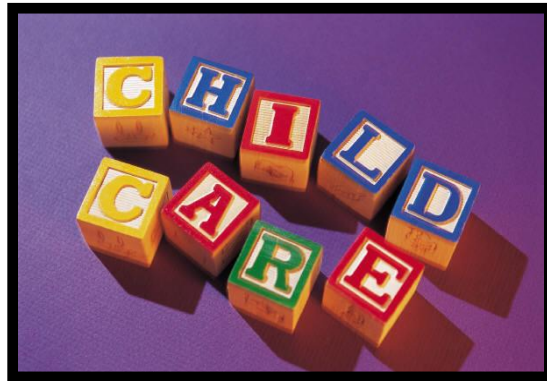


Northern Wells Community Schools

Ossian Bear Care Lancaster Bobcat Care Handbook



Ossian Elementary School
Lancaster Elementary School

2021-2022

Bear and Bobcat Care Information

Bear and Bobcat Care will be available to Northern Wells students in grades PreK-5. Services will begin the first day of school and end the last day of school. The Bear and Bobcat Care program begins at 6:30 a.m. each morning and closes at 6:00 p.m. each evening. Bear and Bobcat Care will operate each day school is in session regardless of delays due to inclement weather.

Bear and Bobcat Care are equipped with staff, materials, and food service needed to provide full-day care in the event of an eLearning day. **In the event of an eLearning day, Bear and Bobcat Care will be open 6:30a.m. - 6:00 p.m.** If children are at school when the decision is made to cancel school, Bear and Bobcat care will remain open until 6:00 p.m. Bear and Bobcat Care will not operate on school vacation days such as Labor Day and Christmas breaks.

If you need to get a hold of the Bear and Bobcat Care provider(s) during the morning hours of 6:30 a.m. to 9:00 a.m. or 3:30 p.m. to 6:00 p.m. please call 565-3135 Ext. 5107 for Lancaster and 622-4179 Ext. 5535 for Ossian.

Breakfast and Snacks

Northern Wells is receiving federal funding with the USDA Grant for the 2021-2022 school year. This means breakfast is free. A free snack will be provided in the afternoon. You may also send breakfast or snack items with your child each day. **NOTE: Please do not send in anything that contains nuts.**

Fees and Payments

- Fee schedule approved by the NWCS School Board on August 3, 2010: \$2.50/hour per child.
- Billing is calculated in 15 minute increments which commences at the time of arrival. If the time spent at Bear or Bobcat Care extends into the next 15 minute increment, appropriate fees will apply.
 - i.e. Child attends for 59 minutes will be billed for one hour. A child who attends for 61 minutes will be billed for 1 hour and 15 minutes.
 - i.e. Child attends 1-15 minutes will be billed for 15 minutes. Child attends 16-30 minutes will be will billed for 30 minutes.
- The due date to pay your Bear or Bobcat Care bill is by 6:00 pm the Friday the same week that the bill is sent out.

Late Payments

Northern Wells Community Schools will adhere to the following procedure with regard to delinquent accounts:

1. Any payment received after the Friday 6:00 pm due date will be considered past due and will have a \$5.00 late fee noted on the next week's bill.

2. Any payment received 14 calendar days past the Friday 6:00 pm due date will be considered past due. A call will be made to the parent in an attempt to collect the unpaid balance.
3. After 30 calendar days past the Friday 6:00 pm due date, the parent will not be allowed to use Bear or Bobcat Care services until the account is brought current. The parent or guardian may also be taken to Small Claims court at this time.

Daily Schedules

Morning

Time at Bear and Bobcat Care will include a combination of the following activities (will vary from day to day): Breakfast, homework, play, crafts, gym, outside play, etc.

OES: When dropping your child off at morning OES Bear Care, you will enter Door 11 using a buzzer system. Bear Care supervisors will buzz you in. You must sign your child in on the designated sign-in sheet. This is for the safety of your child.

LES: When dropping your child off at morning LES Bobcat Care, you will enter Door 2 using the buzzer systems. Bobcat Care supervisors will buzz you in. You must sign your child in on the designated sign-in sheet. This is for the safety of your child.

