



Rookie Rockets Learning Center (RRLC)

The Place where Your
Little Rocket Can Blast Off

A Spencer School Based
Community Service Program

Spencer Elementary School
300 N. School Street
Spencer, WI 54479

715-613-2137 (RRLC cell)
715-659-3987 (RRLC office)
rrlc@spencer.k12.wi.us

All contents of policies and procedures of this
handbook are under the supervision of the
District Administrator

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Please read this handbook and become familiar with the Rookie Rockets Learning Center and all of the policies. All policies are expected to be followed or fees may be assessed and/or child care privileges may be terminated.

The RRLC handbook is subject to change at any time.

Thank you!!

Rookie Rockets Learning Center (RRLC)

The Rookie Rockets Learning Center welcomes you, and your child to our School Program. Our purpose is to provide a well-supervised, safe, unique, educational, and positive experience for families and their children, ages 3 years through 6th grade.

Normal business hours are 6:30am-6:00pm provided there are children scheduled during those times. If not, hours may be adjusted.

All children enrolled in the RRLC must be toilet trained. No diapers or pull-ups.

Our Center offers children the opportunity to grow and develop in an enriching, encouraging, and pressure-free environment.

The RRLC may do: community walks, outside play, computer time, as well as other various activities.

The RRLC program is being offered as a separate program outside of the school district's curriculum, and educational programs.

After school we offer a quiet place for children to do homework. If a child would like to do their homework, this is the time to do it. Homework is not mandatory, but the responsibility of the child to ask for any help needed. Children may not get all of their homework finished, but they can at least get a good start to it.

Rates are as follows:

Full Time Care:

- Attending 24 hours or more per week.

Full Time Rate:

\$3.75 per hour -- For a family with 1 child.

Discount Week Rate:

\$168.75 per week -- For a child attending 9 or more hours per day, 5 days per week.

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**\$3.25 per hour/per child** -- For a family with multiple children.

**Discount Week Rate:**

**\$146.25 per week/per child** -- For children attending 9 or more hours per day, 5 days per week.

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**Part Time Care:**

- Attending up to 23 hours per week.

**Part Time Rates:**

**\$4.25 per hour** – For a family with 1 child.

**\$3.75 per hour/per child** -- For a family with multiple children.

*There will be a daily minimum charge of 1 hr. per child.*

*All rates and fees are subject to change at any time.*

## Payment Policies

Each family is required to prepay a week ahead for child care... first payment will be due on the first day of care.

After that, invoices will be done weekly, with payment due, paid in full, on or before Friday of the week prior to care being provided.

- If you fail to pay your invoices on time your child care services may be terminated.
- Payments not received by the date due may be charged a \$5.00 fee for each day it is late.

Payment must be made by check or money order only; written out to "School District of Spencer". We do not accept cash.

A service fee of \$30 will be charged for all non-sufficient-fund returned checks.

An Overtime Fee of \$1.00 per minute is charged for every minute your child is here after 6:00pm.

A 2 week written notice is required when care is no longer needed.

- Casual drop-ins will be charged a drop-in fee of \$5.00/day in addition to the amount owed for the time here. Payment is due at pick-up. Notice will need to be made by no later than 12-noon the day before service is needed for confirmation on availability.
- Don't assume there is room for your child if they are not scheduled to be here. It is required that you message the RRLC program manager and ASK. We will do our best to accommodate everyone's needs, but it is not guaranteed.
- All families are personally responsible for paying any and all fees owed due to failure to follow the policies of the RRLC.

**Failure to follow the policies in this handbook may result in termination of services.**

**If childcare has been terminated, the following must happen in order to re-enroll your child in the RRLC program:**

- \*\* Have a meeting with the RRLC program manager and District Administrator.
- \*\* Outstanding family account balance paid in full, with prepayment amount paid in full.

## Child Care Hours and Schedule

Open hours are Monday-Friday 6:30am-6:00pm.

- ★ Before school: 6:30am-8:00am
- ★ After school: 3:00pm-6:00pm.
- ★ Early release days: when school is let out-6:00pm.
- ★ 3&4 yr old day program: 8am-3pm during school days.
- ★ Summer: 6:30am – 6:00pm.
- ★ No school days: 6:30am-6:00pm
- ★ Closed on Holidays-See schedule sheets for closed days.

### Drop-off and Pick-up

- Park near door #4 or along playground fenced area.
- Text the RRLC cell phone 715-613-2137 stating you are here.

**At Drop-off**...upon receiving your text, we will walk out to door #4, when you see us, have your children get out of your vehicle and walk to us.

**At Pick-up**...upon receiving your text, we will walk your children out to door #4.

**For Safety**...when you see us please get out of your vehicle, stand on the sidewalk and we will send your children to you then.

### **Early Dismissal:**

If school is let out early, the RRLC will still be open our regular hours.

### **School Cancellations:**

\*\* If there is closure of school before the start of the school day, *the RRLC will only be open if we have enough children scheduled to be here.*

This policy will be determined and posted at the start of each school year.

