

Whitefish Bay School District

Parent Handbook



School Year 2017-2018

Cumberland Elementary School
4780 N. Marlborough Drive

Site Manager: Kate Austin
Kate.Austin@wfbschools.com

Main Office (414) 963-3943
Direct Line (414) 963-3879
Cell Phone (414) 254-7031

Richards Elementary School
5812 N. Santa Monica Boulevard

Site Manager: Megan Gannon
Megan.Gannon@wfbschools.com

Main Office (414) 963-3951
Direct Line (414) 963-3878
Cell Phone (414) 254-8710

Recreation and Community Education Department

5205 N. Lydell Avenue
Director
Connects Billing Specialist

Main Office (414) 963-3947
Carin Keland (414) 963-3888
Laura Gleason (414) 963-3801

MISSION AND GOALS

The Whitefish Bay Recreation and Community Education Department created the Connects Program to serve our community's families' need for childcare during non-school hours. The mission of the Connects Before and After School program is to provide high quality programming in collaboration with community agencies, parents, district staff and faculty. The Connects Program believes that every student needs to experience a caring, inclusive learning environment that supports the development of the whole child. Lesson plans and activities are planned intentionally for each child with their desired outcomes in mind. The goals of our Connects Before and After School program include:

1. To provide a variety of developmentally appropriate academic practices and enrichment offerings which enhance the intellectual, physical, social and emotional development of our students.
2. To provide additional instruction for students who would benefit from more support in an environment that allows children the choice to engage in enrichment activities that reinforce skills learned during the school day and, of course, are FUN.
3. To provide a safe and enriching environment with qualified, caring adults so that all students feel welcome and secure.

PROGRAM EVALUATION

The Connects Before and After School program has opted out of participating in the State of Wisconsin's Youngstar Quality Rating program. In its place, the Wisconsin After School Continuous Improvement Process (WASCIP) will be used to evaluate the quality of the program and better align with the mission and goals of the Whitefish Bays School District's Focus Plan. As a result, the program will no longer accept Wisconsin Shares subsidies as a form of payment. However, an alternative financial assistance program will be available for families in need. The Connects program remains focused on providing families with the highest quality of care. We are committed to providing a warm and inclusive environment that results in added value and enrichment to your child's school day.

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Appendix

Enrollment Form/Health History/Schedule/Payment Agreement

***please submit this paperwork to register for the Connects Program**

Permission to Walk Home/Permission for Community Walk/Medication Administration Form/Extra Activity Form

***please complete any or all of the above forms if applicable upon the start of your child's care or keep on hand for future use.**

**The Connects Before and After School Program of The Whitefish Bay School District reserves the right to update, change or remove policies and procedures at any time.*

Program Rates and Payment Information

Rates are based on a flat monthly fee. Non-school days are taken into consideration and families are not charged for those as part of their monthly tuition. Out of this total, nine equal payments (**September thru May**) are created. Credits or refunds are not given for student non-attendance days. *Families who have two or more children registered in the program receive a 10% discount for the oldest child. The Connects Before and After School Program is available from 7:00 a.m. - 6:00 p.m. The Connects Program follows the school calendar and provides care from the first day of school thru the last day of school. *The Connects program does not provide summer care, however, the Whitefish Bay Recreation and Community Education Department offers both full and part-time summer camp options for children entering K4-8th grade. See the Summer Recreation Guide that is distributed to all residents in the spring for additional information.

Full Day K5-5th Grade Before and After Care Monthly Rates

*Monthly Fees September through May. All fees must be paid monthly on the 1st of each month.

	Hours	1-2 Days Weekly	3 Days Weekly	4 Days Weekly	5 Days Weekly
AM Care Only	7am to start of school	\$85.00 per month	\$120.00 per month	\$156.00 per month	\$180.00 per month
PM Care Only	End of School to 6:00pm	\$181.00 per month	\$236.00 per month	\$288.00 per month	\$324.00 per month
AM and PM Care	Combination of above	\$266.00 per month	\$356.00 per month	\$444.00 per month	\$504.00 per month

Half Day K4 Wrap-Around Care Monthly Rates

*Monthly Fees September through May. All fees must be paid monthly on the 1st of each month.

