



# PARENT HANDBOOK

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## PHILOSOPHY AND GOALS

Bronco Club, a Community Education program, is the result of much needed and requested services for the children of Mustang Public Schools to offer an alternative for parents whose children otherwise would be home alone after school.

Bronco Club (BC), established in 2016, is an organized extension of the school day. The program is self-supporting and located in the Mustang Public Schools elementary and intermediate schools. Our purpose is to provide safe, enjoyable, and affordable out-of-school experiences for children enrolled in grades Pre-K thru 6<sup>th</sup> in the Mustang Public School District.

Our goals are:

- To provide flexible, developmentally-appropriate play and success-oriented curriculum which compliments the home and school by encouraging physical, social, emotional, and intellectual growth as well as positive feelings of self-worth in a group setting.
- To provide a warm, secure environment designed to encourage decision-making, problem-solving, individual expression, and freedom within limits, where children respect and enjoy each other in a group setting.
- To provide a competent, caring and professional staff who understand and meet the needs of the children.
- To provide frequent and open communication with parents to provide support and encourage involvement.

## CHILD CARE MANAGEMENT SOFTWARE:

Fall 2019 we implemented a childcare management software called Eleyo. Eleyo's easy-to-use cloud-based program makes it easier for families to register and manage accounts. The all-in-one software simplifies scheduling, drop-in days, contracts and billing. Plus, child drop-off and pick-up is streamlined with sign-in/sign-out on the Bronco Club iPad. The web address is <https://mustangps.ce.eleyo.com>, please bookmark it for your convenience.

## PROGRAM SITES

### Centennial Elementary

700 S Czech Hall Rd  
405-618-2326 (Bronco Club)  
405-256-6466 (School Office)  
[centennialbroncoclub@mustangps.org](mailto:centennialbroncoclub@mustangps.org)

### Creek Elementary

10821 SW 15<sup>th</sup> St  
405-885-7326 (Bronco Club)  
405-324-4567 (School Office)  
[creekbroncoclub@mustangps.org](mailto:creekbroncoclub@mustangps.org)

### Lakehoma Elementary

224 S Clear Springs Rd  
405-885-7355 (Bronco Club)  
405-376-2409 (School Office)  
[lakehomabroncoclub@mustangps.org](mailto:lakehomabroncoclub@mustangps.org)

### Mustang Elementary

400 S Mustang Rd  
405-885-7492 (Bronco Club)  
405-376-2491 (School Office)  
[elementarybroncoclub@mustangps.org](mailto:elementarybroncoclub@mustangps.org)

### Prairie View Elementary

9201 SW 59<sup>th</sup> St  
405-885-7406 (Bronco Club)  
405-256-6989 (School Office)  
[prairieviewbroncoclub@mustangps.org](mailto:prairieviewbroncoclub@mustangps.org)

### Riverwood Elementary

11800 SW 44<sup>th</sup> St  
405-885-5546 (Bronco Club)  
405-256-5200 (School Office)  
[riverwoodbroncoclub@mustangps.org](mailto:riverwoodbroncoclub@mustangps.org)

### Trails Elementary

12025 SW 15<sup>th</sup> St  
405-885-5387 (Bronco Club)  
405-324-0016 (School Office)  
[trailsbroncoclub@mustangps.org](mailto:trailsbroncoclub@mustangps.org)

### Valley Elementary

29<sup>th</sup> and Morgan Rd  
405-885-4314 (Bronco Club)  
405-324-2541 (School Office)  
[valleybroncoclub@mustangps.org](mailto:valleybroncoclub@mustangps.org)

### Canyon Ridge Intermediate

3600 S Sara Rd  
405-885-4347 (Bronco Club)  
405-256-6955 (School Office)  
[canyonridgebroncoclub@mustangps.org](mailto:canyonridgebroncoclub@mustangps.org)

### Horizon Intermediate

430 W Forster Dr.  
405-885-5379 (Bronco Club)  
405-256-6282 (School Office)  
[horizonbroncoclub@mustangps.org](mailto:horizonbroncoclub@mustangps.org)

