

- *T-Bird Club is a childcare program for preschool through grade 5 students.*
- *Preschoolers need to be enrolled in a preschool program.*
- *It is a safe, supervised and fun care plan for your child.*

The program provides structured activities as well as time for open play and recreation. The program does not discriminate on the basis of race, gender, creed, or national origin in its enrollment policies.

Hours

Open at 6:00 a.m. to 6:00 pm..
 After school hours will be from 3:00 to 6:00 p.m. on school days only.
 T-Bird Club is open on ALL Snow Days.

Scheduled No School Days

- If there is enough interest from parents wanting T-Bird Club on scheduled No School days we will offer it.
 - A sign-up sheet will be posted in the T-Bird Club room a few weeks before each scheduled day off to see if there is enough interest.
- We will not have T-Bird Club on Memorial Day, 4th of July, Labor Day, Thanksgiving Day, The Friday after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Day. We will offer T-Bird Club during Christmas break if there is enough interest.

Location T-Bird Club is located at the **GFW Elementary School**.

- Parents may use the doorbell located right across from basketball courts on the playground.
- Enrollment Parents must complete a registration form and a medical information form.
- Phone numbers and emergency contact information must be kept up-to-date; please inform staff immediately of any changes.
- There is a one-time, non-refundable registration fee of \$30 per family that should be sent to:
 - GFW Community Education, 323 East 11th Street, Gibbon, MN 55335
- Specific dates and times of attendance must be stated on the registration form.
- Your child's schedule should be turned in by Monday the week before.
- We ask parents to provide this information so that we have adequate supervision for the students.
- It is also important to know which students will be attending so that we can plan activities accordingly.
- There is a two-day minimum per week for attendance, priority will be given to three-days or more
- We require a two week notice if you decide to discontinue T-Bird Club.

Payment Procedures

- **Payment for childcare must be set up through automatic withdrawal.**
- **Please attach a VOIDED check.**
- **T-Bird Club services cannot be provided if this is not set up.**
- Auto withdrawals will be made on the 2nd and last Friday of each month, no exceptions.
- Rates can be found in the appendix of this packet. (Rates are subject to change at any time if necessary for the financial stability of the program.)

Schedule

- Parents need to give T-Bird Club a written schedule of other activities in which their child is enrolled during the day.
- There will be a finder's fee of \$10 if your child is scheduled and does not show up and the staff has to make phone calls to the parents to track down the student.

Sign In/Pick-Up Policies

- You are required to bring your children to the classroom, let the child care worker know you have arrived and sign in the children.
- Before you leave with your children, you are required to sign them out on the daily roster and let the child care worker know that you are taking them.
- Children are not allowed to sign themselves out.
- We will not allow your children to leave with anyone except the custodial parent and other people whom you have been designated on your registration form.

Late Pick Up

- T-Bird Club closes at 6:00 p.m.
- There is a late fee of \$10 the first 10 minutes and \$5 for each additional 5 minutes after 6:00 p.m. that will be assessed and added to your weekly bill.
- Please be considerate and have your child out of T-Bird Club by 6:00 p.m. sharp.
- Our T-Bird Club staff works hard to provide excellent care for your children and would appreciate you being thoughtful of their time.

Drop-In Care

- **Must be requested and confirmed at least 24 hours in advance.**
- Spots are based on availability and so cannot be guaranteed.
- Drop-in services are charged once reserved and payment is due the day of care.
- To be eligible, registration form must be completed and \$30 registration fee must be paid.
- Drop-In care is \$27.50 for a full day and \$15.00 for a half day.

Health & Safety Concerns

- Life threatening emergencies will be referred to and handled by the local rescue squad, and the child will be taken to the local hospital.
- Parents will be notified as soon as possible.
- If your child receives a minor injury while in daycare, the staff will administer basic first aid. Parents will be called if necessary.
- The staff will also complete an accident report. If a child becomes ill, s/he will rest in a quiet area of the room.
- The staff will call the parents to come for the child. If the parents cannot be reached, the staff will call the emergency back-up people who are listed on the registration form.
- In the event of severe weather, staff will take the students to a safe area in the building, where they will remain until the danger is over.
- In case of fire, the staff will take the children away from the building and return only after the authorities give an all clear.

