

Elkhart Lake - Glenbeulah
School District

**CHILD CARE/
PRE-SCHOOL
PROGRAM
2026-27**

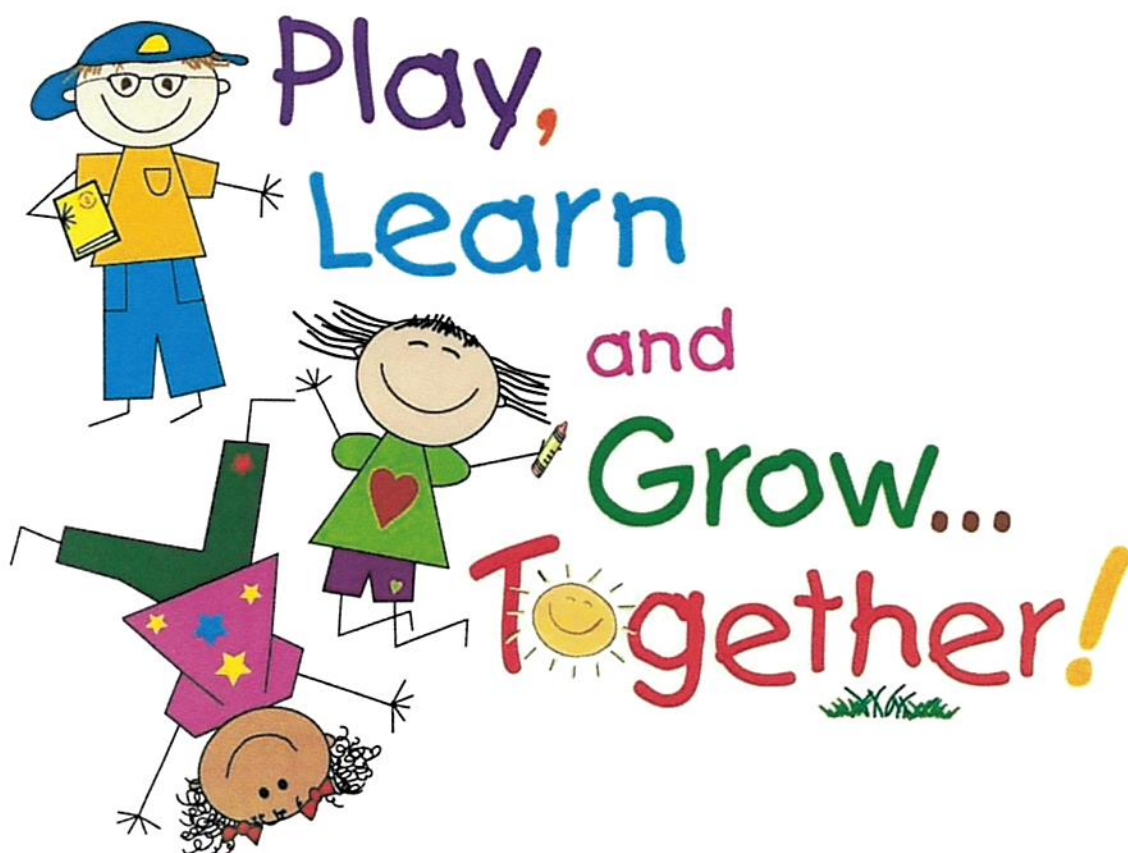


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Come to Elkhart Lake-Glenbeulah to Play, Learn & Grow Together

Dear Parents,

Welcome to the Elkhart Lake-Glenbeulah Child Care located in the elementary/middle school building. I am the director of the 3K Program and before and after school childcare program. Our program is designed to provide a safe, positive and fun environment for children to learn and play between the hours of 6:00 a.m. and 6:00 p.m. Monday – Friday. Students can choose to participate in engaging activities including science experiments, art, yoga, music, building and even computer enrichment activities using laptops. This independent childcare enables students to develop their communication skills with each other and with our creative, dedicated and well trained staff all in a safe, friendly, family-oriented environment.