### Meadow Brook Intermediate

12500 SW 15<sup>th</sup> St  
405-885-1187 (Bronco Club)  
405-256-5250 (School Office)  
[meadowbrookbroncoclub@mustangps.org](mailto:meadowbrookbroncoclub@mustangps.org)

### Bronco Club Administration

909 S. Mustang Rd.  
405-256-7838 (Bronco Club Office)  
405-376-2461 (Administration Building)  
[broncoclub@mustangps.org](mailto:broncoclub@mustangps.org)

## DAYS & HOURS OF OPERATION

Elementary: 2:40 - 5:40pm

Intermediate: 3:05 - 6:05pm

Bronco Club follows the Mustang Public Schools calendar and operates on days when school is in session. The program begins on the first day of school and ends on the last full day of school. REMINDER: we will not have Bronco Club on the days the schools have Parent Teacher Conferences, Professional Days and Teacher Collaboration Days. Please refer to the school calendar for specific dates.

## EMPLOYEE DISCOUNT

\*Mustang Public Schools employees receive a 20% discount. When registering an Eleyo account, you must use your school email.

## INCLEMENT WEATHER

If school is closed or afterschool activities are canceled for any reason; weather, facility issue, holidays, etc., Bronco Club may also be closed for the affected sites.

- Parents must make alternate arrangements for days when Bronco Club is closed or closes early for an emergency. **Please make arrangements to have your child picked up immediately. If your child is not picked up within one hour of the time the district message is sent, you will not receive a credit for the canceled day.** If Bronco Club is canceled with more than one hour remaining in the school day Bronco Club will be closed.
- Parents are asked to monitor the local news media for cancellations, delays, and early dismissal information. Announcements about Bronco Club closings will be sent out through email, School Messenger, and/or an Eleyo text and posted on the Bronco Club Facebook page. Please make sure the owners of the Eleyo account have an updated cell phone number listed and you have text messages enabled.
- If Bronco Club is cancelled with less than an hour remaining in the school day your child will be kept with Bronco Club staff until your arrival and late pick up fees will begin one hour after the district message is sent. The Bronco Club staff will follow school protocol in the event of imminent danger. Our priority is the safety of the children. Please be mindful of the staff; they also need to get home to safety and their families.

Credits will be given for inclement weather, emergency closure days, or when afterschool activities are canceled, **if your child is picked within one hour of the time the district message is sent. If the parent does not arrive within one hour after the district message is sent, the late pick-up fee of \$10 per five minutes will be assessed and the police and the Department of Human Services may be called.** (*See Late Pick-up Fee Policy on page 7 for details.*) Once invoices are sent, you are responsible for the entire balance due. Credits due to school closure are reflected on the next invoice.

## ENROLLMENT POLICIES & PROCEDURES

In order to be eligible to attend Bronco Club, a child must be toilet-trained and enrolled in Pre-K through Sixth Grade in Mustang Public Schools. Children participate in the BC program at their school of attendance. Bronco Club is not offered at Mustang Education Center. Children may be enrolled for 3, 4, or 5 days per week. Children must attend the same days each week. If this is abused, Bronco Club reserves the right to charge parents for 5 days and your child may be dismissed from the program.

\*Pre-K space is limited to 10 spots per site. Once 10 children have enrolled a wait list will be created until additional staff can be hired.

A child is considered enrolled in BC only after all enrollment information is completed online at <https://mustangps.ce.eleyo.com>, the availability of space has been confirmed, and an enrollment confirmation email has been received from the Bronco Club staff. Once enrollment has been approved the \$25 enrollment fee and first week's tuition will

be charged to your debit/credit or ACH payment, which ever you set up in the Eleyo system. Please allow seven (7) days for processing enrollment requests. Autopay is required for all customers. If autopay is not set up at time of enrollment the contract will not be approved, and other contracts may be approved before yours affecting your place in the que.

Falsification of information in your Eleyo account is grounds for rejecting an application or immediate disenrollment. Any changes in enrollment information must be updated through your Eleyo account immediately so that current information is always on file.

