



WELCOME TO Eureka Club!

Extended Day Enrichment Program

We are happy to welcome you to the Bay City Academy extended day enrichment program – “Eureka Club”! Our goal is to provide your children with a warm, supportive and stimulating environment that helps them develop creative thinking skills and build on their strengths.

OUR PHILOSOPHY

We promote “active thinking” or thinking through doing by developing Individualized Learning Plans for each child, with input from all participants. Each child will be able to choose topics and projects of interest and will benefit from teacher modeling of creative thinking habits as well as some whole-group investigations of questions. Along with reading and math skills, organizational tools for processing information such as Thinking Maps will be taught for investigation and reflection. There will be time allotted for student self-reflection as well as sharing their findings with others and over time students will develop the following learning habits of mind:

Curiosity, Investigation, Invention, Innovation, Creativity, Reflection, Communication.

DAYS & HOURS OF OPERATION

Morning program: Monday through Friday 7:00 a.m. to 8:15 a.m.

Afternoon program: Monday through Thursday 3:50 p.m. to 6:00 p.m.

Friday 12:00 p.m. to 6:00 p.m.

Eureka Club will follow the same school calendar as Bay City Academy. There will be no Eureka Club during regularly scheduled vacation days, teacher in-service days or when Bay City Academy is closed due to inclement weather, power failure, or other causes.

ENROLLMENT

- Enrollment is done at the beginning of every school year
- Enrollment is based on space availability
- Annual enrollment fee is \$30

Please fill out an Enrollment Form, available in the school office and from the Eureka Club instructors and return it to the school office or Eureka Club Instructor in a timely manner to ensure your child's space in the program.



Calendars

Parents must fill out a monthly calendar indicating their child care commitment.

Calendars are located in the school office or can be obtained from the Eureka Club instructors. For planning purposes, **calendars are due** by the **last Monday of each month**. Calendars are to be given to the Eureka Club instructors. No spot is guaranteed in the program. The program will be filled on a first come, first served basis. An email will be sent to each family confirming their child's placement in the program.

Fees & Billing

Registration Fee:

A one time, non-refundable registration fee of \$30 is required prior to your child's first day, and \$10 for each additional sibling.

Program Fees:

Cost per student is \$4.25/student per hour. Families will be charged in one hour increments. Bills will be sent out by the school office at the end of the each month. There may be a nominal fee associated with some of the optional enrichment activities that are offered throughout the year, such as field trips.

Returned Check Fee:

A \$25 charge will be assessed immediately upon notice of any returned check.

Credits:

Full credit will be given for days that are canceled due to inclement weather or other unexpected causes. Credits may be applied towards the following month's payment.

Additions, Cancellations & Withdrawals

- To **add** a day, contact the school office or Eureka Club instructors. There is no guarantee that space for your child will be available, due to classroom capacity. If your child arrives on a day when they are not scheduled and without prior notification a fee of \$5.00 will be assessed in addition to the regular charge for that session.
- To **cancel** a day, notice must be given to either the school secretary or the program director by noon of the canceled day or a fee of \$5.00 will be assessed.
- The Eureka Club program reserves the right to request the withdrawal of any child due to any outstanding fees owed to Bay City Academy.

Attendance

If your child is registered for care on any particular day, your child is expected to attend. If your child is unable to attend due to illness, notification should be given to the school secretary (989)545-1555 or send an email to info@baycityacademy.com by noon of that day otherwise a fee will be assessed. Please specify that the absence will be from the Eureka Club program.



Individual Space

All children will be provided with a cubby for their individual storage space. *Please check this space for notices and newsletters daily.*

Meals

Parents are to provide daily nutritious snacks, lunches, and a water bottle sufficient for the amount of time their child is in care.

Bay City Academy has a breakfast program that runs all week from 8:00-8:20 a.m. If your child receives the school breakfast, invoicing will be documented and billed through Bay City Academy.

Outdoor Play

All enrolled children may be required to go outside, with the exception of the days with extreme weather conditions. *Please make sure your child has appropriate dress for outdoor play.*

Parent and Student Conferences

Periodically, throughout the school year, Eureka Club Instructors and Staff would like to talk with the families of each of our students. Our purpose in doing so is just to help us get to know your children better and for Parent / Guardian input on each student's individualized goals and plan. Look for a notice about this in the fall and please make an effort to tell us about your children. We so appreciate you sharing your children with us.