This booklet is written in correlation with the Elkhart Lake-Glenbeulah School District Handbook and emphasizes policies and items specific to the Elkhart Lake-Glenbeulah Child Care Center. If at any time you have any questions, or are unclear of something, please feel free to ask our staff. It is important to the program's success that everyone completely understands how the program works. Please read and feel comfortable with the policies before you sign them in agreement. The policies in this packet revolve around the health and safety of your child/children.

Thank you,

Kelly Thill
Director of Elkhart Lake Glenbeulah Childcare
kthill@goresorters.com
Direct Line: 920-876-2856

THE ELKHART LAKE-GLENBEULAH CHILD CARE PHILOSOPHY

The Elkhart Lake-Glenbeulah Child Care believes children need a healthy, safe place to learn and play. This supportive environment offers students assistance with academics and implements developmentally appropriate activities for children ages 3 thru age 11. The children's needs are addressed in individual and group settings. Through group projects, individual projects, games and activities, positive engaging learning situations are achieved.

OVERALL PROGRAM GOALS

1. To provide high quality childcare that compliments the elementary school.
2. To meet the childcare needs of the families in our community and school district.
3. To provide hands-on learning opportunities that include: arts, crafts, sports, music, cooking experiences, computer usage, dramatic play and more.
4. To provide an environment for children to maintain a positive self-perception of oneself and school.
5. To provide an opportunity for children's independence through the freedom of choice in a safe, comfortable setting.
6. To provide a nurturing environment through both structured and free time activities on an individual and group basis.

ADMISSION POLICY

To enroll a child in the Elkhart Lake-Glenbeulah Child Care, parents and students must agree and understand its policies and procedures to promote success. Students 3-11 years of age, of any race, gender, creed, ethnic and national origin and abilities, who are currently enrolled in the Elkhart Lake-Glenbeulah School District, are welcome.

Enrollment may be completed by:

1. Meeting with the director to review your scheduling needs and touring the facility with your child.
2. Submitting **ALL** paper work: registration forms, attendance schedule and signed contract **BEFORE STARTING**.
3. Pay the registration fee.
4. Child is admitted on the agreed start date.

To insure quality care for all, the children enrolled at the Elkhart Lake-Glenbeulah Child Care will begin a one-month probation period upon starting the program. We want to accommodate the needs of each individual appropriately. If for some reason during the probationary period we feel the child has extra needs our staff cannot accommodate, a meeting will take place to discuss possible alternatives to fit the student's needs.

ARRIVAL AND DEPARTURE POLICY

Parent/Guardian sign-in and pick-up is required for each child. An authorized adult must accompany children being dropped- off or picked up, unless they arrive by bus. The childcare is open from 6:00 a.m. to 6:00 p.m. **All children must be picked-up by 6:00p.m. or a seven dollar per minute per child fee will be added to the billing statement. Additionally the childcare is licensed to begin care at 6 a.m. M through F so children are not able to enter the childcare until 6 a.m.**

HEALTH AND SAFETY POLICY

In order to maintain a healthy and safe environment, the childcare requires:

The door to our room is **LOCKED** at **ALL** times. The students **MUST** wait for STAFF or PARENTS to OPEN the DOOR. This is for the safety of our students.

- ✓ Notification of a contagious or communicable disease.
- ✓ Current health records and immunization requirements on file with the school office.
- ✓ Medical consent forms signed and dated with medications in original labeled container.
- ✓ Children experiencing diarrhea, vomiting, fever, eye or ear discharge, sore throat, or an undiagnosed rash should not attend childcare. Parents will be called to pick up their child if this occurs while the child is at childcare. Due to school policy, children will not be re-admitted into childcare until **24 hours** after their condition has passed. Please follow this as we don't want an outbreak!
- ✓ Children with a case of head lice will be excluded from the center until their head is completely nit-free.
- ✓ Children who become ill at the center will be isolated, and the parent will be contacted to pick up the sick child immediately. If the parent cannot be contacted, the emergency contact will be notified.
- ✓ In case of an extreme emergency situation 911 will be contacted.
- ✓ Staff members will treat minor injuries such as scrapes, cuts, bruises, and bumps by washing the affected area and applying band-aids or ice packs.
- ✓ Staff members will document any minor injuries.
- ✓ Any daily or prescription medications need to be taken to the front office and a medical form will be filled out there.
- ✓ In addition to documenting incidents/accidents in a medical log, contact with the parents via phone call or email or a documented description of the incident will go home with the child.
- ✓ For the safety of your child, please be responsible about updating your child's emergency information. It's not unusual for families to change jobs addresses and phone numbers.
- ✓ Part of maintaining health and safety is promoting good nutrition. Include a fresh fruit and/or vegetable to instill healthy habits. 3K and 4k students have the option of having hot lunch during the school year. You may deposit money into your child's account.