•**TRANSFERS:** Every effort is made to work with families to accommodate their transfer requests throughout the year. Transfers will be granted if space allows at the new school site. Transfers will only be considered if child's school of enrollment has changed and their Bronco Club account balance is current.

## **DISCONTINUATION OF ENROLLMENT**

A child's enrollment may be discontinued, or enrollment may be denied by BC for any of the following reasons:

- Tuition and other fees are frequently past due.
- Recurrent late pick-ups or late payments.
- Falsifying information on registration forms.
- BC determines the child is unable to abide by BC's rules, the child's behavior is unsafe or unmanageable, the child is unable to benefit from the program, and/or the program is unable to meet the needs of the child.
- BC determines the behavior of the parent is inappropriate, the parent is unable or unwilling to work respectfully and cordially with the staff, and/or the parent is unwilling to accept the resolution of the staff or BC Director.

A child, whose enrollment has been discontinued for any reason, may not seek enrollment without prior approval from the District Coordinator and/or Director of Community Education. If a child's enrollment is discontinued due to the behavior of his/her parent, the parent may be precluded from the BC premises and/or from enrolling his/her children in the future, and this decision is entirely at the discretion of BC. Tuition is still due, and no refunds or credits will be given for any student dismissed from the program for any reason.

## **WITHDRAWING & CHANGING DAYS OF ATTENDANCE**

Bronco Club must be given a seven (7) day notice to withdraw from the program or to change days of attendance. Notice allows billing adjustments to be made and additional fees to be avoided. Parents are responsible for tuition during the seven (7) day notice. If notice is not given, parents will be charged a minimum of one week's tuition. NO REFUND IS GIVEN DUE TO DISMISSAL FROM THE PROGRAM. Withdrawals and Change Requests are managed online at <https://mustangps.ce.eleyo.com>.

\*A \$5.00 change request fee will be incurred for each attendance change requested.

## **DROP-IN CARE**

Drop-in care comes with a \$28 daily rate (\$23 for current Bronco Club enrollees), drop-in fees must be paid prior to attendance. A minimum of three (3) days' notice is required to process drop-in attendance. Drop in care requests can be made and paid for at <https://mustangps.ce.eleyo.com>. All fees are required before attendance, or you will be called to come pick up your child. No refunds will be issued within three (3) days of attendance.

## **TUITION & PAYMENT INFORMATION**

- A non-refundable enrollment fee of \$25 per child is due at the time of enrollment and will be processed electronically when the contract is approved.
- Tuition cost is \$17.00 per day per child.
- A minimum 3-day enrollment is required for ALL attendees.
- Holidays and other scheduled school days off are not included in the calculation of the weekly rate.

- Autopay is required for all customers. If autopay is removed and/or payment does not process three times for any reason, the customer's contract may be subject to cancellation.
- Customers may pay online using a credit card or checking account information.
- Invoices will be sent every Friday and are due every Tuesday by 11:59pm for the following week's tuition. If autopayment is not successfully processed a late fee of \$20 will be charged. If payment is still not received by Wednesday at 1:00pm the week before the child's scheduled attendance, the child may not attend the following Monday.
- In the event of default, the Mustang Community Education's Bronco Club is entitled to employ a collection agency to enforce Bronco Club's rights hereunder.

Divorced/separated parents are jointly and respectively liable for tuition to BC if both names appear on the Eleyo account. Certainly, parents may agree between themselves who will pay what share of tuition, but BC requires a commitment from both parents ensuring tuition is paid to provide for continuity of care for your child/children. All payment arrangements and custody issues must be handled outside of Bronco Club; Bronco Club will not mediate between parents. By enrolling, you both agree to stay current with tuition and both parents will be informed if tuition is late or overdue. If parents request a split pay arrangement on their Bronco Club account, both parents are required to sign a statement of terms and agreements for split pay. The Bronco Club office will provide the document. Split pay arrangements will not be approved by BC administration until both parties have signed and returned the agreement. The Split Pay Agreement can be found on the Bronco Club webpage or BC staff will email it upon request.