**Please have back-up childcare.**

## Schedule Policies

- Once your RRLC schedule sheet is turned in, the hours written down will be the minimum you will be charged for.
- Only RRLC schedule sheets will be accepted. Fill in, sign & return each sheet by the date due.
- Accurate scheduling is required with your drop-off & pick-up times.
- Schedules not received by the date due may be charged a \$5.00 fee for each day it is late.
- For those who have a week to week work schedule, we must have at least a minimum of a 1 week schedule due to us by Thursday before care is needed.
- When filling out your schedule sheets only write in 1 time for drop-off and pick-up, not multiple times or a range of times.
- It is imperative that you notify the RRLC staff of any changes in your regular childcare schedule. Failure to notify us may result in a \$5.00, per incident, fee.
- If making a cancellation, a reason why is required. A doctor's note may be needed when missing due to illness or doctor appointment.

### 3 & 4 year old Day Program

Days for our 3 & 4 year old program include: free choice play, stations, teaching time, projects, fun group activities, individual one on one time, outside play, story time, lunch, quiet resting/sleeping time, snack and many more things.

We hope to help make your child's transition into the school classroom easier by getting used to the sounds and sights of the school building. Getting the children used to a routine and schedule is also something we work on.

Along the way we will work on colors and shapes, learning how to use scissors and pencils properly, writing letters and their name, letter recognition and the sounds they make, recognizing and writing numbers, rhyming, some sign language and many other things.

Making projects and playing games are a couple of ways we teach children about following directions. Learning to be patient and taking one step at a time is also something we focus on.

Please see the included Student Immunization Law Age/Grade Requirements sheet and provide proof of immunizations for children not registered in school.

## Meals and Snacks

### Breakfast and Lunch—

On school days ...meals are offered at school through the food services, which is charged to your family school lunch account.

You will need to inform us if you wish to have your child eat through the school meals program.

Or you may send a packed meal. These will be refrigerated upon arrival until lunch time.

Milk is available to purchase through the school food services, and charged to your family school lunch account.

On school closed days ...you will need to bring packed meals. These will be refrigerated upon arrival until lunch time. We do have microwaves for warming food.

### Snack--

We provide an afternoon snack, which is included with child care services.

### School Closed Days

- The RRLC is only open on no school days if we have enough children scheduled to be here.
- A monthly notice will be posted if we will be closed for any of these days.
- Please have emergency back-up child care.
- Please also see schedule sheets for closed days.
- Schedule is subject to change.

**There are not school provided meals on no school days. Each child will need to bring meals on those days.**

### Items to bring on school closed days

- A breakfast if wanted.
- A packed lunch—these will be refrigerated upon arrival. We have a microwave to warm up food that is brought in microwaveable-safe containers.
- A backpack with extra clothes.
- A water bottle.
- We go outside, so please dress for the weather & send along appropriate outside clothing.

### No school days - all day care

On all “no school days” ...

**\*\* If you are scheduled and cancel, or don't show up, you will be charged for the times you had written on your schedule sheet.**

## Health Policy

One of the primary goals of the RRLC is to ensure the safety and well-being of all children & staff.

We follow the guidelines and directives of the Department of Health Services.

The Spencer School District reserves the right to call Marshfield Medical Center (911) as the medical hospital.

It is the policy of the staff to contact the parent first, whenever possible, and then emergency contacts listed on the health form.

The RRLC cannot care for an ill child. When a child is observed as having the following symptoms:

- ✓ Temperature of 100.4°F or higher
- ✓ Vomiting
- ✓ Contagious virus/rash
- ✓ Diarrhea

an authorized person will be contacted to pick up the child within 30 minutes.

Children must be free of illness for 24 hours, without the aid of medication, in order to return.

## Medications

**If a child requires medication (prescription and/or over the counter) taken while in the care of the RRLC:**

- All medicines need to be brought in to the RRLC in the original container, with the child's name on it.
- Only medications brought in from a family will be given to that family member.
- We do NOT have extra medications.
- A Medication Permission and Instruction sheet (pink paper included with registration packet) must be filled out, no medications will be given without this signed form on file in the RRLC room. Please ask, if you need a form.
- If an epi-pen is needed for your child, you must provide one and make sure it is brought in to the RRLC when the child is in our care.

## Summer Child Care Program

Our summer program starts the first weekday after the last day of school.

In addition to our policies in the main section of this handbook are the following.....

- Our hours are 6:30am – 6:00pm, **but we are only open during those hours that we have children scheduled/here.**
- If you would need us earlier than the time you had scheduled....a 24 hour notice is required, or we may not be open for you.
- Be accurate with your scheduled drop-off & pick-up times.
- If you write that you will be here at 6:30am, then that is the time we will expect you to be here.
- Any activities involved in, other than school sponsored events, you will be charged our regular hourly rate fee.
- The RRLC provides an afternoon snack.

