



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

Rock Lake Activity Center School Age Childcare Policies

Enrollment/Admission

RLAC School Age Child Care enrolls children currently entering K-5th grades who is within ages of 5-11 is welcome. 5 year old children must have prior group childcare experience. We are unable to enroll any 5 and 6 year olds at this time.

We do NOT provide one on one care, if one on one care is needed it is at the cost of the parent or guardian

We do NOT provide individualized care plans; if individualized care plans are required they are at the cost of the parent or guardian

Our program is more of an after school "play group". We have a relaxed setting where free play is encouraged. Due to this we cannot provide one on one care, or individualized care plans. We are not a day care. We encourage healthy living, active play, and freedom of choice to the children enrolled. All children and families enrolled are required to follow the policies listed, unless discussed and agreed upon in a formal meeting or agreed upon and written up.

Families are required to complete all the following child care registration forms before the child attends the program:

- RLAC Registration form
- Signed portion of the registration form
- Attend the Parent/Family Meeting
- Other forms may be required on an individual basis

Registration

Upon registration the families will then receive schedules, copies of registration information, and any other relevant handouts at the parent and family meeting.

Except as provided by law, persons having access to children's record may not discuss or disclose personal information regarding the children and facts learned about the children and their relatives. This does not apply to family members authorized in writing by the parents or

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

guardian to receive such information. ☐ Parents and guardians may request access to records and reports maintained on their child. ☐ The Rock Lake Activity Center, Inc will not discriminate in enrollment by race, color, creed, religion, sex, disability, national origin, sexual orientation, political persuasion, or any other basis prohibited by applicable law.

☐ Upon enrollment, the first 2 weeks (10 days) of attendance are probationary. This period will be used to determine if the staff can meet the individual needs of the child either with or without reasonable accommodations, and that doing so will not cause an undue burden on the care of other children or financial hardship for the program, and will not violate state requirements.

☐ RLAC is able to provide care for a maximum number of children. Enrollment is limited, so a waiting list is maintained to inform interested parties of vacancies.

Specials Needs

A meeting must be set up prior to the enrollment of a child with special needs. RLAC has limited options and resources for a child with special needs. Enrollment may be denied, or enrollment may be terminated if we feel we cannot fulfill a child's needs within reasonable accommodations, or if the environment is not appropriate for the child. Special needs children will be required to follow the same rules and guidelines of non-special needs children. We do not provide one on one care, or run specialized programs for children on an individualized basis. One on one care and specialized care programs are at the cost of the parent or guardians.

When families inform us that their child has special needs we require a formal meeting with families, childcare staff, School Age Child Care Director, Assistant to the Director of School Age Child Care, Executive Director, and support staff. The purpose of the meeting will be to identify the child's needs, discuss what the needs are, and to determine if RLAC would be the best environment for the needs, with reasonable accommodations. RLAC does not provide outside support staffing on an individualized basis. Options may be available but will be at the discretion of RLAC Executive Director.

If a special needs child is enrolled, parents and guardians are responsible for continued contact, support of RLAC staff, and up to date information pertaining to the child's special needs. If

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

families do not meet obligations to support staff, and alter care plans promptly, as needed, child may be dismissed from the program.

We do NOT provide one on one care, or offer individualized care plans, they will be at the cost of the parents or guardians. Policies and rules apply for special needs children and families, as well as non-special needs children.

Children with special needs will not be admitted before those without. A waiting list applies to all children, and is based on needs and openings in the program.

Closings/Cancellations

If the RLAC School Age Child Program is cancelled for any reason, center staff will attempt to contact families via phone when possible to inform them of closings, delays, or cancellations.

Snow Day Care

We do not provide care if Lake Mills Schools are closed due to inclement weather.

We do not provide morning care if Lake Mills Schools are starting late due to inclement weather.

We will provide care, to those signed up, on days when school is dismissed early.

We will attempt to provide care to children if Lake Mills Schools are closed due to something non-weather related.

Late Pick Up and Early Drop Off

RLAC School Age Child Care morning programs open at 7 a.m. and after school care closes at 5:45 p.m. based on state regulations and building permits. If a child arrives early or departs late, fines will be assessed. Late pick up and early drop off fees start at \$1 per minute, and increase upon habitual early drop off/late pick up, and then result in withdrawal from the school age child care program. A call to center staff can be made to inform them of alternative pick up.

