

CLC MEMBER & FAMILY HANDBOOK~2009/2010

MAPLEWOOD ELEMENTARY SCHOOL

"Expanding the Mind, Developing the Body,
Encouraging the Heart"



**BOYS & GIRLS CLUB
OF SPARTA**

Maplewood Elementary School
900 East Montgomery Street
Sparta, WI 54656
Main Office: 269-8133
Direct Line to CLC: 366-3465

Welcome New CLC Members

Welcome to Maplewood's CLC. We are excited to have you join as a member of our CLC. While at the CLC, you will be able to get help with your homework, practice math and reading skills, and participate in some fun activities. There will also be Family Nights the whole family can come and enjoy & Parent Education Nights. Our program runs on a daily schedule and everyone who participates is expected to follow it. The CLC staff is looking forward to getting to know you!

CLC SCHEDULE

(Monday through Thursday)

2:50-3:15—ATTENDANCE AND SNACK

3:15-3:35—RECESS

3:35-4:45—AFTERNOON MEETING

3:45-4:30—HOMEWORK HELP/TUTORING

4:30-5:00—ENRICHMENT/STATIONS

5:00-5:20—FREE CHOICE

5:20-5:30—CLEAN UP AND GO HOME

***FRIDAY IS FREE CHOICE WITH HOMEWORK
HELP AVAILABLE WHEN NEEDED**

Information for Your Family

Contact Information:

Maplewood's Main Office: 269-8133

CLC Direct Line: 366-3465

Kelli Johnson~CLC Coordinator:

Phone: 269-2582 Ext. 44

E-mail: kjohnson@spartan.org

Mike Roddick~Maplewood Principal:

Phone: 269-8133

E-mail: mroddick@spartan.org

Location:

In the basement of Maplewood Elementary

900 East Montgomery Street

Sparta, WI 54656

Use Door D to enter and exit the CLC

(by parent drop-off and pick-up area)

CLC Membership Information

Eligibility to become a CLC Member:

- Any child who is enrolled at Maplewood or Lakeview Elementary is able to participate in the before school CLC program that runs from 6:45 am to 7:45 am Monday through Friday. You must fill out an enrollment form for your child to attend the CLC morning program.
- Any child who is enrolled at Maplewood or Lakeview Elementary and is in first through third grade is able to participate in the after school CLC program that runs from 2:50 pm to 5:30 pm Monday through Friday. You must fill out an enrollment form for your child to attend the CLC after school program.

*Please note that we will start the school year with open enrollment. Once our groups are close to becoming full, open enrollment will be closed. When open enrollment is closed children will only be able to sign up for the CLC if they are referred to the CLC Coordinator by a Maplewood or Lakeview teacher.

- There is no fee to become a CLC member.
- Membership to the Maplewood CLC is a privilege, not a right. The CLC Coordinator reserves the right to revoke or refuse a membership to any child at any time, with or without cause.

*Please note if your child leaves school before it is let out, he/she may not attend the CLC.

Hours of Operation

Monday through Friday

6:45-7:45 am & 2:50-5:30 pm

The morning CLC session will be **CLOSED** on all late start days.

The morning CLC session will be **CLOSED** if school is delayed due to inclement weather.

The CLC will be **CLOSED** on all scheduled early dismissal and no school days.

The CLC will be **CLOSED** if school is cancelled or let out early due to inclement weather.

***Please note if school is not cancelled or let out early due to inclement weather, the CLC will not close. However, the number of staff available on these days will be lower than normal, therefore, we ask that you pick your child(ren) up as early as possible. Also, be aware that we will not follow the daily schedule (homework help, tutoring, & enrichment will not be done on these days).**

Practices, Procedures, & Policies

Drop Off and Pick Up Information:

- CLC members who attend in the morning should go directly to the CLC. We ask that you walk your child down to be sure he/she makes it to the CLC.
- CLC members who attend in the afternoon should be picked up at the CLC. Depending on the time of day,

the children may be inside or outside on the playground.

- The CLC Door is located by the pick up drop off area. It is door D.
- If you are going to have your child walk/ride bike home from the CLC, you will need to check that on your child's enrollment form. Please note if the weather gets bad, we ask that you make arrangements to have your child picked up.
- If anyone other than you will be picking up your child, please write their name(s) and relationship to your child down on the enrollment form.
- If someone other than you or the people you have specified needs to pick your child up, you will need to notify us with a note or phone call.

Late Parent Policy:

It is very important that all CLC members are picked up on time. Members must be picked up no later than 5:30 pm. If a member is habitually picked up late, he/she may lose their CLC privileges for a certain amount of time.

***Members who are dropped off for the morning program should arrive no earlier than 6:45 am.**

Visitors & Volunteers:

Parents may visit their children at any time. We do ask that when you first arrive (if you are visiting or picking your child up) at the CLC, you need to check in with a staff member and we will direct you to your child.

If anyone wishes to volunteer at the CLC, they will have to fill out an application and background check and participate in an

informal interview. Please see the CLC Coordinator for more information.

Lost & Found:

We have a lost & found table in the small hall located to the right of the bathroom. Please check this regularly for any of your child's personal belongings. Please be advised that the CLC is not responsible for lost or stolen items.

***Please have your child keep toys and electronics at home.**

Health & Medication Policy:

- Parents/Guardians must advise the CLC staff of any medical problems a member has or has had.
- If a CLC member incurs a minor injury, parents/guardians will be notified by a CLC staff member through a written injury report and/or phone call.
- In case of an emergency, parents/guardians will be notified immediately.
- Parents/guardians are to keep their children home from the CLC anytime he/she has a fever, rash, sore or runny eyes, contagious illness, or head lice.
- If a child goes home sick from school he/she may not come to the CLC that day.
- CLC members who develop symptoms of a contagious illness while at the CLC must be picked up immediately and are not eligible to return to the CLC until 24 hours after the initial intake of prescribed medication.

*Please be sure the CLC has current phone numbers, so if there is an emergency we will be able to reach you.

Guidance & Discipline

Staff members at the CLC keep the safety of our members a top priority. Our standards and expectations exist to ensure that your child and every other child at the CLC are safe.

CLC Standards & Expectations:

- Respect Yourself & Others
- Come to CLC prepared
 - Assignment Notebook filled out
 - 2nd & 3rd Grade Only
 - All homework assignments in take home folder
- Play fairly & be honest
- Inappropriate language is unacceptable
- Take care of all CLC & Maplewood materials, games, & toys
- Clean up after yourself
- Do your best and HAVE FUN!

Disciplinary Actions & Consequences:

Any CLC member who disrupts activities or creates a dangerous situation will be given consequences for their actions.

Disciplinary actions may include, but are not limited to, the following:

- Verbal counseling
- Take-A-Break (Time-Out)
- Loss of privileges
- Suspension (one day or more)