DAILY ROUTINE and CURRICULUM

Mornings:

The morning routine is both energizing and relaxing – preparing students for a good day of learning. Students are engaged in listening to stories, music, examining highly interesting works of art and science, and provided with ample opportunity to develop questions and discuss ideas.

Sample daily morning schedule:

- 7:00 - intro TOPIC (see samples below) and discuss student ideas
- 7:15 – looking carefully at related science/art (by daily focus area below)
- 7:30 – snack and listening activity
- 7:45 – gentle cross-brain stretches
- 8:00 – talk and drawing of questions and ideas
- 8:10 – dismissal to classes



Morning Daily Focus Areas:

Big Picture Mondays, Looking Closely Tuesdays, Where in the World Wednesdays, Movement Thursdays, Celebration Fridays

Morning Sample Weekly Topics:

Animals, Houses, Trees, Electricity, Connections, Families

Afternoons:

The afternoon format is highly engaging and creative. Students will engage in a process of learning we call "Thinkering Workshop," where they investigate topics in which they are interested. Over time, students engage in all parts of the Thinkering Process as an **ongoing cycle**: Connect to Selves, Asking questions / Identifying problems, Investigate, Create, Share / Communicate, Students will engage in the cycle 5-20 times throughout the school year while keeping a Thinkering Notebook and developing a portfolio of investigations and creations.

Sample daily afternoon format:

1. Quick Thinks: Something curious that the teacher shares and students take time to wonder in their notebooks.
2. Critical or Creative Thinking Practice (Mini-lesson): Sometimes the teacher conducts a mini-lesson about Thinking Habits. These lessons are conducted by teacher modeling thinking out loud through actual questions / problems or small group critical thinking practice.
3. Workshop: Bulk of the time is spent on students actively engaged in doing Investigation, Invention, Innovation, and Creating.
4. Reflection: Students take a few minutes to reflect on their work
5. Sharing: Students share their process and progress, needs and questions

Drop Off and Pick Up Procedures

Morning Arrival

Providing a safe environment is as important to us as it is to you. To ensure all of our students arrive safely, all children **MUST** be escorted to the gym and **signed in by a parent/guardian**.

Sign-Out & Departure

Parents are strongly encouraged to allow students to remain at Eureka Club for at least one full hour in order for students to reap the full enrichment benefits of the program. This consistent pick up time minimizes interruptions for students and instructors and really allows children to get fully involved in their projects and learning investigations.

Children attending the afternoon program will be escorted by a teacher to the gym and signed in at 3:50 p.m. Parents/guardians **MUST** come into the gym to **sign out and pick up** children. If possible, please call the Eureka Club cell phone when you are about 5 minutes away from picking your children up. This will allow for ample clean up time and minimize disruptions to the learning activities.



Children will only be released to the parent, guardian, or person listed on the child information card. A written statement of parental consent must be on file with the program director, if there are any changes to the regular pick up arrangements.

Sign Out by Another Adult:

If anyone not listed on the child information card will be picking up your child, you must **send a written permission slip at least a day before** the new person will pick up your child. The written permission slip must include the person's name, your signature, and the date that this pick up will occur. Please make verbal contact with the program coordinator concerning any changes.

An I.D. check will be done if any unrecognized person attempts to pick up your child. A person other than a parent /guardian picking up a child must be older than 18, must be named on the child information card, and must have a picture I.D.

Late Pick-Ups

Parents are responsible to make sure that pick-up arrangements are made, so that the child is picked up before 6:00 p.m., as staff is scheduled to leave the building at that time. Children remaining at the school after 6:05 p.m. will be charged an additional late fee per child. Staff will call all available resources to ensure that a child will be picked up. Our staff is concerned with the safety and emotional well-being of your child – please make that your first priority.

Late pick up charges:

6:00-6:05 p.m. - Grace period

6:06-6:11 p.m. - \$10 fee will automatically be charged to your account.