AM 4 year old Kindergarten Wrap-Around Care

	Hours	1-2 Days Weekly	3 Days Weekly	4 Days Weekly	5 Days Weekly
Before AM K4	7am to start school	\$85.00 per month	\$120.00 per month	\$156.00 per month	\$180.00 per month
After AM K4	End of AMK to 3:30pm	\$205.00 per month	\$300.00 per month	\$400.00 per month	\$460.00 per month
After AM K4 extended	End of AMK to 6:00pm	\$360.00 per month	\$505.00 per month	\$650.00 per month	\$730.00 per month
Before and After	7am to start of school & After AM K4 extended	\$414.00 per month	\$553.00 per month	\$654.00 per month	\$740.00 per month

PM 4 year old Kindergarten Wrap-Around Care

	Hours	1-2 Days Weekly	3 Days Weekly	4 Days Weekly	5 Days Weekly
Before PM 4K	7am to start of PMK	\$225.00 per month	\$332.00 per month	\$442.00 per month	\$507.00 per month
After PM K4	End of PMK to 6:00pm	\$181.00 per month	\$236.00 per month	\$288.00 per month	\$324.00 per month
Before/After Care	Combination of above	\$414.00 per month	\$553.00 per month	\$654.00 per month	\$740.00 per month

Program Rates and Payment Information continued

- Fees are based on schedule, not on attendance. No credits or refunds are given on non-attendance days.
- Payments are due on the first of each month. If your account is past due, you will be charged a \$10.00 late fee each week until your account is reconciled.
- \$25.00 per child registration fee is due with registration (maximum \$50 per family). Registration fee is waived if registration is received by June 30th for the following school year.
- There is a 10% sibling discount for families who register two or more children. The discount will apply to the oldest child.
- **NEW** Financial Assistance Program: Families who are on Fee Waiver with the School District of Whitefish Bay are eligible for a reduced tuition rate. Please contact Carin Keland for additional information prior to registration if financial assistance is needed.
- Families will be billed on the 1st business day of each month. Cash is not accepted. Families can choose to auto-pay by credit card or send a check/money order to:

Whitefish Bay Recreation and Community Education
Attn: Connects Before and After School Program
5205 N. Lydell Ave.
Whitefish Bay, WI 53217

Any questions regarding rates, payments and schedules, please call 414-963-3801.

How to Enroll

Enrollment Paperwork

Complete the registration packet. Please fill out all information clearly. Incomplete registration forms will not be accepted. Drop off or mail your completed registration form with the registration fee to:

Whitefish Bay Recreation and Community Education
Attn: Connects Before and After School Program
5205 N. Lydell Ave.
Whitefish Bay, WI 53217

*Enrollment Processing Black-Out Days

Connects will not process enrollments received **less than 10 business days prior to start of the school year** for a first week of school care request. Due to the high volume of work just prior to the first day of school, these are considered **Processing Black-Out Days**. Enrollments received during the black-out period will be processed after the first day of school and will result in a delayed start date of care for your child and/or children. You will be notified when your child may start in the program.

Open Enrollment

Families needing care can enroll throughout the school year, requested start dates and care schedules will be accommodated if space is available in the program.

Schedules

Schedules, which are included in the registration packet, must be completed and returned along with all other registration forms. Registrations will not be processed without the child's schedule and requested start date. Please remember to give the Recreation Department a current family email when registering. E-mail is used as the primary method of communication with families in regards to schedule, billing and program announcements.

Schedule Changes, Adding Care and Withdrawals

Schedule Changes and Additions

If you wish to make a permanent change to your child's number of days, days of the week or add a portion of care, a request must be made to the Recreation and Community Education Department at least 10 business days in advance. If your change or addition is not permanent, requests must be made two business days prior (48 hours). Please note: Change requests are not honored when the attempt is to make-up days a student is not in attendance for illness, vacation, or a Schools Day Out. A legitimate change to a schedule is permanent or for an extended period of time due to a change in work, special family circumstances or student's extra-curricular activities. Changes and additions to your child's schedule will be accommodated **only** if space is available. If the changes are requested after the 1st of the month and are immediate any increase in tuition will be pro-rated and charged to the family's account. The increase in tuition will be due upon receipt of change. There are no pro-rated monthly refunds on permanent or temporary schedule changes.

Period of absence

If your child will not be in attendance for an extended period of time (a minimum of a month or more), parents are asked to give the Connects Before and After School Program Site Manager a written notice indicating the dates of absence and the date of the student's return into the program. The parent may pay 50% of the monthly fee to hold their space in the program.