## TUITION CREDITS

- Credits will be given for inclement weather, emergency closure days, or when afterschool activities are canceled, **if your child is picked up within an hour of the** of the time the district message is sent. Once invoices are sent, you are responsible for the entire balance due. Credits due to school closure are reflected on the next invoice.
- Credits will not be made for days children are absent; this includes but is not limited to, doctor's appointments, illness, vacation, etc. COVID quarantine credits will no longer be applied to Eleyo accounts.
- Credits will also not be made if children are dismissed or suspended for any reason.

## DELINQUENT ACCOUNTS

All previously unpaid balances must be paid in full prior to any future contracts being approved, including summer camp contracts.

## RECEIPTS & TAX STATEMENTS

Parents may print tuition receipts and tax statements online at <https://mustangps.ce.eleyo.com>.

## ADDITIONAL CHARGES

• **LATE FEE:** Tuition payments are due every Tuesday by 11:59pm. Late fees of \$20 are applied to accounts with any type of negative balance, whether it be tuition or other fees; the account must have a zero or positive balance each week to avoid a late fee.

If payment does not go through by Wednesday at 1:00pm the week before the child's scheduled attendance, the child may not attend the following Monday. Reinstatement is available only if space is available in the program and the account is paid in full. The fourth (4<sup>th</sup>) time this occurs your child will be dismissed for the remainder of the year and your child may not return to Bronco Club until the account is paid in full.

• **LATE PICK-UP FEE:** BC staff members have evening responsibilities and are not expected to remain past closing time (5:40pm for elementary, 6:05pm for intermediate); although no child would ever be left unattended. A fee of \$10 will be assessed for each five (5) minute increment a parent is late (e.g. 5:40:01 pm arrival = \$10 fee, 5:45:01 pm arrival = \$20 fee). If a child has not been picked up within 30 minutes of closing and attempts to contact parents and emergency contacts have been unsuccessful, the police and the Department of Human Services may be called. BC reserves the right to suspend and/or

terminate enrollment for recurrent late pick-up. The late pick-up fee will also be assessed beginning one hour after the time a parent is contacted to pick up a child for any reason including illness, behavior, etc. Late pick-up fees will automatically be billed to your Bronco Club account and are due with the following weeks tuition. Balances not paid will assess a late fee. A fourth (4<sup>th</sup>) late pick up, in an academic year, will result in the child being dismissed from Bronco Club.

• **ATTENDANCE CHANGE REQUEST:** Bronco Club must be given a seven (7) day notice to change days of attendance. Parents are responsible for original tuition rate during the seven (7) day notice. Notice allows billing adjustments to be made and additional fees to be avoided. When the change request is approved you will receive a confirmation email. A fee of \$5 will be assessed for each request made changing the days your child will attend. The fee will be assessed once the change is approved and will be reflected on the next scheduled invoice.

• **RETURNED ACH PAYMENT:** A returned ACH payment will result in a late payment fee (\$20) being applied to the account and is due upon receipt of the next invoice.

## ATTENDANCE, SIGN IN & SIGN OUT

• **ARRIVAL PROCEDURE:** After school, children are to immediately report to the cafeteria or their designated area to check in with staff. Children are greeted by staff as they arrive, and attendance is taken. Bronco Club cannot assume responsibility for a child until he/she has checked in with staff.

• **DEPARTURE PROCEDURE:** The person who picks up the child must be on the authorized pick up list. Parents will sign their child out with electronic signature through the Eleyo app on the Bronco Club iPad. Parents are responsible for the supervision of their child after sign-out.

• **RELEASE AT PICK-UP:** Children will be released only to those persons specified on the authorized pick-up list. At time of pick-up, all persons on the authorized pick-up list will be required to show a government, state, or MPS issued photo ID (driver's license, state ID, passport, military ID, MPS staff or student ID). At least two emergency contacts are required in Eleyo for emergency pick-up situations.

Parents manage their authorized pick up list in Eleyo. We strongly encourage additions to be made at least 24 hours in advance of child being picked up. Bronco Club staff will not add/remove people to the authorized pick-up list.

Any person who is suspected of being impaired by alcohol or drugs will be asked to call another designated person to pick up the child. The police may be called if necessary. Your child's safety is our priority!