Afternoon

Time at Bear and Bobcat Care will include a combination of the following activities (will vary from day to day): Snack, homework, play, crafts, gym, outside play, etc.

OES: When picking your child up from afternoon OES Bear Care, you will enter Door 11 using a buzzer system. Bear Care supervisors will buzz you in. You must sign your child out on the designated sign-out sheet. This is for the safety of your child.

LES: When picking your child up at afternoon LES Bobcat Care, you will enter Door 2 using the buzzer system. Bobcat Care supervisors will buzz you in. You must sign your child out on the designated sign-out sheet. This is for the safety of your child.

Student Safety

Only persons authorized in writing by the primary caretaker may pick up a child from the program. During pick up or drop off, access to a child's classroom is not permitted. If access to a child's classroom is necessary, parents must check-in at the office. This is for the child's protection. Anyone without proper authorization **WILL NOT** be allowed to pick up your child. Primary caretakers **WILL BE** called immediately if this occurs. All approved pickup alternatives, along with phone numbers, should be listed on the registration form. This includes brothers/sisters, aunts/uncles, grandparents, etc. Until Bear or Bobcat Care Staff are familiar with the adults picking up children, identification will be checked. Also, alternative pick-up adults will be checked for authorization and identification before children are released in their care. This is for the safety of your children and all the children who attend Bear or Bobcat Care.

Behavior/Discipline Policy

Your child will be under the supervision of qualified personnel familiar with his/her school.

Items A through K are procedures expected of all students who attend Bear and Bobcat Care at all times:

- A. Students will respect school property.
- B. Students will respect the school community including parents, staff, students, and school visitors.
- C. Students will be responsible for and honest about their own actions
- D. Students will refrain from using inappropriate language and talking about inappropriate school topics.
- E. Students shall follow directions of the supervisors the first time they are given.
- F. Students will keep their hands, feet, and objects to themselves.
- G. Students may bring basketballs, footballs, kick-balls, (or other bouncy balls) and jump ropes to *play with at recess*. Balls must be labeled with student's name. No other toys or play objects will be allowed at school.
- H. Students will leave all personal electronic devices at home or in their backpack. The school is not responsible for lost or stolen personal items.
- I. Students will walk quietly in the hallway.
- J. Students will only leave the classroom with permission from a supervisor.
- K. Additional rules may be posted
- K. All school rules and policies in the student handbook, apply to Bear and Bobcat Care.

If a student breaks a rule or rules, the following steps will be followed. Depending on the severity of the offense, a step may be skipped to a more significant consequence.

- 1. Supervisor will do any or all of the following options documented on Bear or Bobcat Care Misconduct Form and have the student sign Misconduct Form and:
 - a. Give student a verbal warning
 - b. Time out within the classroom
 - c. Conference with the student
 - d. Loss of specific privilege for one or more days
- 2. Supervisor will do any or all of the following options documented on Bear or Bobcat Care Misconduct Form and signed by the student:
 - a. Time out within the classroom
 - b. Conference with the student
 - c. Loss of specific privilege for one or more days
 - d. Contact parent
- 3. Supervisor will issue a Bear or Bobcat Care Misconduct Form, contact the parent directly , and do any or all of the following options:
 - a. Time out within the classroom
 - b. Conference with the student
 - c. Loss of specific privilege for one or more days
 - d. Refer to the office for follow up where additional consequences may apply
 - e. Invoke a one day suspension from Bear or Bobcat Care. Parent will be notified of this one day suspension.

4. Supervisor will refer students to building administration which could result in additional suspension of Bear or Bobcat Care services.

Possible Consequences for Repeated Violations of Bear or Bobcat Care Rules

- One (1) day loss of Bear or Bobcat Care services, parents will be notified.
- Three (3) days loss of Bear or Bobcat Care services, written notification to parents
- Five (5) days loss of Bear or Bobcat Care services, written notification to parents
- Loss of Bear or Bobcat Care services for remainder of the nine weeks, semester, or school year, written notification to parents

School Wide Bullying Rules

Ossian and Lancaster School Bullying Policies and Procedures can be found in the OES and LES Handbooks. Bear and Bobcat Care will follow these policies.