Special Needs

- If your child requires special needs, a meeting with the T-Bird Club staff must take place to determine if the needs can be accommodated by T-Bird Club staff.

Medications

- The staff can administer only prescription medications that are in the prescription bottle and are accompanied by a note from your doctor.
- A medical consent form is also required.

Discipline and Dismissal

- Physical contact with the children is avoided unless it is necessary to restrain children from harming themselves or others.
- The staff will reinforce positive behaviors. However, if a child demonstrates inappropriate behaviors, the staff will discuss the situation with the child so she/he will have the opportunity to understand and correct the behaviors.

- If the inappropriate behaviors continue, the staff will explain why the behaviors are unacceptable and ask the child to sit quietly alone for a few minutes.
- If these intervention techniques do not work, a minor slip will be sent home to the parents and parents will be called. These slips are used as a communication tool for staff and parents.
- If a child receives three minor slips in a short amount of time, additional interventions with school staff will happen and a meeting will be set up with the parents.
- T-Bird Club will refer to the GFW School District 2365 Behavior Policy for Discipline and Dismissal procedures if warranted and age appropriate.
- Please see T-Bird Club Classroom Management Page

What Children Should Bring to T-Bird Club?

1. Tennis shoes (sandals do not work for many games and activities)
2. Lightweight jacket or sweatshirt
3. School Breakfast is available
4. Nutritional afternoon snack will be provided by T-Bird Club
5. Preschool students will need one extra change of clothes and any bathroom necessities if needed.
6. If on a non-school day, children will need to bring a bag lunch.

Basic Rules for T-Bird Club

We ask students to follow the basic set of rules that are listed below.

- Please read and discuss these rules with your child before he or she begins the program.
 - - Be kind to others, both physically and when speaking.
 - - Use only appropriate language—no name-calling or cursing.
 - - Respect other people and their belongings.
 - - Put away the toys and games when you finish playing. Treat the toys with respect. - Ask permission from the supervisor before leaving the room.
 - - When the lights are turned off, your supervisor wants your attention. Stop moving and listen at this time.
 - - Walk, don't run, while in the building.
 - - Speak only the truth.
 - - Take only what belongs to you.
 - - When your supervisor asks you to do something, or to stop doing something, please do so.
 - - Come with an open mind, try some new things and have fun!

Communications

- It is important to keep communication open between the staff and parents regarding your children's progress and involvement.
- We appreciate any feedback that you can offer to help us provide the best care for your children.
- Forms of Communication Include.....
 - 1) Calling the classroom phone 507-207-2208
 - 2) Emailing danielle.ahlbrecht@gfwschools.org
 - 3) Message us on facebook at <https://www.facebook.com/tbirdclubGFW>
- We will send out notifications about closings and other important reminders this way.

Toy Policy

- Toys that have any type of weaponry (army men, action figures, etc...) will not be allowed at T-Bird Club.
- If those toys are brought out during T-Bird Club, we'll confiscate them until a parent arrives.
- Thank you for your cooperation and understanding on this matter.

T-Bird Club Classroom Management

The following are examples of unacceptable behaviors while at T-Bird Club. The following also includes interventions that are taken after a behavior has occurred. Interventions vary between age groups. If one of these behaviors occur after an intervention is given, your child will receive a yellow behavior sheet. If your child receives THREE of these sheets, your child will not be allowed to attend T-Bird Club for ONE full day and then an in person sit down meeting will be held with parents. If your child receives a total of SIX of these sheets, your child will be dismissed from T-Bird Club. This follows the GFW Elementary School Behavior Guidance Policies.

This will be within a 6 month period.

Behaviors that would lead to a Behavior Sheet:

- Inappropriate words
- Bullying
- Fighting (violence of any kind, verbal/physical)
- Property damage (throwing objects)
- Running around the classroom/being disruptive
- Inappropriate location/out of bounds
- Non-Compliance
- Inappropriate display of affection

Interventions that occur before receiving a Behavior Sheet:

- Reteach
- Time to Think
- In class time out/bench time
- Loss of privilege
- Alternative placement (different room or table)
- Conference with parents (after receiving THREE sheets)

If you prefer to complete these forms electronically, please email tonia.schiro@gfwschools.org for a digital form.

