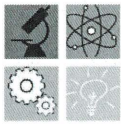


Wayne Kids Club

2024-2025

Sponsors:

**Wayne Legacy Fund
Beyond School Bells
Wayne Community Chest
Wayne Elementary Boosters (WEB)
Wayne State College**



Wayne Kids Club

Dear Parents,

Welcome to the Wayne Kids Club! We are an after-school program serving students in grades K-6. The Wayne Kids Club provides your child with extended learning opportunities, snacks and homework assistance by our staff who are both CPR and first-aid certified. However, in addition to this daily schedule, all students will also be exposed to STEAM based learning experiences on a weekly basis. That means that your child will regularly have the opportunity to take part in hands-on learning that is not only fun and engaging, but also promotes critical thinking and creative problem solving.

The attached forms have information regarding our after-school program for the **2024-2025** school year. Please read through the information carefully and fill out only the forms in which you are requesting care. If questions arise please feel free to send an email or call. We look forward to serving your family and child's needs.

Sincerely,

Andi Diediker
Courtney Maas
Program Director
(402) 375-3854
andiedi1@waynebluedevils.org
comaas1@waynebluedevils.org

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Financial Assistance

Wayne Kids Club is asking each family to pay a fee for the cost of materials, snacks, and the programming offered. If at any time throughout the course of the year you are requiring assistance to help cover this cost, please contact the Program Directors, **Andi Diediker/Courtney Maas**, and the appropriate arrangements will be made.

If you should need to take your child out of the program before the school year is over, payment will be required for the week we are notified plus 1 additional week.

Daily Schedule (Monday, Tuesday, Thursday, Friday)

3:20-3:45 Meet in gym - Physical Activity

3:45-5:30 Homework Zone/Snack: Once homework is completed, the students will transition to Extended Learning Opportunities

2:00 pm Dismissal Schedule

2:00-3:00 Meet in gym - Physical Activity

3:00-3:30 Snack

3:30-5:20 Homework Zone: Once homework is completed, the students will transition to Extended Learning Opportunities

Snacks

A snack will be served each day. If your child has specific dietary restrictions, please notify the Site Director, Carrie Wendte.

Dismissal

When dismissing a child from Wayne Kids Club, staff will refer to each child's dismissal plan. A child will be allowed to leave Wayne Kids Club only in accordance with the dismissal plan. If someone other than the parent/guardian or authorized persons listed on your child's dismissal plan is picking up your child, you are required to notify the Site Director to make arrangements: Carrie Wendte, waynekidsclub@waynebluedevils.org

Students will be dismissed through the front doors of the building. The Site Director will wait with students outside on the east side of the building until 5:30. If your student is picked up after 5:35 it will be considered late. When repeated late pick up occurs the issue will be directed to our Program Director. **Mr. Diediker or Mrs. Maas** will call the family and make a plan to solve the problem. If this keeps occurring a fine of 5 dollars per kid per day may be enforced.

Personal Items

All children are responsible for their personal items and should keep those items in their backpack. Wayne Kids Club will not assume responsibility for items brought from home; missing items will not be replaced. WKC employees cannot hold money for a child in the event that a child brings money to the site. Use of cell phones by the children during WKC hours is prohibited unless permission is given by staff.

Accidents and Medical Emergencies

The health and safety of your children is our top priority and we work to prevent accidents from happening. If a minor accident occurs during the day, an accident report outlining the care and procedures administered to your child will be completed and placed in your child's file.

In the event of a medical emergency or accident requiring a doctor's treatment, we will attempt to contact the parent/guardian immediately at the telephone numbers you have supplied. If we are unable to reach a parent/guardian, our procedure is to contact the emergency people on your list or the ambulance as needed. A signed emergency medical authorization (included) is required from the parent/guardian to allow the WKC staff to take necessary emergency medical measures.

Sick or Absent Child Policy

The Wayne Kids Club staff will take attendance each day after kids arrive. Staff will communicate with the school regarding any students who were absent that day from school or had to leave early. All fees are due whether your child is an attendance or absent.

If your child is not attending certain days during the week or is not attending WKC on their regularly scheduled day, please let the WKC staff know: Carrie Wendte, waynekidsclub@waynebluedevils.org.

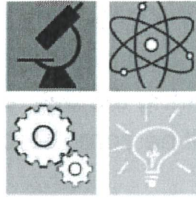
Discipline Policy

Children are expected to abide by the same rules and guidelines as listed in the Wayne Elementary School Handbook as well as WKC guidelines. If an inappropriate behavior does occur, we will use a positive approach by encouraging good behavior and redirecting their activity. Teachers will follow the school's behavior continuum (see below). Parents will be contacted and consulted regarding any serious behaviors.