If the teachers are unable to contact someone to pick up the child, Jefferson County Human Services will be contacted. If Jefferson County Human Services cannot pick up the child, then

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

the police will be notified to pick the child up and so inform family members and if need be the family services. The RLAC recognizes the traumatic effect this could have on a child, and we urge families to communicate with staff and make every effort to follow the time schedule for arrival and departure.

In case of separation or divorce, etc. when one parent has custody and the other parent is not allowed to pick up the child, we must have a copy of the court order, before we can deny access to the other parent.

Accountability Procedures

Accountability Procedures during School

Upon the end of school, those children scheduled to the RLAC should arrive to RLAC staff at the designated meeting area behind Prospect Elementary school. If a child does not arrive to the designated area within 15 minutes of school dismissal, and families have not notified of an absence, a staff person will take the following steps.

- If parents are guardians are unable to be reached, any emergency contacts will be contacted if efforts to locate the missing child.
- If the child is not yet located the staff schools will be called, then schools may check with bus drivers, if applicable.
- If the child is still not located the staff person will contact the Jefferson County non-emergency police # in effort to locate the missing child.

Homework club students will walk back to RLAC from Lake Mills Middle School; if they do not arrive within 15 minutes parents will be called to locate the child. No staff walks with 5th and 6th grade students from the middle school.

There will be a \$25 fee for not reporting a child absent from RLAC Before and After School Programs

Full day care

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

Upon entering the RLAC school age child care program, families should sign their child(ren) in. If families do not arrive at scheduled times attempts will be made to contact parents about drop off times and attendance.

If child(ren) has an alternative arrival, i.e. bicycle, walking, and does not arrive at program, families will be contacted. If family members and emergency contacts are unable to locate the child, non-emergency police # will be contacted in an effort to locate the missing child.

Reporting Absences

Absences should be reported to RLAC school age child care staff prior to scheduled care. The order in which to report absences are as follows:

1. Call or text the school age child care cell phone 920-728-4880
2. E-mail Ashley at ashleyatrlac@gmail.com, before 2 p.m.
3. E-mail the center at rocklakeac@gmail.com
4. Call the center at 920-945-0156

If you do not receive a response please move down the list until you get a confirmation

There will be a \$25 fee for not reporting a child absent from the RLAC School Age Child Care Programs during school.

Transportation/Field Trips

Transportation

After school children will not be transported in vehicles unless in an emergency situation or dangerous weather.

Forms are available for parents to sign off on in case of morning care car pool, or dangerous after school weather.

If a child requires a booster seat, parents must provide an up to date booster seat.

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

Should an emergency occur, only the Executive Director and School Age Child Care Director, the Assistant to the School Age Child Care Director, RLAC staff, and volunteers are authorized to transport child(ren).

Rock Lake Activity Center does not provide transportation for children to activities outside Rock Lake Activity Center, outside arrangements must be made.

Field Trips

Children will take field trips on foot within a reasonable walking distance from the center. All will stay together as a group, or be split into smaller more manageable groups between RLAC childcare staff.

A staff person will have accountability cards with them, which documents the children in attendance signed in for that day.

Center accountability practices will always be in place.

Missing (Runaway) Children-

If a child runs away from program, without permission, center staff will follow after the child if ratio allows and will contact the police if the child cannot be located immediately. If ratio does not allow, the police will be contacted immediately.

If a child is not located within 5 minutes, the police and families will be notified.

Child may be "bear hugged" if safety is an issue in the occurrence of running away.

If a child does run from the program, child will be dismissed immediately from the Rock Lake Activity Center child care programs. Parents will be contacted, and the child must be picked up immediately. Any amounts paid will be refunded. Re-admittance in the next school year will be at the discretion of the Rock Lake Activity Center Staff. Re-admittance may be denied. Those able to reenroll will be added to the bottom of the waiting list, if a waiting list is in place.

Rock Lake Activity Center holds the right to discuss enrollment of a child, if a child threatens to runaway.

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

Running away is considered a child leaving an area without permission. Running away is not considered if a child forgets to ask staff to use the restroom, put something away, and get something out or other reasonable reasons for leaving the room and returning after.