Due to the importance of greeting children and hearing about their day, parents are asked to finish phone conversations before entering the building.

• **ACCOUNT OWNERS:** Eleyo account owners manage ALL authorized pick-ups. Account owner(s) are responsible for adding additional parents/owners to the account or authorized pick up list. Bronco Club staff will not add/remove people to the authorized pick-up list. Any/all account owners are financially responsible for account balances. Staff may discuss Bronco Club, in relation to your child, with only those listed as an owner on the Eleyo account.

## STAFFING AND SUPERVISION

Bronco Club staff are certified teachers and well-qualified assistants who are committed to providing a warm, supportive environment to enhance the child's self-image. All teachers have a sincere interest in children and complete professional development training each year. Teacher Assistants and Assistants have college experience, are MPS employees, or are high school students who are in good academic standing and come highly recommended by MHS teachers and/or staff.

A major responsibility of staff is to provide for the health and safety of each child. Staff members are alert to the safety and supervision needs of the children, anticipate possible hazards, and take appropriate preventive measures. Staff will not exceed the staff to child ratio of 1:20, 1:10 for Pre-K students. We desire to provide a higher level of learning and care, to provide quality educational activities and maintain a 1: 20/1:10 ratio. We intend that no child be left alone or unsupervised with the following exceptions:



- Running errands inside the building (held to a minimum)
- Using the restrooms
- Helping a teacher (with permission)
- A group of no more than four children in grades 5-6, may be engaged in safe activities inside the building without a staff member. A staff member will be able to see or hear the children at all times and will check on them periodically.

## HOMEWORK/CURRICULUM

Bronco Club is an academically rich program which appreciates the demands on children and their families and have a commitment to their academic learning. Although BC believes homework is ultimately the child's responsibility, we will provide a block of time for teachers to assist as children complete their work. Our daily schedule includes 30 minutes of quiet time each day for homework or reading. During this time, BC staff will be available to provide some assistance if needed but cannot be expected to check child's work for accuracy or completeness or to provide individual tutoring for children.

Curriculum is designed to meet the goals of our program, it provides a variety of activities including arts and crafts, sports and games, music, dramatic play, building and transportation, science and discovery, math and literature, fitness and wellness activities, special interest areas, and special events.

Intermediate sites will experience and participate in more hands-on activities which are more age appropriate and enhance their young adult minds. Bronco Club recognizes these young people need less child care and more brain stimulation. Bronco Club will be a valuable confidence-building program, developing our young adults into productive members of the Mustang community.

## DAILY SCHEDULE

The child's daily schedule is flexible enough to provide adaptability but structured enough to provide predictability for the children. Times may vary at each site, but a typical schedule is:

Elementary		Intermediate	
2:40-3:10	Attendance, snack, bathroom breaks	3:05-3:30	Attendance, snack, bathroom breaks
3:10-3:40	Gym for structured physical activities	3:30-4:00	Gym/Outside for physical activities
3:40-4:10	Outside-Playground	4:00-6:05	STEM Activities, Computer Lab, structured group activities, etc.
4:10-4:40	Academics		
4:40-5:10	Computer Lab		
5:10-5:40	Cafeteria/Gym structured activities		

## OUTDOOR PLAY

Outdoor play periods are required for the children each day as weather permits. In inclement weather, indoor large muscle activities will be provided in the gym. The outdoor play period may be canceled, or the length of time adjusted for extreme temperatures or threatening weather. On extreme temperature days, BC will follow district policy. Please see that children are dressed appropriately for indoor and outdoor active play. This includes appropriate shoes, hats, gloves, boots, etc.

## SNACK

A snack, will be provided each day. This snack is not intended to be a meal. If your child does not like the food served or you would like your child to have more, please feel free to send a healthy snack with your child. Snacks served at each site will be adjusted based on child's allergies.

## MOVIES

As per district policy, only G and PG rated movies will be shown to the children. Parents must specify their child can watch these movies on the enrollment form.