GFW T-Bird Club Registration Form

New _____ Registration Fee \$30 (per family) **Renewal** _____ (no fee)

Child's Last Name _____ First _____ Middle _____
Date of Birth _____ Sex _____ Grade _____ Teacher _____
Address _____ City _____
Phone _____

Mother's Name _____ Address _____
Cell Phone _____ E-mail address _____

Father's Name _____ Address _____
Cell Phone _____ E-mail address _____

Child lives with: Mother Father Both
Other _____ (name and relationship to child)

Mother Place of Employment _____ Work Phone _____
Business Address _____

Father Place of Employment _____ Work Phone _____
Business Address _____

Please list two people willing to take responsibility for your child in the event of illness and/or emergency when you cannot be reached.

Name _____ Relationship _____ Phone _____
Name _____ Relationship _____ Phone _____

Who is authorized to pick up your child? The list should include parents named, siblings, emergency people and others as desired.

Is there anyone who is NOT to pick up your child?

Please list names. _____

Does your child have any special requirements? _____

Does your child have any special needs or on an IEP ? (e.i. Dietary, medical, behavioral or health)

__ Yes __ No

If yes, please list _____

Is there anything significant about your family situation you would like us to know so we can better care for your child/ren? If so, please explain.

Does your child have siblings? (List names, ages and grades.) _____

T-Bird Club Health Information

Child's Name _____
Age _____ Grade in Fall _____
Address _____ Zip _____ Home Phone _____

Mother's Name _____ Work Phone _____

Father's Name _____ Work Phone _____

Emergency Information: In case of emergency please call parent, relative or friend in this order.

1st Priority _____ Phone _____

2nd Priority _____ Phone _____

3rd Priority _____ Phone _____

4th Priority _____ Phone _____

Family Dentist _____ Phone _____

Family Doctor _____ Phone _____

Has your child had any serious injuries (dates)? _____

Has your child had any chronic or recurring illness? _____

Allergies _____

Is your child on medication? Yes _____ No _____

Name of medication _____

Will it be necessary for T-Bird Club staff to give medication to your child?

Yes _____ No _____

If yes, medication consent form is required.

Will it be necessary for T-Bird Club staff to assist your child in using an inhaler?

Yes _____ No _____

If yes, medication consent form is required.

Status of your child's vision, hearing, speech _____

Any specific activities to be restricted _____

Do you carry family medical/hospital insurance?

Yes _____ No _____

If so, indicate: Carrier _____

Policy or Group # _____

Other pertinent information about your child that would be helpful to our staff:

Parent/Guardian Signature _____ Date _____

If you have completed the above forms digitally, the following 4 pages still need to be completed and returned to T-Bird Club.*

T-Bird Club Service Contract

Child's Name _____ will attend T-Bird Club on the days and times indicated below, starting on _____ (date)

- Circle a minimum of 2 days at T-Bird Club and note arrival and departure times.

	M	T	W	TH	F
Arrival					
Departure					

Payment for childcare must be done through automatic withdrawal. Please attach a VOIDED check. T-Bird Club service cannot be provided if an automatic withdrawal is not set up.

PreK-4 Rates

- Pick the options you will be using. A minimum of 2 days of service a week is required:
 - _____ **Before School Session Rate \$6.00 per child (6:00 am to 8:15 am)**
 - _____ **After School Session Rate \$6.00 per child (3:15 pm to 6 pm)**
 - _____ **Full Day \$27.50 (5 hours or more)**
 - _____ **1/2 Day \$15 (up to 4 hours)**
 - _____ **School-year Weekly-Rate \$110 (ANY 4 days or more)**
 - _____ **Summer Weekly Rate \$120 (Flat rate)**

Drop in care is available at the cost of \$6.00 for an AM session and \$8.00 for a PM session.

- Drop-in availability is not guaranteed, and drop-in services are charged once reserved.
- There is only 3 options for drop-in rate, \$6.00 for both am/pm sessions, \$15.00 for half day and \$27.50 for full day.