EMERGENCY PROCEDURES

- No two emergencies are the same. While the various steps and suggested actions outlined in this manual represent sound procedure; staff's own judgment should be final authority until staff is able to contact their supervisor.
- The RLAC policies for emergencies will be followed on site and on field trips.
- One person will be designated to respond within 5 minutes should an emergency occur.
- Families will be notified in an emergency situation as soon as reasonably possible.
- In the event of an emergency, staff will follow the procedures put in place by the Rock Lake Activity Center

Individual emergency procedures are available for families to review upon request to the RLAC child care staff. These procedures are practices with the children enrolled in the RLAC child care programs on a monthly basis, and fire and weather related emergency practice dates are posted on the appropriate state provided sheet, next to the exit door in the child care room.

DISMISSAL OF A CHILD

We have a zero tolerance policy for violence, inability control anger and temper, and disrespect for staff, children, and the rules.

- RLAC will make efforts to communicate and work with families if there are concerns. However, the center does reserve the right to end enrollment of a child. The decision to end enrollment may fall into different categories, those listed below, and those that may arise without prior written notification.

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

- In the event that the RLAC and the family agrees that the placement of the child is inappropriate and/or not in the child's best interest, written notification will be waived and a withdrawal date can be set. A refund will be issued.
- In the event that the family and staff are unable to come to a mutually acceptable course of action after identifying and processing a concern, the Executive Director and School Age Child Care Director reserves the right to end enrollment of a child. Written notification from the family prior to withdrawal is not required if the center ends enrollment.
- Reasonable efforts will be made to work with the child and family to avoid ending enrollment.
- Police may be contacted in some behavior situations
- Factors that may be considered when deciding if the center is an optimal place for a child:
 - o Problematic behavior, including without limitation failure to cooperate with staff, inability to get along with staff, or other participants, or threatening, violent, or intimidating behavior
 - o Child has a hard time adjusting to environment
 - o A lot of demand on staff time
 - o Requirement on one on one care, or individualized care plan
 - o Center does not have adequate resources
 - o Continuous disruption of the center
 - o Behavior is detrimental emotionally or physically threatening or abusive to the child or others in the program
 - o A child running away from care
 - o A child not arriving at RLAC without parental knowledge-No Call/No Show
 - o Staff are unable to meet the child's needs

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

o Child not receiving adequate support or aid at the program site.(RLAC does not provide one on one care)

o A family fails to meet their obligations set for by the RLAC including, but not limited to the following reasons

o Non-payment or persistent late payment of fees

o Parents not meeting obligations for optimal care o Failure to pay outstanding payments by deadlines set by RLAC Staff

o Habitual failure to report a child absent

o Habitual early drop off or late pick up

o Failure to submit all required enrollment forms

o Inappropriate language/Swearing

o Failure to comply with policies set forth in this manual

o Failure to met with staff or work with staff in a cooperative manner

o Disrespectful behavior to staff members

If the RLAC were to have to close its services, the RLAC will notify families with as much advance notice as possible and any unused fees will be refunded.

If a child has been asked to leave the RLAC program for any reason stated above the following must happen in order to pursue future re-enrollment:

o If it was fee related, families must pay all outstanding fees related to any RLAC program

o Families must show the ability to pay or apply for RLAC funding to supplement their fees.

o If behavior related withdrawal re-enrollment for the following school year is at the discretion of the School Age Child Care Director. Families must agree to meet, at staff's discretion, with

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

the center staff and School Age Child Care Director to discuss how the situation can be improved to an acceptable level. A behavior contract for the child may be put in place outlining terms of enrollment.

o If a parent or guardian withdraws their child, re-enrollment may be offered the following calendar year. If withdrawn due to behavior or environment a meeting may be set up before a child can re-enroll

o All re-enrollments are at the discretion of the Rock Lake Activity Center Staff

RLAC holds the right to dismiss, without notice, if behavior puts child, other children, staff, or volunteers in danger. All below steps may be skipped if needed in single cases of runaway, vandalism, violence/hitting/kicking, self harm, disrespect, no call/no show, situations where police become involved such a bullying, and demeaning behavior. RLAC may not be the best environment for all children, and enrollment is at the discretion of RLAC staff. Enrollment may be terminated at any time if deemed necessary by RLAC staff

CHILD GUIDANCE

The atmosphere at our program is controlled by the combined efforts of the children, parents, and staff. We all work together to create and maintain this safe and enjoyable, high quality, childcare option. Our staff, along with parents, strives to support each child's development of positive problem solving skills and self-control.

When unacceptable/inappropriate behavior occurs, we often rely on the following methods to diffuse the situation:

o Redirection: Redirecting a child to another more appropriate activity or choice.

o Time Outs. Not viewed as a punishment but rather as a preventative measure to keep the situation from escalating and to remove the child from the situation.

o Think Paper. Your child may be asked to fill out a think paper, as an opportunity for them to assess their actions.