## CHILD GUIDANCE & MANAGEMENT

All school rules apply during BC. The goal at BC is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding children through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others, to prevent damage to property, and to prevent infringement on the rights of others. To provide a safe and secure environment for everyone, the following rules have been developed:

- Show respect for people and property.
- Follow good safety practices.
- Follow directions the first time they are given.

School rules will be in effect to provide consistency for the children throughout their day. In addition, Site Coordinators may, at their discretion, provide additional rules for the children to follow.

Children exhibiting inappropriate behavior will be redirected to an appropriate activity or provided with logical consequences. A child who is having problems playing within the guidelines of the program may be removed to a non-stimulating, supervised area for a period of time to regain control. Parents will be informed of their child's behavior at Bronco Club. Should unacceptable behavior continue, the parent will be contacted to pick the child up early without reimbursement of tuition. If the behavior is continuous, the child may be dismissed from the program.

•**INCIDENT REPORTS:** In cases of serious or recurrent misbehavior, an incident report will be written. Examples may include, but are not limited to, causing a physical injury, taunting, name-calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property. Multiple incidents may result in a suspension from the program.

Should a child's inappropriate activity or behavior result in damage to any MPS owned or leased property, BC reserves the right to assess the parent or legal guardian for all amounts necessary to repair or replace the damaged items or property. BC will apply amount owed to the child's Eleyo account. Past due fees will apply if not paid by invoice due date.

An incident report is intended to inform parents or legal guardians about inappropriate behavior. Staff will discuss the incident with parents or legal guardians, who are asked to sign the report, review it with the child, and discuss better ways to deal with the situation. A copy of the incident report will be given to the parents and a copy will be sent to the BC office. Please remember it is not acceptable for a parent/guardian to engage in an argument with or threaten BC staff and/or children. Examples of such behavior include, but are not limited to, loud voices, foul language, threatening physical harm, or inflicting physical harm. This type of behavior will result in dismissal from the program.

•**SUSPENSION:** In cases of serious or recurrent incidents, parents may be called to pick up their child. Following an opportunity for the child to explain his or her actions, a suspension may be imposed. A parent conference may be required before the child returns to the program. There is no guarantee the child will be allowed to return to the program. Payment will be due for the time a child is suspended. After suspension, if allowed to return to the program and if the child's behavior continues to be inappropriate, the child may be permanently removed from the program.

•**DISMISSAL:** If, at any time, BC determines a child is unable to benefit from the program, unable to abide by the rules, the child's behavior is unsafe or unmanageable, the child's behavior endangers him/herself or others, the child inflicts physical harm to another child, non-payment, late payments, pick up fees or continuous late pick up, the child's enrollment may be discontinued from the program. In such cases, BC would communicate with the parent/guardian prior to dismissal. A child whose enrollment has been discontinued from the program, for any reason, may not seek entrance until the following fall. *(See Discontinuation of Enrollment on page 6 for additional grounds for dismissal.)*

## BULLYING

Bullying behavior will not be tolerated at BC. Certain conditions need to exist to define a situation as bullying. **"Bullying"** means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal communication, or electronic communication directed toward a child or group of children that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any child. If it is determined by BC a child is involved in bullying, disciplinary action will be taken, including warnings, consequences, restrictions, conferences, suspension, and/or dismissal. *(For more information on bullying, please refer to the District Policies and Procedures.)*

Inadvertently saying or doing something that hurts someone else is RUDE.

Purposefully doing or saying something to hurt someone once (or maybe twice) is MEAN.

Intentionally aggressive behavior, repeated over time, that involves an imbalance of power is BULLYING.

## ACCIDENTS, EMERGENCIES & SAFETY OF CHILDREN

The safety of children is of greatest concern at Bronco Club. Several procedures have been devised to assure the safety of our children:

- A telephone is available at each site for emergencies *(Phone numbers listed on page 4.)*
- A staff member trained in first aid, communicable diseases, CPR, verbal de-escalation, or child abuse/neglect recognition and prevention is on-site at all times.
- In case of a minor accident/injury, BC staff will administer basic first aid. For a more serious injury, first aid will be administered, and the parent will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, emergency services (911) will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Parents are required to grant permission for emergency transportation at the time of application.
- A written incident/injury report will be completed and given to the person picking up the child whenever a child:
  - has an illness, accident or injury which requires first aid
  - receives a bump or blow to the head
  - is transported by emergency services
  - is involved in an unexpected event which jeopardizes safety
- If transportation is required for an emergency situation, it will be provided by emergency services, school bus, or parents depending on the nature of the emergency.