Withdrawal from a portion of care

If a child remains in the program but the parent wishes to withdraw from a portion of care (i.e. a child who is enrolled in both AM/PM withdrawing from just the AM portion), a notice of withdrawal is requested, in writing, to the Lydell office at least 10 business days prior to your child's last day in attendance in that portion of care. Your notice can be e-mailed to laura.gleason@wfbsschools.com or mailed to 5205 N. Lydell Ave. There are no pro-rated refunds on withdrawals. If a withdrawal notice is received after the 1st of the month, the family is responsible for the child's full tuition for that month.

Withdrawal from program

A notice of withdrawal is requested, in writing, to the Lydell office at least 10 business days prior to your child's last day in attendance. Your notice can be e-mailed to laura.gleason@wfbsschools.com or dropped off at 5205 N. Lydell Avenue. There are no pro-rated refunds on withdrawals. If a withdrawal notice is received after the 1st of the month, the family is responsible for the child's full tuition for that month.

Re-enrollment

If a family chooses to withdraw from the program and then re-enroll within the same school year, that family will be charged an **enrollment fee of \$50.00 per child.**

Enrollment Capacity, Staffing Ratio and Wait List

The Whitefish Bay School District will make every effort to accommodate all families who are in need of the Connects program. The program will meet or exceed the following state recommended staffing ratios of 1:13 for the K4-Wrap Around services and 1:18 for the Before and After Care for grades K5-5th. The K4-Kindergarten group size will not exceed 24 students and the K5-5th grade Before and After Care program will not exceed 36 students per group. If the Connects program is full, your child will be placed on a waitlist and you will be contacted if/when the situation changes. Parents or guardians will be contacted when program space becomes available in the order in which the names were received.

Emergency Drop-In Care *Available to Current Connects Families Only

Emergency Drop-In Care is offered to Connects participants if space is available. A 24-hour notice must be given prior to attendance. **Families will be allowed to register for a maximum of 12 emergency drop-in care days a year.** If requests surpass 12 days, families may be asked to add days to their child's schedule to accommodate what would appear to be a non-emergency need. Due to the difficulty of staffing, Drop-In Care should only be used for family emergencies,

temporary family scheduling issues or other temporary family conflicts where care is needed. There are no refunds or credits issued for the cancellation of Emergency Drop-In Care. Families needing this care will be required to complete a separate Emergency Drop-In Care enrollment form. Enrollment forms are available at the Lydell office and online at www.wfbschools.com/recreation/beforeafterschoolcare.cfm.

School's Out Days

The Connects Before and After School Program offers a School Days Out option for all students on days when school is not in session and on early release days. Families will need to complete a School Days Out registration form and pay for those days separately from the monthly tuition. Students must be registered for School Days Out care one week prior to the date care is needed. **Withdrawals from Schools Day Out care less than one week prior to the care date will not be credited or refunded.** School Days Out registration forms are available in August at the Lydell Office and online at: www.wfbschools.com/recreation/beforeafterschoolcare.cfm Connects is a school district program and follows the district school calendar. Connects does not provide care on Whitefish Bay School District declared holidays or inclement weather days when all school facilities are closed.

Activities & Program Schedule

K4 Wrap-Around Care

Connects provides a dedicated K4 Wrap classroom for your child during the school year. You can expect that your child will be offered a variety of fun choices and activities that will support the whole child. The activities and lessons will be centered on a theme each week, such as animals, friendship, feelings and family. Below is an example of what a typical K4 Wrap-Around Care day may look like.

7:00-8:15: Arrival, optional activity, centers

8:15-9:00: Dismissals, bathroom break, snack

9:00-9:30: Group time

9:30-10:30: Main theme-based activity/free choice

10:30-11:00: Outside play/large motor game

11:15-12:00: Bathroom break, lunch

12:00-12:30: Outside play/large motor game

12:30-1:30: Quiet time and rest

1:30-2:00: Group time

2:00-3:00: Main theme-based activity/free choice

3:00-3:30: Arrival, check-in and Snack

3:30-4:00: Group Time or Homework Tables

4:00-4:30: Outside Play/Large Motor Game

4:30-5:00: Main Theme-Based Activity/Free Choice

5:00-6:00: Free Choice Table Centers/Music Time

AM only, PM only or AM and PM

Your child will be placed in either school's Great Hall or Great Room for the duration of the school year. You can expect that your child will be offered a variety of fun choices, academic time and activities that support the development of the whole child. **Depending upon AM enrollment numbers, AM care may be held in the K4 classroom. Families will be notified prior to school year where the AM care will be held.*

AM Care Only

Arrival: Attendance, optional activity and centers. Due to time limitations, no snack will be offered during the AM Care Only session.