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

All situations are unique and these steps may not be followed, if circumstances do not allow

RLAC School Age Child Care Program often follows a 3 referrals or Strikes formula in disruptive behaviors. This formula is followed in most, but not all situations. Steps may be skipped as deemed necessary by RLAC staff. The formula is as follows:

1st referral (strike one). A call will be made to parents, and a behavior report will be filed describing behavior and consequences. 2nd referral (strike 2). A call will be made to parents, a behavior report will be filed describing behavior and consequences. A parent meeting may be set up if deemed necessary to continue the child's enrollment Upon 3rd referral (final strike), child is withdrawn from the program. A call will be made to parents. Withdraw from the program in non-negotiable. No further meeting will be set up to discuss re-enrollment within the school year All steps may be skipped if factors include single occurrences of: violence/hitting/kicking, swearing, disrespectful behavior, safety, running away, vandalism, self harm, no show/no call, and other factors that may arise unable to be controlled by RLAC Child Care staff

Punishment which is humiliating or frightening to a child, is prohibited. No forms of physical punishment, even at parental request, are permitted.

Rock Lake Activity Center reserves the right to dismiss a child they deem unfit for the School Age Child Care program without following these steps if safety of children, self, or staff becomes an issue. Rock Lake Activity Center reserves the right to dismiss a child if they feel the environment provided by Rock Lake Activity Center is not appropriate for a child's needs.

Rock Lake Activity Center reserves the right to skip all steps and dismiss a child for any of the following reasons: violence, disrespect, running away from program, failure to report to RLAC after school without permission, self harm, demeaning behavior towards others, self, or staff, or other situations we deem unfit for Rock Lake Activity Center. Rock Lake Activity Center reserves the right to dismiss a child for above stated items, and those unstated, as they feel necessary Rock Lake Activity Center reserves the right to dismiss a child based on concern of other parents, staff, volunteers, and community members.

Schedules and Payments

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

Cost

**Please see RLAC School Age Child Care forms or brochures for pricing, minimum usage, and other schedule related information not covered below.

Schedules must be filled out completely for each pay period and turned into RLAC school age child care staff by Thursday at 5:45 p.m. for the following week of care. If this schedule will be late please contact RLAC school age child care staff to make other arrangements.

RLAC school age child care can usually accommodate schedule changes, and adding days. 24 hours notice is desired, but not required. Please inform RLAC staff of schedule changes, and adding days or hours as soon as possible.

Rock Lake Activity Center will care for children during times listed on their schedule forms. If a child is not scheduled, and arrives at Rock Lake Activity Center, parents and guardians will be contacted. If parents are unable to be contacted non-emergency police will be contacted to confirm whereabouts of the child. Schedule changes need to be presented in writing, and confirmed by RLAC School Age Child Care Staff. RLAC only assumes care of a child during written scheduled time, if a child leaves the premises for an outside activity or is picked up early, RLAC no longer assumes care of the child.

Parents and guardians should sign out children with correct times. Failure to sign out with correct times can result in fines. Extra hours used must be paid for at the end of the scheduled week.

Schedules turned in late will be subject to late fees or denial of services.

Late schedule fees are \$25.00, if the child attends before the schedule is turned in the fee is \$50 and you will be asked to pick up your child, and turn in schedule and payment before the next day of attendance.

State guidelines required that "The center shall have on file an agreement, signed by the parent, which specifies the attendance schedule to be followed"...HFS 46.10(4)(2). Schedules must be filled out completely each week. If they are not, they will be returned to parents for completion. Rock Lake Activity Center is not responsible for children during time period when

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

not scheduled and paid. All schedule changes must be submitted in writing. Children attending classes or courses outside of Rock Lake Activity Center's care are only deemed responsible of Rock Lake Activity Center staff if the hours during this time period are paid in full, and a written schedule stating this is presented. If children do not return from a class or course away from the Rock Lake Activity Center at the time written, emergency contacts will be called until the child is located. If the child is not located police will be contacted.

Vacation payment/Minimum Usage/Holding Fee is not required for families with split custody when the child is with a parent outside of the care area (i.e.: not living in Lake Mills).