After 6:11 p.m. - \$1/minute fee will be assessed until your child is picked up

POLICIES

Accidents, Injuries, Incidents

When a child requires treatment for an accident or injury, parents/guardians will be notified. If the injury is minor, such as a scrape or bruise, parent/ guardians will be notified when they arrive to pick up their child. If the child requires emergency treatment or needs to be transferred for treatment, parent/guardians will be notified immediately. All emergency transfers will go to Bay Regional Medical Center's Emergency Room. A staff member will complete a written report.

Discipline

Our philosophy of discipline is to resolve each conflict by talking it out. We believe that even our youngest members at Bay City Academy will learn to make appropriate choices and "Do the right thing because it is the right thing to do." If necessary, Eureka Club staff will redirect children to a different choice. Time-out will only be used when absolutely necessary.



If a child is not able to adjust to our program and enrichment setting, we may ask parents to withdraw their child from the program, and try re-enrolling them at a later time.

Healthcare

1. Children and staff wash hands before eating and after outside time.
2. Body fluids to be handled by following guidelines from Blood Borne Pathogen guidelines.
3. Cleaning and sanitizing tables daily before snack/lunch and toys weekly.
4. Controlling infection: see "Illnesses" policy.

Illnesses

Your child's health is of great importance to our staff. At times, children may have signs of communicable disease or illness. To protect all children and staff, if the illness is determined to be harmful by the staff, the parent/guardian will be contacted and asked to take the child home. If parents/guardians cannot be reached in the case of a child's illness, someone from the child's emergency card will be contacted. If symptoms are present, the child will be removed from the program, made comfortable and asked to rest.

Symptoms may include, but are not limited to: fever (100 degrees and above), vomiting, diarrhea, eye drainage, skin problems, and sore throat. **If your child has any of these symptoms, please do not bring him/her to the program or school.** If your child is too ill to participate in enrichment activities or to go outside, please do not bring him/her to the program. If a child is sent home with communicable symptoms, parent/guardians are asked not to bring him/her back for at least 24 hours, even if treated with antibiotics. We appreciate all efforts made to protect children and staff participating in our program. Thank you for your cooperation.

Open Door

Our program encourages parents/guardians to visit their children at any time during their stay with us. For children experiencing separation anxiety, parent/guardians may want to consult staff about how to make the visit a positive experience for their child.

Safety (Fire, Severe Weather, Tornado)

Safety awareness will be an important part of each child's experience at BCA. Children will be instructed on the proper evacuation routes, which are posted in each room of the building.

School Calendar & Snow Days

Our program will follow the Bay City Academy school year calendar and follows the same policy as BCA for school cancellations. If BCA is closed, the Extended Day school program will also close. If BCA delays, the program will delay, however parents may choose not to bring their child to the Extended Day school program due to weather concerns.



STAFF

Bay City Academy and Meta4 are proud of their dedicated, caring staff. At all times the program will have a staff member on duty who is certified in infant/child CPR and First Aid. All staff members have had thorough background checks.

Sarah Harrington, Eureka Club Instructor: has experience educating students at Days of Discovery and as a behavior aide at Saginaw Bay Human Services. She has also prepared and presented health and first aid safety courses through her employment and volunteering with the American Red Cross in Bay City, and she has extensive experience as a camp counselor, teenage and children's ministries leader and student mentor.

Jessica McFarland, Eureka Club Lead Instructor: has extensive experience as a children's program educator, health officer, recreation staff, program developer and camp instructor. She is a co-founder and director of The Curtain Call Community Players community theatre. She was the Director of Camp Programs for Chippewa Nature Center, taught drama for high school students, and also instructs at The Children's School of Music in Midland where she teaches music classes and develops programming for children aged 6 months to 7 years.

COMMENTS & CONCERNS

Your child's happiness and well-being are our top priority! Please contact the Eureka Club instructors or the school office if there is ever a need to express a concern. An appointment will be made to discuss personal issues privately. We highly value your input and truly look forward to hearing from you.

Thank You

Thank you for sharing your children with us! We are enthusiastically looking forward to a fun year of active enrichment with them.



meta4's Eureka Club! at

*Bay City
Academy*