure our Program Coordinator has prior knowledge and person(s) are listed on your Enrollment Form. If there are any changes in your child's schedule, please let our Program Coordinator know as soon as possible. We will be utilizing our commons area, gym, middle school library, and outdoor play area.

Attendance:

Each morning and afternoon, your child will be signed in/out on an enrollment form. This form will have the hours you have requested. At the end of each week totals will be calculated and differences billed immediately. Please contact our Program Coordinator by phone, text, or email if there will be changes, illness, or any other situation that your child may not be in attendance that day. Please DO NOT rely on the office staff to relay messages.

Personal belongings:

Baskets will be provided to store your child's jacket, backpack, or any other items needed to be brought home. Cell phones and electronic games are not allowed to be used during hours. We will be going outside except in inclement weather so be sure appropriate weather gear is sent daily.

Meals/Snack:

Breakfast will continue to be served during regular school hours. A nutritious snack will be provided at our afternoon session. Snack time will be from 3:00-3:45.

Parent/Student Questionnaire:

Please take the time to fill out the Parent Questionnaire. Please have your child fill out, or assist your child in filling the Student Questionnaire. These forms will give our program helpful information regarding your family and children.

Activities:

Our program will offer a balance of quiet and active activities both Before and After School. We will be offering a variety of experiences from art to discovery bins. Quieter educational games, puzzles, independent activities, large muscle activities, and a homework area will be provided to allow students to safely hang out with their friends, collaborate, and encourage our commitments for Growth for All and Be Our Best. Our monthly calendar will give information regarding a bi-weekly theme and our Book of the Week

School closing:

We will follow the school district policy of closing for inclement weather. Please refer to district alerts. If there is a morning delay there will be no morning care available. If there is early release due to the weather there will be no afternoon care available. Before and After School will be closed on No School Days.

Termination of enrollment:

Termination of enrollment may occur for the following but not limited to:

- Failure to pay monthly fees
- Child endangering others or destructive behavior. (A behavior plan will be set in place prior to termination.)
- 3 late pick ups

If you have any questions or concerns please don't hesitate to call or email.

Thank you.

Jill Giesen

jgiesen@brillionsd.org

(920)378-6556 cell

(920)756-2368 ext. 4108