Payment Discounts

Payments may be made on a weekly, bi-weekly, monthly, etc. basis. A 10% discount will be given to families paying 4 weeks in advance with schedules. Payments and schedules should not include more than 8 weeks of care. The 10% discount cannot be applied to late fines, additional days payment, and any other fines accrued over past payments.

If for some reason you accrue a balance on your account, you will receive a credit towards future school age child care. Credits should be used within a month's time frame. Credits not used within a month's time will be forfeited and donated to the RLAC child care programs.

A statement of account will be issued for payments or fines due. The amount owed must be paid by the due date listed on the letter. Payments that are not made may be cause for the child to temporarily or permanently be suspended from the program until payments are made.

Full Day Care

Hours for full day care are 7:00 a.m. -5:45 p.m. Rates for full day care are \$3.50 for members, \$4.25 for non-members per hours. Hours cannot be split up, full hours must be paid. Sign-up sheets and/or emails will be sent out inquiring on attendance. Payments must be made at the time of sign up. There are no refunds or credits for hours paid and not attended on full days. Hours signed up(via paper copy, email, text, or phone call) for must be paid in full at the time of sign up. If a child is signed up and not paid for they are not considered signed up. If at deadlines, a child is signed up for but not paid, they may not be able to attend. If full day care is cancelled

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

any amounts paid will be credited back to accounts, and can be used towards future before or after school care. We ask for a minimum of 5 enrolled to run program, but occasionally we can accommodate for smaller numbers of children.

Refunds/Credits

We cannot refund or credit payment for occasional absences or if a child is picked up earlier than schedules from the school age child care program, unless your child is ill for 3 consecutive days at which time a physicians statement is required. Other situations are at the discretion of the RLAC School Age Child Care Director.

Staff is not responsible for checking backpacks for schedules, which may be sent with a child. It is to your advantage to give schedules and payments directly to school age child care staff. Please do not leave schedules/payments on child's sign in/out page.

Staffing/Personnel Policies

Child Care Positions for RLAC school age child care program include Executive Director, School Age Child Care Director, Assistant to Director of School Age Child Care, Assistant Teachers, Subs, and volunteers

All employees are able to receive this policy manual

All employees go through an orientation process and training pertaining to their position at RLAC All employees fill out a background information self disclosure and criminal history request.

If any employee fills out the form incompletely or inaccurately, the employee will be asked to provide written explanation. The School Age Child Care Director along with the Executive Director will review and decide further action. Providing incomplete or inaccurate information is grounds for dismissal. Proper documentation will be prepared and retained in the case of an out-of-state residence indicated by the individual within the past three years, an attempt will be made to obtain the out-of-state background check and document it.

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

Illness

The RLAC does not keep any medications that are not authorized by families at the center.

Each child is greeted and observed upon arrival. If a child is found to have any signs of illness (fever, (100+), rash vomiting, etc.) the family will be contacted for immediate pick-up.

Children will be excluded from programming activities if displaying signs of illness. If a child becomes ill while at the center, an isolation area shall be provided for the child's care until a family members can pick up.

The School Age Child Care Director has the authority to make the final decision as to whether the child should be sent home.

A child with the following symptoms should not be allowed in the program until a proper incubation period has passed. If sent home with an illness, child should not return within 24 hours. There is no reimbursement for the following:

- Sore throat o Fever(100+) •Lice •Rash •Vomiting •Bacterial diarrhea •Other various illnesses

A child with lice or nits will not be allowed to attend the program. If a child has a positive screening for head lice, all families will be notified of outbreak.

The child will be readmitted to the program if family provides a statement from a physician or child has been absent for a period of time equal to the longest usual incubation period for the disease.

When a child is suspected of having a communicable disease or condition, the county or public health department will be notified.

In an effort to prevent transmission of infection, all staff must wear gloves and personal protective equipment while dealing with bodily fluids. After wearing gloves staff should wash hands immediately.

Families are encouraged to administer medication at home.