When a behavior is deemed to be hurtful to other children or disrespectful to staff, the child's parent will be notified and the child will be sent home for the day. The child may return the following day; however, if the same or similar behavior continues to occur, he/she will be dismissed from the program. In order for a child to be re-enrolled in WKC, a conference must be held between WKC staff, school administration and the parents to determine if the child will be allowed back into the program. In the event of removal from the program, the child will not be excluded from reapplying for the following school year.

Behavior Continuum

If a student is not meeting behavior expectations, he/she will be redirected by the teacher. If the student needs to be redirected a second time within that activity, he/she will be asked to move to a safe seat and continue participating from there while making better choices. If the student needs to be redirected while in the safe seat (a third redirect within that activity), he/she will be referred to the Site Director until able to meet expectations appropriately in the activity.



Wayne Kids Club

Wayne Kids Club is an after-school Expanded Learning Opportunity. The WKC program is designed to provide all kids with hands-on, engaging opportunities that enhance the school day, are driven by school-community partnerships, and encourage critical thinking and creative problem solving in our children.

What is Homework Zone?

The students will be assisted with completing homework from the school day during Homework Zone. If a student is not able to complete their homework while at Kids Club, they are expected to finish that homework at home for the next day. It is recommended that you still check the homework with your child to make sure that it is completed correctly.

What is an ELO and why is it important?

ELO stands for Expanded Learning Opportunity and it is the time that students spend engaged and cared for during after school hours. ELO's don't replace the school day, but rather enhance learning, support students who need extra attention to thrive, and enrich the experience for students who crave more than an 8-3 day can give them.

Why is STEAM important and how is it used in Wayne ELO?

With many future careers requiring science, technology, engineering, art, and math (STEAM) skills, it is vital that we work to improve STEAM education. Through STEAM education, students learn to develop critical thinking and creative problem solving skills, which are central to academic achievement and workforce development. In Wayne's ELO program we aim to provide hands-on, engaging STEAM activities and projects that require students to plan, question, test, design and redesign. Whether that be through a

robotics program or a popsicle-stick bridge challenge, students are engaged and learning how to think critically and innovatively.

What goes on at WKC and what kinds of programs are offered?

Every day at WKC students have time to play, allowing them a chance to unwind from the school day. Students also receive a daily snack, at which time we also begin our designated homework and reading time for all students. Our dedicated staff is always available to help guide students with their work. Following this homework period, our programming begins.

How can I get involved in the ELO program?

First off, if you have children in kindergarten through 6th grades, consider enrolling them in the program on either a part-time or full-time basis. Secondly, if you have a unique talent or skill and would like to share that with kids in the program, we would love to work on a partnership opportunity with you. Finally, as a business or individual, our program would benefit greatly from donations. Whether that be financial contributions or donations of materials, we certainly value any form of partnership.

To find out more about Wayne Kids Club or to enroll your child, please contact Program Directors, Andi Diediker/Courtney Maas, andiedi1@waynebluedevils.org or comaas1@waynebluedevils.org.

PROGRAM DIRECTOR JOB DESCRIPTION

Job Title: Program Director

Reports To: Wayne Community Schools Superintendent

JOB SUMMARY

To provide leadership to the Wayne Kids Club (WKC) and effectively implement ELO programming.

GENERAL JOB DESCRIPTION AND RESPONSIBILITIES

- Update and distribute parent handbooks and registration information on an annual basis.
- Ensure all program employees meet and maintain required levels of certification.
- Develop programming that is aligned with AQuESTT, is STEM-driven and garners student interest and engagement.
- Keep record of student involvement in programming and ELO effectiveness through data collection.
- Assist site director in planning and serving nutritionally balanced snacks.
- Maintains regular communication with the site director to ensure program effectiveness.
- Attend and present at school board meetings when seeking approval for programming or for general updates.
- Create and maintain community partnerships to support local programming and program sustainability through financial means.
- Pursue local and statewide grant opportunities.
- Collect parent feedback through annual surveys.
- Maintain active WKC's involvement in social media and print advertising.

Knowledge of:

- Management principles
- Developmentally appropriate activities for elementary-aged children.
- Curriculum development and state standards.
- ELO grant requirements.