Lunch through the school is an option for an additional cost. Money must be given to Beth Walters and an account will be set up. Children may also bring a bag lunch instead.

Non School Days are not included in your contract.

- These are available by signing up separately.
- You must provide your own lunch on these days.

PAYMENT OF FEES

All children must be signed up to attend T-Bird Club each day.

Failure to notify staff that your child will not be at T-Bird Club on a scheduled day will result in a \$10.00 Finders Fee plus the regular fee for the day of care.

Please call if your child is sick, picked up directly from school or not coming to T-Bird Club on a particular day.

To be respectful to staff, your child will need to be picked up at their designated time. There is a \$5 fee for every 5 minutes they are late being picked up.

We will no longer accept day of schedule changes.

A two day minimum is required to attend T-Bird Club.

**Automatic Payment Authorization
School Age Care / T-Bird Club**

Your childcare payments must be made either by automatic withdrawal through your checking account with a voided check.

Name of Child(ren) _____

First and Last Name(s) Name of account holder (please print) _____

Address of account holder _____

City _____ State _____ Zip _____

Home phone # of account holder _____

Work phone # of account holder _____

Cell phone # of account holder _____

I authorize the T-Bird Club Program to automatically use the attached VOIDED check for automatic withdrawal for my bi-monthly bill.

Signature of account holder _____ Date _____

E-mail address _____

Attach a **VOIDED** check or deposit slip

GENERAL PERMISSION FORM

1. I give permission to T-Bird Club to take my child on supervised neighborhood walking trips.
2. I give permission to T-Bird Club to take my child on supervised field trips that require public or private transportation. I understand that I will be notified of dates and times of such trips.
3. I give permission to T-Bird Club to take whatever emergency measures (such as first aid, disaster evacuation) that are judged necessary for the care and protection of my child while under the supervision of the T-Bird Club staff.
4. In case of a life threatening emergency, I understand that my child will be transported to the nearest hospital by the local emergency unit for treatment if the local emergency resource (police, rescue squad) deems it necessary.
5. It is understood that in some medical situations, the staff will need to contact the local emergency resource before the parent, child's physician and/or other adult acting on the parent's behalf.
6. I give permission to GFW Schools and T-Bird Club to exchange information that would help either or both parties to better understand my child's behavior, academic progress, growth and health.
7. I agree to abide by the policies of T-Bird Club as they relate to the enrollment of the child named on this form.
8. I grant permission to GFW Community Education to use names and pictures of my child/ren in T-Bird Club for the purpose of promoting the program in newspapers, flyers, or brochures.

Parent/Guardian signature: _____
DATE _____

T-Bird Club Financial Obligation/Liability Agreement

- I understand a one-time, non-refundable registration fee of \$30 (per family) must accompany this application form if your child is new to T-Bird Club.
- I understand that T-Bird Club service cannot be provided if I do not have a payment arrangement set up with a voided check. Auto Withdrawals will be made the 2nd and last Friday of every month, no exceptions.
- I understand the T-Bird Club reserves the right to discontinue child care if payment arrangements are not set up.
- I understand that a one-time, non-refundable registration fee of \$30 per family must be made at the time of registration.
- I understand that a \$30 charge will be assessed for returned checks (NSF).
- I understand that T-Bird Club closes at 6:00 p.m. and that a late fee of \$10 for the first 10 minutes and \$5 for each additional 5 mins. after 6:00 p.m. will be assessed and will be added to my weekly bill.
- I understand that failure to notify staff that you child will not be at T-Bird Club on a scheduled day will result in a \$10.00 Finder's Fee.
- I have received a copy of the T-Bird Club Parent Handbook and understand the information contained in the handbook.
- I understand a school lunch account must be set up, or provide a bag lunch for my child

Liability: I understand that T-Bird Club activities may result in injury. I assume the risk and I will not hold either the T-Bird Club or the ISD #2365 school district liable for injuries that may occur with participation. I also understand that pictures may be taken for newspapers, newsletters, brochures, websites, facebook, social media and other forms of publicity.

Parent/Guardian _____

Date _____

Send enrollment fee and forms to: *

- **GFW Schools 323 East 11th Street, Gibbon, MN 55335**
- **Jenna Ortiz 507-207-2208**