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

Children who require medication to be administered during the program hours must have the following:

- Medication in the original container, clearly labeled with child's name, name of medication, dosage, directions for administering, date prescribed, and physician's name.
- Families must fill out an authorization form giving staff permission and full instruction for administering medication. The authorization must include child's name, name of medication and condition being treated, dosage, times to be given, duration, family signature, and date form was filled out.
- If a child misses a dosage of medicine, families will be contacted and must authorize further instruction as to when medication can be administered. Conversation will be documented by staff.
- Medications will be kept in a secure location labeled "medication".
- Staff will document in a medication log each time medicine is administered, if requested

Accidents

If an accident occurs on or away from the center in which medical attention is needed, the staff will follow these steps:

- If serious or life threatening call 911.
- Administer proper CPR procedures.
- In an event of any head injury parents will be notified immediately
- Non-life threatening: staff will attempt to contact family. If family cannot be reached, contact all people given as contacts on registration forms, and possibly the child's physician.
- Staff will be trained in first aid and CPR. First aid kits will be on hand.
- Wounds are only cleaned with soap and water.
- Written permission from the family is documented on the registration form. This allows staff to contact child's physician or get further medical attention.
- An incident report or accident report is required to be filled out by staff person who witnessed the situation.
- Staff will always document accidents on proper forms
- If an accident occurs and the ambulance is called the child will be transported to Fort HealthCare unless otherwise noted by the family on health forms.

If an accident occurs and further medical attention is needed the School Age Child Care and Executive Director will be notified.

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

PHILOSOPHY AND GOALS

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

The RLAC is committed to serving families. We will provide a quality program for children in a healthy, caring, and safe environment.

The goals of our School age child care Program are:

- To foster development of a positive self-image. •To encourage healthy living, healthy choices.
- To encourage children to take responsibility. •To encourage children to develop independence.
- To encourage children to learn appropriate behavior in social settings. •To encourage children to deepen respect for themselves, for others, and for their surroundings. •To foster positive relationships. •To encourage curiosity, creativity, and an open expression of ideas. •To offer a variety of opportunities of active learning according to the child's developmental level. •To have fun!

Staff will promote the core values of Responsibility, Respect, Courage, Compassion, and Honesty as developed by the Lake Mills School District.

Redirection of children is used to avoid or diffuse issues.

Staff will encourage children to solve their own issues when possible.

Staff should be role models for children.

Staff should be calm, respectful, and caring with all children.

All policies are subject to change as felt necessary by Rock Lake Activity Center Staff. Rules and Regulations are set forth to keep children safe during their scheduled time at Rock Lake Activity Center. If we feel a child's safety is at risk the policies may be altered without notice.

A child may be dismissed due to any factors listed in this policy manual, or by items not listed as deemed necessary by RLAC staff.

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

Rock Lake Activity Center holds the right to dismiss a child they do not see fit for the School Age Child Care Programs with or without prior notice.

Snack Donation

Families in the school age child care programs are encouraged to donate snack items. Snack donation is encouraged, but not required. Snack suggestions are listed on the bulletin board in the after school room. Any donation can be used for tax purposes, but a receipt must be supplied.

Notes for families

A key pass must be purchased from RLAC, to ensure ability to get into the building during non-office hours. If the doors become locked in an emergency situation the key pass will be required for admittance. The doors may be locked without prior notice, always carry a key pass.

What children MUST bring to program:

Sunscreen (or a note stating otherwise), sunscreen will be required for children going outside, unless otherwise specified by parents/guardians. Please label. May through September

A nutritious sack lunch on full days or half days starting prior to lunch

What your children should NOT bring to program

Electronics (including video game systems, mp3 players, portable DVD players)- without permission from staff and guardians Sharp or dangerous object Toys from home (without prior approval) Medication without authorization Money Cell Phones- Can be kept in bags

Flip flops and crocs are discouraged during active games, if your child wears flip flops or crocs to program it is a good idea to pack a separate pair of shoes and socks for active games.

If other items are needed for a specific event or day parents will be informed of a week in advance.

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."



Rock Lake Activity Center

229 Fremont St

Lake Mills, WI

During school children will be walking back to the RLAC rain or shine. It is a good idea to send umbrellas with children on days when rain is predicted. (Please speak with RLAC school age child care staff about plans during inclement weather)

On days below 60 degrees children will be expected to wear light jackets or sweatshirt when playing outside. Children without proper covering will be unable to play outside.

Children may NOT be taken outside on days reaching 95 degrees and above or when heat advisories are active.

This policy is subject to change. Items may be changed and revised with or without notice. Changes will be posted on the Rock Lake Activity Center Website and the facebook page in a timely fashion.

We are supported by the Rock Lake Activity Center, its staff, the RLAC board, and the community. Please address your concerns accordingly 😊

It is the mission of the Rock Lake Activity Center to positively affect the health and wellness of the community through quality programming and activities.

www.rocklakeac.org

rocklakeac@gmail.com

920.945.0156

"This institution is an equal opportunity provider."