

# DUTCH BUNCH INFORMATION

## 1. HOURS OF OPERATION:

- Before School - 6:30 a.m. to 8:15 a.m.
- After School - 3:25 p.m. to 5:30 p.m.
- Early Release Days – 12:25 p.m. – 5:30 p.m.
- Non-School Days – 6:30 a.m. – 5:30 p.m.

## 2. HOW TO GET IN TOUCH WITH US:

- Kathy Baumgart – **920-627-3682 (cell)**
- Regina Hartman – **920-564-2392 ext. 3110**  
**920-248-8778 (cell)**
- **If your child has a schedule change and will not be attending the program please call the elementary school office ASAP 564-2392.**

## 3. DRESS CODE:

- Please make sure your children are dressed appropriately for the day/weather. We do go outside to play.

## 4. DROP OFF/PICK UP:

- You will need to drop off and pick your child up through the main entrance of the elementary school. Dutch Bunch is held in the cafeteria.
- You must enter the building and sign in/out your child in the parent log book. Children must be accompanied by an adult when arriving/leaving the program unless otherwise approved by the Dutch Bunch Coordinator.
- If there is a change in who will be picking your child up please notify Kathy or Regina ASAP. This is merely a safety precaution to ensure everyone knows who your child is leaving with.

## 5. FIELD TRIPS:

- Field trips are only planned during Spring/Christmas break. All children in attendance during a field trip day will be required to go. If you do not want your child to attend the field trip you will be required to make arrangements to have them picked up prior to the departure time.
- A signed field trip permission slip must be returned in order for your child to attend.

## 6. LUNCHES:

- You are required to provide a lunch for your child on non-school days. The lunch can be a cold lunch or items to be reheated in a microwave.

- Dutch Bunch will provide milk for your child. If you want your child to drink something other than milk i.e. juice/lemonade you will need to provide the drink. Please do not send soda in your child's lunch.
- Paper plates, napkins, forks, spoons and cups are provided as well.
- Lunches need to be labeled with your child's name.
- We have access to a refrigerator to keep your child's lunch cold.

#### **7. MEDICATIONS:**

- Dutch Bunch does not provide any medication i.e. Ibuprofen, Benadryl, etc.
- If your child will need medication during attendance at Dutch Bunch you will be required to fill out a Medication Administration Release Form. Kathy or Regina can give you one if you need it.
- All medications will need to be given to a teacher to store in a locked cabinet. Children may **NOT** keep the medication on them or in a back pack.

#### **8. ITEMS FROM HOME:**

- If your child brings toys or other items to Dutch Bunch the Oostburg School District and Dutch Bunch employees are not responsible for items lost, stolen or broken.
- I-Pods, I-Pads, and gaming devices are **NOT** permitted at Dutch Bunch.

#### **9. BILLING/PAYMENT:**

- Each family will have a labeled hanging file folder located next to the parent sign in/out book. Please make sure you check every day.
- Billing is always one week behind. A bill will be placed in your hanging folder no later than Tuesday of the following week of care.
- Payments can be given to Kathy, Regina or dropped off at the elementary school office. Checks need to be written out to O.E.S. with Dutch Bunch written in the memo.
- If you pay with cash, please put it in a sealed envelope with your child's name on it.
- Please do not drop payments in your hanging folder. We do not check your hanging folders.
- A \$15.00 late payment fee will be added to your balance after 2 weeks. If payment is not received within 2 weeks your child will be dis-enrolled from the program until a payment plan has been established or payment has been received.
- Late Pick-up Fees (after hours): Parents picking up children after 5:30 p.m. will be charged a late fee of \$1.00 per minute, per child with no cap. Late pick up fees will be billed to the child's account balance. Upon three or more late pick-ups, a penalty of \$30 will be billed in addition to applicable per-minute fees.

## Dutch Bunch Registration

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_  M  F

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Name \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

*(If different than child)*

Father's Name \_\_\_\_\_ Email \_\_\_\_\_

Father Home Phone \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

*(If different than child)*

**Please check one:**

- Before School Only = \$7.00 per day       After School Only = \$9.00 per day  
 Before & After = \$12.00  
 No School Days Only = \$25.00       Early Release Days Only = \$12.00

## Dutch Bunch Registration

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_  M  F

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Name \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

*(If different than child)*

Father's Name \_\_\_\_\_ Email \_\_\_\_\_

Father Home Phone \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

*(If different than child)*

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