



Community Ed & Rec Childcare

Mulberry Bush, Berry Branch & Extra Mile

Frequently Asked Questions

1. What are the three different programs?

- **Mulberry Bush** childcare is at Horizon School only and serves children from age 6 weeks thru age 4.
- **Berry Branch** is childcare for 4K and 5K students. We have programs at Horizon and Parkview. Care is provided to children before the school day and this program also offers half-day childcare for students after or before the half-day 4K program. Berry Branch students at Fairview are with the Extra Mile students before and after school. Any Fairview Berry Branch students needing half-day care after 4K are bused to Horizon.
- **Extra Mile** is a before- and after-school care program for school-age kids. We have programs at Fairview, Horizon and Parkview. We also provide summer care; however, we do not provide care during the hours of summer school. All students needing AM care during summer school hours must attend summer school. More on summer school and Extra Mile is below.

2. What about fees and rates?

Our rates are increased once a year in September; however, depending on a variety of factors, we may also opt to NOT make increases some years. Current rates are posted on the Child Care page under Community Ed and Rec at www.plymouth.k12.wi.us.

3. How do Extra Mile and Berry Branch care work during summer school, and how do my children get from child care to summer school?

We provide care from 6am – 6pm in the summer, just as we do during the school year. We do not provide care during the summer school hours of 8 – 11:45am. Students who need morning care must attend summer school. During summer school, we have two rooms at Horizon for the programs. Students can come as early as 6 am. They must be registered for summer school and our staff will walk the students to the high school or the classrooms at Horizon for summer school classes. After summer school, one or two staff members will gather all Extra Mile and Berry Branch students at a central meeting location and walk them back to the Extra Mile or Berry Branch classroom for lunch and afternoon activities. We close at 6pm in the summer. Our staff

assist the children in finding their classrooms and we have each child's class schedule. We make sure the children are where they need to be and help them by having extra staff the first week as everyone transitions!

Some Extra Mile students attend Community Ed & Rec camps, such as Basketball and Swim Club. Our staff will get students to and from those activities. Our goal is to provide a summer full of fun and enriching activities. We do everything we can to accommodate other opportunities for our students.

Summer care is also provided during the days when summer school is not in session, such as the entire month of August. After summer school, Extra Mile and Berry Branch are moved back to Parkview, where both have year-round classrooms. We are open from 6am – 6pm as usual. We like to incorporate the perks of the different sides of town into our summer program. During the summer school weeks, students will have the opportunity to swim at the PHS pool once a week. Field trips and walks to Lone Oak Park, Mc Donald's and other businesses on the Horizon side of town add fun to the summer school weeks. Once back at Parkview, we like to spend time in beautiful City Park, Roosevelt Nutt Hill and other places on that end of town.

4. How do I sign up my children?

The first step is to contact our childcare director, Karyn Haun, at (920) 892-6922. She will check on openings, provide a tour if desired, and provide registration forms.

5. How does payment work?

Based on the information you provide to us, we will determine normal weekly hours for your child and create a contract. The contract will include all of your children in our program and average weekly fee. That weekly fee must be paid the Monday BEFORE the week of care. Other accommodations for monthly pay, etc., can be made, but payment must be made before the care is provided. Our staff will review the hours of attendance monthly and compute a monthly statement. You will be able to use that statement for flexible spending accounts and tax purposes. ***Please save the statements as we do not prepare an annual statement.*** Staff will also make accommodations for fewer hours of attendance, vacation days, etc.

Should you have further questions, please call one of the childcare directors. Our goal is to provide nurturing and enriching opportunities for all ages of children. And in the summer we try to allow flexibility for children to enjoy all that Community Ed and Rec has to offer with our camps, classes, special programs while the children are attending childcare. We will help make it all happen!