## MANAGEMENT OF ILLNESS

Any child or staff member exhibiting any of the following symptoms will be considered to be carrying a communicable disease and should not attend Bronco Club:

- Temperature of 100 degrees or higher within the last 24 hours
- Diarrhea in the last 24 hours
- Vomiting in the last 24 hours
- Severe coughing causing the face to become red or blue or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain, untreated, infected skin patches, unusual spots or rashes
- Unusually dark urine and/or grey or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Sore throat or difficulty swallowing

If a child becomes ill with any of the above symptoms while at BC, the parent/guardian will be notified to immediately pick up the child. The child will be separated from the group, supervised within sight and hearing of an adult, and made as comfortable as possible until the parent arrives. If the parent does not arrive within one hour after contacted, the late pick-up fee of \$10 per five minutes will be assessed. (*See Late Pick-up Fee Policy on page 7 for details.*)

- **COVID-19:** Bronco Club will follow MPS guidelines concerning COVID-19.
- **HEAD LICE:** Per the authority of the Oklahoma School Law Section 815, any child with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice. "Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition, there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

- **SKIN DISEASES:** Per the Oklahoma State Department of Health, skin diseases can have many different causes including allergies, skin conditions, infestations and infections. Signs of infection include redness, tenderness, swelling, and in some cases drainage or fever. It is important to prevent the spread of skin infections by keeping the drainage away from other people or surfaces that people may touch.

All skin infections should be covered with clean dry dressings that completely cover the area and successfully contain the drainage. Continue covering the infection site until it is healed. In cases where proper covering cannot be achieved, the child must be removed until the area has healed.

- **OTHER:** Parents should notify BC personnel in writing if there is a temporary health issue which may inhibit the child's typical daily routine (e.g. sprained ankle, injured collar bone, elbow – no running/climbing, getting over illness – no physical activity, etc.). The school office does not communicate these instances to BC. It is the parents' responsibility.

## **MEDICATION**

Due to storage and safety concerns at BC, it is strongly recommended that all medications be administered at home or during the school day. If this is not possible, BC will administer medication only with completion of a Request for Administration of Medication Form. Medication forms are available on-line at <https://www.mustangps.org/families-students/bronco-club> and must be updated annually. Medication must be in original packaging. Medications must be given directly to the Site Coordinator and will be stored in a designated area inaccessible to the children.

- **SELF-ADMINISTRATION of a MEDICATION:** Children with severe asthma, anaphylaxis or a life-threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A child who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and epi-pen).

- Submit a written statement from the physician treating the child indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.

- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the child.
- It is the parent's/guardian's responsibility to provide the school with an emergency supply of the child's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.

## **SPECIAL SERVICES**

It is the intent of BC to provide group childcare services to all children, without regard to disability or behavioral needs. In its program, BC will not, on the basis of handicap, exclude qualified handicapped persons and shall take into account the needs of such persons in determining the aid, benefits, or services to be provided. However, there may be factors that would preclude the enrollment of any child. These factors include, but are not limited to whether:

- The child constitutes a direct threat to the health or safety of him/herself or others;
- The child's participation requires modifications in policies, practices, and procedures that would fundamentally alter the nature, service, program, or activity being offered, or otherwise impose an undue hardship on the operation of the program or activity;
- The child requires district provided transportation, as transportation services are not provided to any child.

Initial enrollment decisions will be based on reasonable judgment concerning the child's participation in a group child care setting. Parents will need to provide all pertinent information regarding the child's special needs, and complete a written medical/physical care plan, if necessary, to assist the staff in the care of the child. Determination of accommodations to meet the special needs of the qualified handicapped child will be made on a case-by-case basis. Initial enrollment may be provisional for a period to be stated by the coordinator at the time of enrollment and continued enrollment may be reconsidered at any time, for any child.