Ability to:

- Interact with children of various ages and abilities in a positive and appropriate manner.
- Lead safe and developmentally appropriate activities for registered students.
- Understand and follow protocol for various emergency procedures.
- Prepare and maintain departmental records, reports and correspondences pertaining to the functions of participating programs.
- Maintain the confidentiality of appropriate communications, documents and transactions.
- Plan and organize work, set priorities and meet deadlines.
- Guide, direct and support staff while cultivating a team environment.

- Establish and maintain effective working relationships with parents, district employees, and board members.
- Operate standard office equipment and software.
- Communicate effectively both verbally and in writing.
- Present to and cultivate relationships with community stakeholders.

Skills in:

- Leadership.
- Active listening.
- Problem solving and decision making.

WAYNE KIDS CLUB SITE DIRECTOR JOB DESCRIPTION

Job Title: Wayne Kids Club Site Director

Reports To: Wayne Kids Club Program Director

JOB SUMMARY

To provide direction and oversight to the staff and children involved in the after school activities of the Wayne Kids Club program. Manages staff by directing their activities, and provides feedback and discipline as appropriate in a team environment. Ensures staff carries out activities in support of the program's goals and objectives. Establishes and maintains open communication with staff, parents and children.

EDUCATION AND EXPERIENCE

1. High School diploma or GED equivalent. Must be at least 19 years of age.
2. Meet **ONE** of the following requirements:
 - Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
 - Hold a bachelor's degree from an accredited college or university and at least six credit hours in early childhood education, education or child/youth development;
 - Have an associate degree from an accredited college or university in early childhood education, education or child/youth development;
3. CPR certification or ability to obtain certification.

Job descriptions and responsibilities:

- Works with Program Director to plan and implement safe and developmentally appropriate activities, routines, policies and procedures in support of short and long range goals of the Wayne Kids Club program.
- Maintains a safe, clean and healthy environment in accordance with all relevant laws and regulations.
- Determines and provides a variety of nutritious snacks within state and budget guidelines. Oversees or assists with setting up clean up of snack time.
- Monitors and maintains needed supplies and communicates supply needs to the Program Director.
- Understands and is able to execute various emergency procedures as trained including conducting fire and tornado drills to ensure compliance with State requirements.
- Completes weekly director reports, tracking staff and child attendance, discipline reports, accident reports, menus, sign in and sign out processes, time off request, etc.
- Ensures constant and appropriate level of supervision of children by overseeing, monitoring and directing the activities of staff and children.
- Establishes and maintains open communication with parents, staff and children in a respectful manner.
- Conducts roll call for afternoon care to ensure all children are accounted for and attendance is properly tracked including students being checked out upon pick up.

- Assists with incident and accident reports and communicates issues and events to children, parents and Program Director as appropriate.
- Provides appropriate care for children who become ill, are injured or are upset.
- Helps clean up children and soiled garments resulting from toileting issues or other bodily fluids.

Position qualifications, skills, knowledge and abilities of the job.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Management principles
- Age and developmentally appropriate activities for elementary aged children.

Ability to:

- Interact with children of various ages and abilities in a positive and appropriate manner.
- Lead safe and developmentally appropriate activities for registered students.
- Understand and follow protocol for various emergency procedures.
- Maintain departmental records, reports and correspondences pertaining to the functions of Wayne Kids Club.
- Maintain the confidentiality of appropriate communications, documents and transactions.
- Perform job duties efficiently while managing frequent interruptions.
- Guide, direct and support staff while cultivating a team environment.
- Establish and maintain effective working relationships with parents, district employees, board members and Wayne Kids Club Staff.
- Operate standard office equipment.
- Communicate effectively both verbally and in writing.

Skills in:

- Leadership.
- Active listening.
- Problem solving and decision making.

Wayne Kids Club Medical/Emergency Care Form

Child's Name _____

Child's Medical Information

Allergies/Special Diet: Yes ___ No___ (if yes, explain)

Emergency Medical Care

I understand that every effort will be made to contact me in the event of an emergency requiring medical treatment. If I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and to secure necessary medical treatment for my child.

First Aid Authorization

I authorize Wayne Kids Club staff who are trained in the basics of first aid/CPR to give my child first aid/CPR when appropriate.

Parent/Guardian Signature: _____

Wayne Kids Club Dismissal Plan

Child/Children's Name _____

Your child's safety is of the utmost importance to us. In order to ensure that your child is safe after they leave the Wayne Kids Club premises, we will strictly follow this dismissal plan set up by you. If this plan changes at any time throughout the year, please let the Program Director or Site Director know and we will have you complete a new Dismissal Plan.

