

Bert's Club Program

Parent Handbook



Bert Raney Elementary School
555 7th Ave. Granite Falls, MN 56241

OUR MISSION:

To provide a safe, supportive, and engaging environment where children can grow academically, socially, and emotionally after the regular school day.

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INFORMATION & LOCATION

Program Name: Bert's Club Program

Grades Served: YME Enrolled PreK–4th Grade

Location: Bert Raney Elementary School, Basement Room #B8

Address: 555 7th Ave, Granite Falls, MN 56241

Contact Information:

(320) 564 -4081 ext. 121, afterschool@isd2190.org

Hours of Operation:

- **School Days Monday–Friday:** 3:00 PM – 5:30 PM
- **Scheduled Early Release Days:** 1:00 PM – 5:30 PM
- **Full Days/Staff Development:** 7:30 AM – 5:30 PM
- **Summer Programming days:** 7:00 AM - 5:30 PM

Program Availability:

Bert's Club After School Program follows the school district calendar, including teacher in-service days. We are closed on major holidays and district-declared emergency closure days (including late starts and early dismissals). Bert's Club Summer Program is open Mondays-Fridays with the exception of the summer holidays of Juneteenth and the 4th of July.

STAFF

- **Community Education Director:** Tim Knapper
 - Contact: knapper@isd2190.org
- **Program Coordinator:** Brooklyn Sorensen
 - Contact: brooklyn.sorensen@isd2190.org
- All teaching staff are trained in emergency needs, social emotional development and behavior management.

DAILY SCHEDULE

Our program offers a balance of academic support and enrichment, including:

- Time to work on homework and read with minimal assistance or trained help
- Creativity with children in STEAM and hands-on activities
- Physical activities (BRE Gym) & outdoor time (weather pending)
- Social-emotional learning activities (crafts, socials skills, group building game and activities for all ages in program)

CHILDREN'S BELONGINGS

Required:

We ask children to have their normal school materials and will provide a location where they may hang their backpacks. We ask that students have a water bottle with them for use in outdoor time. We will not provide water bottles for your child(ren). During winter months and rainy fall, spring, and summer days we ask your child to have weather-appropriate and tennis shoes. (shorts/T-shirt - heat, sweatshirt- colder mornings/temps, sunscreen for summer, waterbottle, and a spare set of clothing.) .

Please Leave at Home:

Toys or valuables including personal electronics. Children with phones and devices will follow our school policy of no phone usage during Bert's Club After School Program.

Note: The Bert's Club Program is not responsible for lost, broken, or stolen items.

Transportation:

Students will walk to destinations whenever necessary. Any other arrangements for transportation will be communicated to families and preapproved. Note: We are currently working on transportation for Summer Rec. activities.

BEHAVIOR PLAN & PARTICIPATION ELIGIBILITY

All children are expected to engage respectfully and safely. The following behavior guidance steps are followed:

1. Verbal reminder and discussion of expectations
2. Redirection from the activity
3. Time-out if redirection is not successful
4. Parent contact if behavior escalates or continues
5. Removal for the day if necessary
6. Behavior plan developed in collaboration with family (if appropriate)
7. Removal from the program if behavior does not improve or safety is compromised

Note on Participation Eligibility:

Bert's Club Afterschool Program is a group-based environment. **At this time, we are not equipped to provide one-to-one support, behavioral aides, or IEP-specific accommodations.** Students requiring individual supervision or intensive behavioral support may not be eligible for enrollment. This decision is based solely on the capacity of our staffing and program model and is **not a reflection of a child's value or potential.**

Immediate Dismissal Clause:

Children who present a risk to the safety of others (including verbal or physical aggression, repeated obstinance, or defiance requiring restraint) may be dismissed immediately at the discretion of program administration.

MEALS & SNACKS

- Bert's Club After School Program will provide each child with a daily afternoon snack. We ask families to limit bringing their own snacks, but understand allergies and kids' individual needs. If a snack is brought, please inform staff ahead of time so we can avoid conflicts with the allergies of our other children.
- On full-day programming, students must **bring their own lunch** and a **water bottle** from home.
- Bert's Club Summer Programming will provide students with a FREE breakfast & lunch Monday - Thursday of programming (Note: subject to change with meal coverage for Fridays)
- Bert's Club will provide 2-3 daily snacks in morning and afternoon times.

HOURS & LATE PICK-UPS

Operating Hours:

Monday-Friday: 3:00 PM – 5:30 PM

Early Out: 1:00 PM – 5:30 PM

Full Days: 7:30 AM – 5:30 PM

Summer Days: 7:00 AM – 5:30 PM (Closed holidays based on Juneteenth & Fourth of July)

Late Pick-Up Fees:

- \$10/child per day if picked up between 5:35–5:45 PM
- \$1 per additional minute after 5:45 PM
- Consecutive late pick-up times may result in a parent meeting and removal from the program.
- If a child is not picked up by 6:15 PM and no guardian can be reached, local authorities may be contacted.

DROP-OFF & PICK-UP POLICIES

- All children must be signed out daily by an authorized adult.
- Photo ID required for unknown individuals that are prior approved on the **pre-approved list**. Parents may not linger in the program area or interact with other children. For the safety of all students, please limit pick-up to check-out and brief communication only.

FEES & PAYMENTS

Programming	Hours	School Year	Summer
Regular school day rate	3:00 pm - 5:30 pm	\$18	NA
Early out day rate	1:00 pm - 5:30 pm	\$25	NA
Full day rate	7:00 am - 5:30 pm	\$40	\$40
Full week rate	5 days a week	\$90*	\$175
Drop-in rate		add \$5 to daily rate	add \$5 to daily rate
Registration Fee	One time annually	\$40	\$40
	<i>*early out & full days extra</i>		

Vacation Credit: Each child receives three vacation days to use throughout the summer. These will be days gone due to illness, vacation, etc. where guardians will not be charged or credited for the day.

All payments must be prepaid made via the Sting Store on the school website.

Payments are due no later than 9:00 am on Wednesday the week prior to allow for proper staffing for the upcoming week. Bert's Club Program may remove or pause care if payments are not current.

Parents are responsible for notifying Bert's Club Program if their child will be absent.

EMERGENCY PROCEDURES

In the event of an emergency, serious injury, or illness, staff at Bert's Club Program will immediately contact the parent or guardian. If a parent or guardian cannot be reached, staff will contact the individuals listed on the child's emergency contact card. If none of the emergency contacts are available, staff will call 911 for further assistance.

In life-threatening emergencies, staff will immediately call 911, followed by notifying the parent or guardian as soon as possible.

An incident report will be completed by staff for all emergencies or injuries. Parents or guardians will be informed and asked to review and sign the report to acknowledge communication of the incident.

HEALTH POLICIES

Children must stay home if they are ill, contagious, or unable to participate comfortably in daily activities. Common exclusions include:

- Vomiting or diarrhea within 24 hours
- Fever over 100°F (child must be fever-free for 24 hours without medication)
- Conjunctivitis (pink eye) unless cleared by a doctor
- Lice, ringworm, or other contagious infection

MEDICATION ADMINISTRATION

Staff will NOT administer medication. This includes over-the-counter medications like Tylenol/ibuprofen.

MANDATED REPORTING

All staff at Bert's Club Program are **mandatory reporters**. Any suspicion of abuse, neglect, or endangerment (including intoxicated pick-up attempts) will be reported immediately to Yellow Medicine County Family Services or law enforcement in accordance with state law.

Please note that this handbook is a living document and may be updated or revised as needed to reflect changes in policies, procedures, or program needs.