## **PARENT PARTICIPATION/COMMUNICATION**

Parents are welcome to visit and observe the program at any time and are encouraged to participate whenever possible in the activities at BC. You may wish to attend and help with various projects, share special interests, or simply observe. When visiting, please notify the Site Coordinator of your presence. The Site Coordinator is available to discuss your child's needs and parents are encouraged to share any thoughts and information about their child at any time. However, due to staff responsibilities and schedules, parents are asked to make an appointment with the Site Coordinator whenever it is necessary to engage in lengthy conversations.

Parents are encouraged to inform BC of any questions, suggestions, or concerns they may have. Concerns should first be addressed with the Site Coordinator. Every effort will be made to resolve it at once. If the situation cannot be resolved on-site, the BC office may be contacted, and a conference may be arranged. The Bronco Club District Coordinator and/or Director will make every effort to address concerns and resolve the issue.

To keep parents advised about BC the staff will communicate in one or more of the following ways:

- Bronco Club Facebook
- Email
- Text

\*Emails and texts will be sent to the contact information you provided at enrollment. Please keep your information updated through your Eleyo account.

## **ADDITIONAL INFORMATION**

- Unless the parent or legal guardian informs BC, in writing, to the contrary, the parent or legal guardian gives BC permission to use and/or publish your child's photograph and/or likeness, your child's name, and/or your child's work

(including but not limited to art work, drawings, writings, poetry, crafts, etc.) in the media, newspapers, the internet, newsletters, videos, publicity materials, and/or any other format or medium.

- The BC telephone must be available for emergencies. For this reason, children are permitted to use the phone only for emergencies at the discretion of the BC staff. Children are not allowed to use personal cell phones or texting or calling without the permission of a BC staff member.
- Although staff will make every effort to help children keep track of their personal belongings, the final responsibility rests with the child. Appropriate items may be brought to the program, but if they are lost, stolen, or broken, BC cannot be held responsible for replacement or repair. This includes any electronic devices which may be used at BC only during homework time and on scheduled dates. Please check with your Site Coordinator for more information.
- BC reserves the right to search the child's belongings if the need arises.
- In an effort to provide consistency for the children, the BC staff will have on-going communication with the school staff. By enrolling your child at BC, you consent to this communication.
- A parent may take photos of his/her child at BC events. However, parents may not post any photos from BC events on the internet or social media if they include other children (children for whom you are not the parent or legal guardian.) Many parents do not wish their child's photo to be on the internet or on social media, and BC respects their wishes.
- Employment of BC staff members by parents for personal child care services is at the parent's own discretion. Parents have the sole responsibility to determine whether a person has the skills and attributes to properly attend to their child and may in no way rely upon BC to make that determination. BC is not responsible in any way for the actions of employees beyond BC program hours or off BC premises. Parents are required to complete a Personal Care Release of Liability form, releasing BC from liability, before a BC staff member begins employment with their family.

## SUMMER CAMPS

### **GENERAL CAMP INFO:**

- Summer camps are paid in full at the time each contract is approved.
- \$20 Sibling discount for each camp.
- Campers going into K-6 (completed Pre-K-5).
- Payments will not be accepted the week before camp begins or once camp starts.
- Tuition includes camp t-shirt, reusable water bottle, field trip, weekly snow cone, etc.
- Hours of Operation: 7:00am-6:00pm
- Field Trips/Activities: Weekly field trips or guest presenters and a swim day have been arranged. Please refer to the summer calendar for specifics. Please plan to send appropriate attire for each field trip, swimsuit, sunscreen, towel, bottle of water, etc. All field trip costs are included in camp tuition.

\*\*Please refer to your contract and summer terms and agreements for more detailed information.

## THANK YOU

Thank you for choosing Bronco Club as your child care provider. The fact you have enrolled your child and are reading this handbook demonstrates your genuine concern for the welfare of your child. We appreciate the opportunity to work with you and your child; and we will make every effort to see that your family enjoys a positive experience with BC.