___ **My child will walk home from Wayne Kids Club.**

___ **My child will be picked up from Wayne Kids Club. I give permission for the following people to pick up my child from Wayne Kids Club. Students will not be released to someone NOT on this list, unless prior arrangements have been made with the Site Director: Carrie Wendte, waynekidsclub@waynebluedevils.org**

Name: _____ Relation: _____

Phone: _____

Name: _____ Relation: _____

Phone: _____

Name: _____ Relation: _____

Phone: _____

If your student is picked up after 5:35 it will be considered late. When repeated late pick up occurs the issue will be directed to our Program Director. **Mr. Diediker/Mrs. Maas** will call the family and make a plan to solve the problem. If this keeps occurring a fine of 5 dollars per kid per day may be enforced.

I understand the late pick-up policy and agree with its requirements:

(parent/guardian signature)

Wayne Kids Club Permission Consent Form

Child/Children's Name _____

Photo Permission

Throughout the year, we will be promoting the Wayne Kids Club program through articles in newspapers and through social media. Please indicate your preference for including your child's picture in the publications.

_____ I give permission for my child's photograph to be used publicly (web, newspaper, etc.) for the promotion of the Wayne Kids Club program.

_____ I do not wish for my child's photograph to be used for the promotion of the Wayne Kids Club program.

Yes No I give my child permission to be enrolled in Wayne Kids Club programs.

Yes No I have read and understood the Wayne Kids Club Family Packet and acknowledge the monthly fees associated with the programming.

Parent/Guardian Signature: _____

Additional Comments: _____

Sliding Fee Scale 2024-2025

1. Who can qualify for free/reduced Wayne Kid Club costs?
 - a. All children in households who qualify according to the Sliding Fee Scale.
 - b. Foster children that are under the legal responsibility of a foster care agency or court.
 - c. Children who meet the definition of homeless, migrant, or ward of the state.
2. Do I need to provide a copy of my tax return information or pay stub?
 - a. Please provide a copy of your tax return and/or pay stub.
3. What if my income changes? Can I apply again?
 - a. You can apply any time your income changes.
4. What if I disagree with the school's decision?
 - a. Please visit with the Program Directors, **Andi Diediker/Courtney Maas**, 402-375-3854
5. May I apply if someone in my household is not a US Citizen?
 - a. Yes. You, your children, or other household members do not have to be US Citizens to qualify for our sliding fee scale.
6. What if I need assistance in paying the portion of the Wayne Kids Club bill I am responsible for?
 - a. Please visit with Program Director, **Andi Diediker/Courtney Maas**, 402-375-3854 or andiedi1@waynebluedevils.org comaas1@waynebluedevils.org. Scholarship money may be available.

Income:

1. Include a copy of paystub(s) of each person in the home who has a recordable income.
 - a: How often is pay received? _____
- or
2. Include a copy of the tax return for each person in the home who has a recordable income.

Wayne Kids Club Sliding Fee Scale

Household Size	Yearly - Free	Yearly- Reduced	Yearly - Full Pay
2	up to \$53,130	up to \$61,530	Over \$61,530
3	up to \$61,530	up to \$69,930	Over \$69,930
4	up to \$69,930	up to \$78,330	Over \$78,330
5	up to \$78,330	up to \$86,730	Over \$86,730
6	up to \$86,730	up to \$95,130	Over \$95,130
7	up to \$95,130	up to \$103,530	Over \$103,530
8	up to \$103,530	up to \$111,990	Over \$111,990

Signature: _____ Print Name: _____

Address: _____ Phone Number: _____

Email Address: _____ Date: _____

Wayne Kids Club After-School Program Application

Date of application _____

Due by August 1st, 2024

CHILD INFORMATION:

First Name: _____ Last Name: _____

Preferred Name: _____ Home Language: _____

Date of Birth: _____ Sex: M F

Race: White Hispanic Black Asian Other _____

Does your child have a verified disability? _____, if yes, describe _____

Does your child qualify for Medicaid? Yes No Medicaid# _____

If no, other insurance? _____

Please indicate if your child will be taking part in full-time or part-time care during the school year and indicate which payment plan you will be following.

___ Full-time care

 ___ **Annual Rate: \$1,123** ___ **Semesterly Rate: \$580** ___ **Monthly Rate: \$118**

 ___ **Reduced Annual Rate: \$561** ___ **Semesterly Rate: \$290** ___ **Monthly Rate: \$59**

___ Part-time care

 ___ **4 days** ___ **Annual Rate: \$899** ___ **Semesterly Rate: \$464** ___ **Monthly Rate: \$95**

 ___ **4 days** ___ **Reduced Annual Rate: \$449** ___ **Semesterly Rate: \$232** ___ **Monthly Rate: \$47**

 ___ **3 days** ___ **Annual Rate: \$674** ___ **Semesterly Rate: \$348** ___ **Monthly Rate: \$71**

 ___ **3 days** ___ **Reduced Annual Rate: \$337** ___ **Semesterly Rate: \$174** ___ **Monthly Rate: \$35**

*Please indicate which three or four days per week your child will be attending. .