GUIDANCE AND DISCIPLINE

The guidance and discipline policy promote maturity and growth in every child. The childcare staff members serve as role models to help students learn self-control. Staff members create a positive atmosphere by using these techniques:

- Communicating with parents about techniques at home and at school.
- Guiding children with clear consistent and fair limits.
- Valuing mistakes as learning opportunities.
- Encouraging verbal communication skills.
- Patiently reminding children of the procedures and rules and redirecting them as needed.

The Elkhart Lake-Glenbeulah Child Care views some behaviors as unacceptable. These behaviors are:

- ❖ **Violence to oneself or others**
- ❖ **Swearing or abusive language**
- ❖ **Weapons on school grounds**

These behaviors could affect a child's eligibility to continue enrollment in the program. A meeting between the parent, teacher, and the director will discuss the incident and if the program can continue to accommodate the needs of the child. If patterns of incidents persist, a child may be denied the privilege of attending our program. In this case, the child would be dismissed.

DISMISSAL POLICY

The childcare provides positive social learning experiences for all enrolled. If it becomes apparent a child can no longer benefit from our program, the parents will be informed of a dismissal. Dismissal from the program only occurs if the child denies his/her responsibility to respect him/herself and others in our childcare community or if the parent refuses to pay childcare fees. Any child acting out any of the unacceptable behaviors above could be at risk of dismissal. This firm but fair rule promotes the safe and healthy environment all children deserve. If the child denies the right to learn from past mistakes and continues to repeat negative behaviors, an alternative program may be the answer.

INCLEMENT WEATHER:

The inclement weather policy states if school is cancelled due to severe weather conditions, the childcare is also cancelled for the day. **YOU WILL NOT BE CHARGED IF SCHOOL IS CLOSED, FOR THAT DAY.** If the start of school is a 2 hour delay, childcare will open at 7 a.m. Please remember, a 2-hour delay means the morning 4K class is cancelled. If the school has an early dismissal, the childcare will contact the parents of children that are regularly scheduled so that they can pick up their child as soon as possible for the safety of everyone. You will be notified via the district website, email/text, Elkhart Lake Glenbeulah School District Facebook page and the following television/radio stations broadcast school closings and delays:

TV stations:

- **WTMJ-TV 4**
- **WFRV-TV 5**
- **WISN-TV 12**

Radio stations:

- **WTMJ-620 AM**
- **WKTI-94.1 FM**
- **WKTT-98.1 FM**
- **WXER-104.5 FM**
- **WHBL-1330 AM**
- **WWJR-93.7 FM**

FEES

The fees for childcare services are based on staffing needs established by the state and the maintenance of running a quality program. We ask that when making out checks for day care services, please make them out to Elkhart Lake-Glenbeulah Child Care and for the **exact amount** owed. There is a registration fee of **\$55.00** for the school year. This fee is required for all students paying the "regular fee". If the registration fee is not paid, the "drop-in fee" will be charged. The fees are as follows:

	<u>Regular Fee</u>	<u>Drop-In Fee</u>
3 yr. old - Kindergarten	\$5.00 per hour	\$7.00 per hour
1 st grade -6 th grade	\$4.50 per hour	\$7.00 per hour

Due to staff/child ratios there is a minimum of a 1-hour charge for any child at the child care center. Hot lunch is available for 3-5 year-olds in childcare during the school year. Be sure to check your child's Infinite Campus lunch account regularly and add money as needed. See page 9 for instructions on how to do that.

