

..... *Wildcat*
CLUBHOUSE

**FAMILY HANDBOOK
2026-2027**

Purpose & Philosophy

Welcome to Piedmont Public Schools Wildcat Clubhouse Before and After School program. Wildcat Clubhouse is committed to providing fun, safe, and enriching experiences in a respectful and nurturing environment. We promote lifelong learning skills for children outside the regular school day throughout the Piedmont School District.

Days & Hours of Operation:

Wildcat Clubhouse follows the PPS calendar and operates on days when school is in session.

ECC	7:15-8:00	3:30-5:45
NW	7:15-8:15	3:45-5:45
PES	7:15-8:15	3:45-5:45,
SRE	7:15-8:15	3:45-5:45
PI		2:50-5:45
SRI		2:50-5:45

Enrollment & Operation

The Wildcat Clubhouse program is operated for the benefit of students in grades PK-6. Students are accepted as space is available and program staff is able to meet the needs of the student. Wildcat Clubhouse follows the Piedmont Public Schools calendar and operates on days when school is in session. Wildcat Clubhouse is NOT in session on professional development days or teacher resources days. When PPS is closed for breaks, holidays, or due to an emergency, Wildcat Clubhouse is closed.

Enrollment

Enrollment must be completed via the link available at

<https://www.piedmontschools.org/students-parents/parent-information/wildcat-clubhouse-before-after-school-care>

Special Services: It is the intent of Wildcat Clubhouse to provide group before- and after-school care to all qualifying children. Wildcat Clubhouse will not exclude a student due to a disability and will consider the individual needs of the student in determining whether and what reasonable accommodations and services are to be provided. However, there may be factors that would preclude the enrollment or result in the termination of any child. These factors include whether:

- The child is a direct threat (a substantial risk of serious harm) to the health or safety of 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; or
- The child requires district-provided transportation, as transportation services are not provided to any child.

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 child will be made on a case-by-case basis. Initial enrollment may be provisional for a period to be stated by the supervisor at the time of enrollment, and continued enrollment may be reconsidered at any time for any child.

Tuition

Parents/guardians may select from the payment plan that best suits their needs. Notice to change payment plans or cancel registration must be provided at least 30 days in advance:

Students enrolled in Unlimited Monthly, AM Monthly, or PM Monthly will receive an invoice on the 15th of each month for the month ahead.

For students enrolled as "drop-ins," attendance will be taken each day, and an invoice will be sent on the 15th of each month for all days attended during the previous month's session.

Invoices will be sent to the parent/guardian email on file and will reflect the amount due for the previous monthly session. Invoices can be expected on:

We ask that all payments be made within 10 days of receiving the invoice. Please note: Failure to pay on time will affect your child's ability to participate in the program.

Staff to Student Ratios

Wildcat Clubhouse follows an average ratio of one childcare worker: 10 students.

Wildcat Clubhouse Programming

PHYSICAL ENVIRONMENT

Space should be safe and inclusive for all students. Indoor and outdoor opportunities for large- and small-muscle play, dramatic play, art, and more will be provided. Every effort should be made to group students by age.

CHILDCARE WORKER/CHILDREN ASSIGNMENTS

Children are expected to stay with their assigned childcare worker and in their assigned area.

CHOICES

Time for **self-selection** is incorporated in the daily schedules. Staff is expected to participate in self-selection (free-choice time) by asking questions, participating in pretend play, reading books to children, and encouraging children to try new activities.

Time for **outdoor play** is incorporated daily, weather permitting. Students should bring appropriate weather wear, including appropriate shoes, coats, hats, and gloves.

SNACKS: Wildcat Clubhouse provides a daily snack for students. This snack is not intended to be a meal. Please note: PPS is an [Allergy Aware](#) environment.

Students with intolerances, allergies, or preferences may bring their own healthy snack. Students should not be given any food, candy, or drinks without Wildcat Clubhouse supervisor approval.

STUDENT MANAGEMENT EXPECTATIONS

All school rules apply during Wildcat Clubhouse. One goal at Clubhouse 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 Supervisors 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 difficulty playing within the program's guidelines may be moved to a nonstimulating, supervised area for a period of time to regain control. Parents will be informed of their child's behavior at Wildcat Clubhouse. 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.

WILDCAT CLUBHOUSE DISCIPLINE REPORT LOG: In cases of serious or recurrent misbehavior, a discipline report will be written. Examples may include, but are not limited to, causing a physical injury, taunting, name-calling, racial slurs, 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 PPS-owned property, Wildcat Clubhouse reserves the right to assess the parent or legal guardian for all amounts necessary to repair or replace the damaged items or property.

The Discipline Report Log 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 log, review it with the child, and discuss better ways to deal with the situation. A copy of the discipline report will be given to the parents, and a copy will be sent to the district office.

Logged disciplinary reports will result in:

- 1st Time: Time out for the remainder of the day
- 2nd Time: Parent contact to pick up
- 3rd Time: One week suspension from the program
- 4th Time: Removal from the program

It is not acceptable for a parent/guardian to engage in an argument with or threaten Wildcat Clubhouse 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 immediate termination from the program.

TERMINATION: If, at any time, Wildcat Clubhouse 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 or staff member, non-payment, late payments, continuous late pick up, the child's enrollment may be terminated from the program. In such cases, Wildcat Clubhouse would communicate with the parent/guardian prior to dismissal. A child whose enrollment has been discontinued from the program, for any reason, may not be allowed to enroll in Wildcat Clubhouse the following school year.

ILLNESSES, ACCIDENTS & EMERGENCIES

*** It is important to note that Wildcat Clubhouse does NOT have a registered nurse on duty.*

Illness: A healthy, safe learning environment is a top priority for Wildcat Clubhouse. Children will be sent home as soon as possible if any of the following are experienced:

- an illness preventing the child from participating comfortably in activities (as determined by the staff;
- an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom;
- or a child is experiencing any of the following conditions:
 - **Fever of 100.5 or greater**, until 24 hours symptom-free without fever-reducing medication
 - **Abnormal respiratory symptoms**
 - **Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing**
 - **Diarrhea** (not associated with diet changes or medications) until diarrhea stops for 24 hours or is deemed not contagious by a licensed healthcare professional
 - **Persistent abdominal pain**
 - **Mouth sores with drooling**, unless a licensed health care provider determines sores are not contagious
 - **Rash** until a licensed healthcare professional deems them not contagious
 - **Pink eye**
 - **Scabies** until treatment is complete
 - Other illnesses will be addressed by the district nurse when possible

If a child becomes ill while in our center, he/she will be sent home. We will isolate him/her within our sight and hearing and notify the parent immediately. The parent is expected to pick up as soon as possible. The child may return to care when ALL the following has been met:

- has been appropriately treated by a physician
- is fever-free without the aid of medication for at least 24 hours
- symptoms are improving

- has been given written medical approval to return to the program

Medication: All child medications will be stored in the office and administered by the Supervisor or the parent/guardian. Sunscreen may be applied with a signed permission slip on file.

Relocation: Some emergencies require moving to an alternate location, such as a bomb threat or a fast-moving wildfire. Wildcat Clubhouse employees will follow the relocation procedures, which include a plan for transporting everyone, a list of items to bring, a predetermined location, and a plan for reuniting parents and children. If relocation is necessary, parents will be notified via Parent Square.