## Items to Bring Daily

*Please label, with your child's name, all of the listed items below....and send with your child every day.*

~ A packed lunch—these will be refrigerated upon arrival & put in backpacks after lunch.

We have a microwave to warm up food.

~ A backpack—with extra clothes, swimsuit and towel, water shoes, or extra shoes that can get wet.

~ A water bottle and sunscreen.

~ We plan to go outside every day, so please dress accordingly, shoes are required to be worn at all times.

~Extra shoes—flip flops are fine but tend to break, so having a back-up pair of shoes is needed.

## Possible Summer Activities

- Walks to the Public Library
- Water Fun Days
- Outside Fun Play
- Various other activities

- **An added benefit for families.....**
- of having the RRLC located in the school building, is that children have more opportunities to be involved in other activities. Please note, however, that because the RRLC is responsible for the children, we will charge for our services during these times.
- Children will not be allowed to leave the RRLC for any reason without a written note turned in prior to the date of the activity.

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- **Junior Rockets Program**

- Our Junior Rockets Program is for children who have completed 4<sup>th</sup> grade. We have designed an environment that as children get older they can be proud of where they are and enjoy the atmosphere that will be appropriate to their age.
- Some of their activities will be offered in a separate group setting, away from the smaller children.
- We will begin to teach them how to be a “good volunteer” by occasionally helping with the smaller children attending the RRLC. The rate per hour will be discounted for children in this age program, if they qualify.

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- **RRLC Volunteer Program**

- When children have finished their 5<sup>th</sup> grade year in school they have the opportunity to volunteer in the Rookie Rockets Learning Center. To volunteer, the child must see the RRLC program manager for more details.

## **Parent Involvement**

Involvement of parents in the program is essential.

Cooperation with all policies and procedures is necessary and expected.

Failure to comply may result in termination of childcare privileges for your family.

Take time to talk with the RRLC program manager about your child and the program.

## **Parent Communication**

It is important that you notify the RRLC staff immediately of any changes.

We must be able to reach you at all times. If you will not be able to be contacted, please make sure someone else on your list will be available.

The staff will make every attempt to notify parents in person, by phone, or by written notes whenever a concern arises. We request that parents keep the RRLC staff informed of your needs, concerns, and feelings.

If you have further questions, do not hesitate to contact the RRLC program manager.

## Authorized Pick-Up Persons

Only authorized persons on your child's emergency contact form will be allowed to pick-up your child from the RRLC. RRLC staff may ask for a picture identification to confirm the individual is listed on the contact form. If the names do not match, the child will not be able to leave until parents, or guardians are notified, and give consent. A written note or verbal confirmation will be considered consent also.

Please inform the RRLC staff whenever someone else will be dropping-off and/or picking-up your child.

If the authorized person appears to be under the influence of alcohol or other drugs or exhibits behavior that gives staff reasonable concern...for the safety and protection of the child, staff will make every effort not to release the child to that person. Staff will attempt to contact another authorized person listed in the child's file to come and pick up the child. RRLC staff reserve the right to contact the police, and/or social services for assistance.

## Philosophy and Goals

The Spencer School District sees the Rookie Rockets Learning Center as a service for children and their families. The goal of the RRLC is to supplement, and strengthen the kind of learning, and guidance provided by parents, and teachers. The RRLC staff strives to provide quality care for children in a healthy and caring environment.

“The Rocket Way”  
Be Respectful  
Be Responsible  
Be Safe

Individuals have a right to a safe, welcoming environment.  
Individuals have value and deserve to be treated with respect.  
Individuals are responsible for their actions.

If a child behaves in any way other than “The Rocket Way” while attending the RRLC, they will be dealt with accordingly. The extent of the consequence is based upon the act that was committed. The range of consequences is from something minor that can, and will be dealt with the RRLC staff working at the time, to dismissal of services from the RRLC. The more severe the behavior – the more severe the consequence. We take our role very seriously in providing the best care possible for every child that attends the Rookie Rockets Learning Center. If a child’s behavior is causing disruption in our role to provide the best care possible, then action will be taken. We believe everyone is responsible for their own actions, thus if someone makes choices that aren’t safe, respectful or responsible, then a consequence will occur. Registration entails contacting the RRLC program manager, and completing the necessary paperwork.

### **Contact information:**

Elizabeth Garton, Program Manager  
[egarton@spencer.k12.wi.us](mailto:egarton@spencer.k12.wi.us)

715-659-3987

Michael Endreas, District Administrator  
[mendreas@spencer.k12.wi.us](mailto:mendreas@spencer.k12.wi.us)

715-659-5347 ext. 3093

## Spencer Public Schools Policies

The Rookie Rockets Learning Center has a Facebook page where we post some of the happenings in our program. Please read the following information regarding the Spencer Schools policy.

### Printing Names

The Board of Education has designated the following student record information as directory data: Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after receipt of this notice or the opening of school.

The School District of Spencer does not discriminate on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, includes physical, mental, emotional, or learning disability, arrest or conviction record, except when substantially related to the circumstances of the job.