**** A signed contract will be filled out by all families attending, see page 11 for the contract. Sign and return by first day of care or at start of new school year.**

PLEASE MAKE CHECKS PAYABLE TO ELKHART LAKE-GLENBEULAH CHILD CARE.

Fees are due by the 20th of the month following the month in which the fees were incurred. If your bill is NOT PAID by the 20th of the month a \$10.00 PER DAY charge will be added on to the balance. **If the bill is NOT PAID by the 20th of each month your child will NOT be able to attend childcare. If HARDSHIP OCCURS PLEASE CONTACT the director for payment accommodations.** If a child is picked up from childcare after 6:00 p.m., a **\$7.00 per minute/per child late fee** is automatically added to the balance (our child care is not licensed to be open prior to 6:00 a.m. or after 6 p.m.).

Drop-in care is available, but please contact the childcare prior to dropping off children. This policy is to make sure the childcare has openings for your child for the day and that the student/staff ratio is properly maintained per state licensing.

FAMILIES WILL BE CHARGED FOR A MINIMUM OF 10 HRS. PER WEEK.

*****UNLESS CHILD CARE IS CLOSED. This does not pertain to our pre-school program.**

If you have any questions, please contact Kelly Thill.

ATTENDANCE:

CHILD CARE WILL BE OPEN ON ALL INSERVICE DAYS

Please notify us if your child will be coming at a time they are not normally scheduled. Likewise notify us if you will be out of town and don't need care. It is very important to do so for the following reasons:

- Staff need to stay informed
- Safety reasons
- Staffing ratios

*****If you sign-up for a time and don't show you will be charged for that time on an in-service day.***

DIRECT PHONE NUMBER: 920-876-2856

EMAIL: childcare@goresorters.com

The childcare will be **closed** the following days:

The school's scheduled Christmas Vacation
Good Friday
In climate Weather (SCHOOL CLOSED)
Memorial Day
Fourth of July
Labor Day
Thanksgiving and the Friday after

We will notify ahead of time of any other closings

THINGS TO BRING:

BACKPACK LARGE ENOUGH TO HOLD 9 x 11 FOLDER.

* Sleeping bag is required for all 3K and 4K students attending childcare in P.M.

* A.M. daily healthy snack (9:15 -9:30 a.m.)

* Cold lunch with an ice pack for in-service days, for Summer and any days when school is not in session.

* **No glass containers please.** This is not safe for all.

*Please make sure all items are labeled to help prevent loss or damage to any of your child's possessions.

* Extra set of clothes in their back pack of your 3, 4 and 5 yr. old. **All children attending ELG Childcare must be fully potty trained.**

Before school students have the option of bringing their own breakfast food labeled in an air tight container. Breakfast time is 6:00a.m. - 7:20 a.m. and is optional.

Please keep this handbook in a safe and convenient place to use as a reference throughout the year. Be sure to sign the contract and return with registration and fee.

We are looking forward to a GREAT year!

Thank you,

ELG Preschool and Childcare Staff

Please read this important information in its entirety. Both you and your child(ren) need to understand the new food service program.

Parents / Guardians -

Welcome to Infinite Campus Food Service and Online Payments effective April 1, 2024.

The Elkhart Lake-Glenbeulah School District has recently purchased Campus Food Service and Online Payments. Through the Parent Portal, you can now conveniently log on to view individual or family meal account balances, sign up to receive low balance e-mail notifications, and view daily meal purchases in real time. That's right....no more lunch and milk tickets!

In addition, Campus Food Service works with the Campus Mobile Portal app and is accessible at your fingertips. With the app, you can view meal account balances for one or multiple children. The app can be downloaded for free from iTunes, Google Play or Amazon, depending on your device.

Important information for PARENTS / GUARDIANS to know....