___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

- Care will be provided from the time school is dismissed at the end of the day until 5:30 p.m.
- Wayne Kids Club WILL provide care on early dismissal days leading into a holiday break. A WKC calendar will be provided at the beginning of the school year.
- Wayne Kids Club will NOT provide care on days when school is canceled due to inclement weather.
- We currently do not offer a drop-in option. You must be able to indicate the days each week that your child will be attending. This allows us to plan our programs and staff accordingly.
- Semesterly payment is due prior to the start of each semester. Monthly payment is due prior to the first of each month. Please make payments by cash or check in the main office of the elementary school.
- If you sign up for part-time please understand that there will be some activities that your child may miss due to a shortened week. We will do our best to ensure that your child gets the opportunity to finish their project when they are in attendance.
- Upon acceptance into the program, you will receive a notification letter and a deposit of \$50 per child will be required to hold your spot. Your deposit will be credited towards your first payment.

Head of Household - Primary and Secondary:

Primary

Name: _____

Address: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Date of Birth _____

Level of Education Completed: High School 2 year college 4 year college
 Specialized Training Program
 Advanced-Degree
 Other _____

Secondary

Name: _____

Address: _____ Zip-Code: _____

Home Phone: _____ Cell Phone: _____

Date of Birth _____

Level of Education Completed: High School 2 year college 4 year college
 Specialized Training Program
 Advanced Degree
 Other _____

Child lives with: _____

Number in Family:	Number of Children:	Number in Household:
--------------------------	----------------------------	-----------------------------

Please list all children living in household First and Last Name	Date of Birth	Sex	If attending school, what grade and where?	Relationship to child applying
		M F		
		M F		
		M F		
		M F		
		M F		

The following information helps the program staff better understand the needs of your family. All information is confidential and is not shared outside of Wayne Elementary After School Program.	Yes	No
Is your child currently receiving Special Education Services through WCS?		
Was your child born more than three weeks early? If yes, what did your child weigh at birth? ____lb____oz		
Does your child have any of the following? (If so, please check) <input type="checkbox"/> Asthma <input type="checkbox"/> Cancer <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy or Seizures <input type="checkbox"/> Heart Problems <input type="checkbox"/> Kidney Problems <input type="checkbox"/> Vision <input type="checkbox"/> Weight Problems <input type="checkbox"/> Other _____		
Does your child have an immediate family member with a mental or emotional disability?		
Have you been divorced or separated from your spouse or significant other within the last year?		
Has there been a recent death in the immediate family? If yes, how was the person related to the child?		
Does the child have an immediate family member with a life threatening disease or serious chronic illness (ex. Cancer, diabetes, tuberculosis)		
Have you or a family member identified a need or been involved in counseling in any of the following areas: (if so, please check) <input type="checkbox"/> Anger Control <input type="checkbox"/> Alcohol/Drug Issues <input type="checkbox"/> Child Abuse/Neglect <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Other _____		
Has your family had an open case with Child Protective Services within the last three years?		
Is there an immediate family member currently incarcerated or involved with the legal system?		
Are you currently a student? If so, attending ____WHS ____WSC ____NECC		
Does your child have a guardianship or ward status?		
Is either parent not fluent in English		
Are you an immigrant or refugee? If so, from where?		
Do you have dependable transportation for your daily needs?		
Does your family have enough food to meet your daily needs?		
Do you receive any of the following types of assistance? <input type="checkbox"/> TANF <input type="checkbox"/> SNAP <input type="checkbox"/> SSI If yes, verification is required. Please attach a copy of statement. ⚠ Disability ⚠ Death		
Are you currently homeless or have you been homeless in the last year? (Homeless is defined for our program purposes as living in a shelter, on the street, or temporarily staying in a residence that is not your own)		
Have you or an immediate family member moved to work at a meat-packing plant or agricultural related job in the last 3 years?		
Does your student receive academic intervention through Wayne Elementary? (Reading Intervention)		

I certify that this information is true. If any part is false, my participation in this agency's programs may be terminated and I may be subject to legal action. I also understand that the information in this application will be held in strict confidence with the school and will be accessible to me during business hours.

Parent Signature _____ Date _____