⇒ All children in your family will be in one household account

⇒ Parents are asked to go into their household account to add money for lunch and/or milk for all children

⇒ Eligibility for free or reduced lunch will carry over with our online lunch program. Students should go through the lunch line and scan their barcode. No payment or reduced payment will be charged

⇒ You also have the convenience of using Campus Online Payments. This is a reliable and secure payment processing solution that allows you to submit food service fees 24/7 via the Portal. Payments accepted online included credit cards (with a 3.85% fee) and bank e-checks (with a \$.35 processing fee). Cash and checks will continue to be accepted at both school offices and added to your household account the same day. Please note the morning is often a busy time and deposits may not happen until later in the day

⇒ Parents have the option to set up a low balance notification and recurring payments in the Portal (under Manage Account). Weekly messages with your account balance will be sent via Campus POS account messenger

⇒ Any refunds that need to be made to your account will be done via paper check from the district office, not returned to your bank account or credit card

From the computer:

1. Once you are logged in, menu options in the left-hand column: FOOD SERVICE
2. Your child(ren)'s name should appear. Click PAY
3. Enter any amount for each child -- Add to Cart
4. On the right, click on MY CART
5. Add a payment method --> Save --> Submit payment
6. E-checks may take up to 48 hours to process the payment

From the mobile app (search Infinite Campus - Campus Parent):

The stacked bars on the top left-hand side are your drop-down menu. Select FOOD SERVICE
Follow the same steps as you would on the computer (see above)

Important information for STUDENTS to know.....

Students will use their student number to access their account in the lunch line. Printed barcodes will be placed in a binder in each cafeteria for the cashier to use as needed.

⇒ ***Elementary student*** (Child care - 4th grade) bar codes will be scanned in the cafeteria - no need to memorize, unless they want to

⇒ Until they are memorized, ***Middle school and high school students*** will receive a card that contains their student number and barcode. They can keep this card in their phone case, Chromebook case or other personal belongings they bring to lunch. Students can also use the keypad to manually enter their student number once memorized

⇒ No student should use the student number of another student. If forgotten, please ask the staff cashier to scan the barcode from the binder

⇒ No cash will be accepted in line - no exceptions. Cash should be given to the office to be added to your lunch account before school, if possible. Please label all money brought to the office with the student's name

If you have any questions regarding Food Service, Online Payments or the Mobile Portal app, please contact Diane Hassinger at dhassinger@goresorters.com.

Have a great day!



August 2026

Child Care Families,

We are busy planning new weekly themes for the coming school year. In order to provide high quality and appropriate staffing we need to have an accurate count of how many students we will have each day to remain in child-to-staff ratio per licensing. We are requesting a 2-week schedule of your childcare needs. Please include drop-off time and pick-up time. We are open from 6 a.m – 6 p.m. Monday thru Friday. The school day is from 7:50 -3:00 with AM 4K being 7:50-10:50 and PM 4K being 11:50 – 3:00. Depending on the number of children we have each morning and afternoon determines how many staff are needed. This will also help assure we have plenty of supplies for projects and activities each day.

Also, when reserved for that 2-week schedule if your plans change and childcare is no longer needed, a 24-hour notice is required. If we weren't notified of any schedule changes you will be charged for the hours originally scheduled. We will make every attempt to accommodate your change of schedule. Your cooperation is greatly appreciated.

If you have any questions, please let me know.

Thank You,

Kelly Thill

Elkhart Lake-Glenbeulah Childcare Director

kthill@goresorters.com

Direct Phone Line 1-920-876-2856

-----Please cut and return to ELG Childcare-----

We have read the 2026-27 Elkhart Lake-Glenbeulah Childcare Handbook with a digital copy available on the school website under childcare or if needed a hard copy is available from staff at ELG Childcare. I understand that I am expected to read the entire handbook and ask questions as needed. I understand I am responsible for my Infinite Campus childcare account balance each month. Please sign, date, cut and return to Kelly at ELG Childcare at the start of each school year or by your child's first day of care. Thank you! Let's have an awesome school year!

Print Child's Name _____

Print Parent's Name _____

Parent's Signature _____

Date _____