PM Care Only

Attendance: Attendance is taken immediately after students arrive.

Snack: A healthy snack will be provided.

Academic and Quiet Time: Children will have time to work on homework or work quietly on individual games or other learning activities.

Enrichment and Recreation Time: Children will have an opportunity to take part in enrichment activities each day. Activities may include, but are not limited to; writing, reading, arts, crafts, science projects, games, music, sports and cooking. Children may go outdoors, weather permitting.

Curriculum

The Connects program for students K4-5th aligns its curriculum with the School-Age Curricular Framework. The School-Age Curricular Framework determines that participants will be exposed to:

- Language, Literacy and Numeracy
- Arts and Culture
- Global Learning
- Health and Wellness
- Media and Technology
- Science, Technology, Engineering and Math Education (STEM)
- Social Emotional Development/Character Education
- Environmental Learning
- Service Learning

These content areas complement the core subjects that children learn in school and provide a better linkage from the school day to Before and After Care.

Individual Child Portfolios

For students who are in regular attendance* at school, Connects uses individual child portfolios to document the children’s goals and progress throughout the school year. These allow our program to identify meaningful, efficient, and engaging ways to share important information with parents. The portfolios will vary from child to child due to individual differences, but may include some of the following items:

- Parent survey inventory
- Developmental checklists of task
- Student goal sheet/tracking sheet
- Anecdotal records
- Running observations
- Work samples
- Photographs
- Video or audio recordings
- Children’s journaling excerpts
- Child-created goal sheet
- Goal tracking sheet

**Definition of “regular attendance” for a K4 student is a student scheduled for attendance at least 17.50 hours a week.*

**Definition of “regular attendance” for K5-5th student is a student scheduled for attendance at least 10 hours a week.*

Safe Arrival & Dismissal

Connects Before and After School students will use the following rooms as their Before and After home rooms.

Cumberland School:

Wrap-Around Care K4	Elementary Classroom
Grades* K5-5th	Great Room Before and After Care

Richards School:

Wrap-Around Care K4	Elementary Classroom
Grades *K5-5th	Great Hall Before and After Care

- K5 students may be placed in the K4 room after school or the Great Room/Hall programs depending on enrollment and group size capacity.
- Connects room assignments may vary year-to-year based on school enrollment numbers.

Parent/Guardian sign in and sign out will take place in the Connects Before and After School home rooms. Attendance will be taken and our staff will follow up with a phone call to parent/guardian if your child is not in attendance and the Connects Before and After School program has not been notified.

2nd-5th Grade Students - 2nd-5th grade students who attend Before Care will be dismissed to their classrooms five minutes before the start of school. 2nd -5th grade students who attend After Care will be directed by their teachers to go to the Great Hall/Great Room immediately after the dismissal bell at the end of the school day.

K4-1st Grade Students – K4-1st grade students will be escorted to and from their “care” classroom to their school-day classroom. We will provide your child’s teacher with his/her care schedule. Always let us know of a schedule change if your child will not be in attendance so that we know and have the opportunity to let the classroom teacher know. Our staff will follow up with a phone call to parent/guardian if your child is not in attendance and the school has not been notified. All students will need to be signed in and signed out of the program by a parent, guardian or an authorized adult. Please make sure you and anyone authorized to drop-off or pick-up your child has a photo ID. Connects Before and After School students will use various other rooms and resources within the school buildings. When appropriate, or when programming allows, Connects will use the art room, library media center, gymnasium and playground. If students are not in their assigned home rooms at pick up, staff will use visible signage to post where they are in the building. For the safety of our students, everyone must be signed in and signed out daily by a parent/guardian or an authorized individual. More information can be found under Authorization for Pick-Up located on page 10. Children must be picked up by 6:00 p.m.

Permission to Walk Home –For your child’s safety, he or she will not be permitted to walk or ride their bike home unattended unless you have written authorization on file with us. In the Connects enrollment packet, you will find the Permission to Walk Home form. Please complete and return to the Whitefish Bay Recreation Department along with your completed enrollment forms. Extra permission forms are available at both school sites and can be requested from the Site Manager.

Permission for Community Walks - If time and weather permits, Connects students may take supervised walks within the community. The staffing ratios will be consistent with our classroom ratios which are 1:13 (or better) for K4 students and 1:18 (or better) for K5-5th grade students. Staff will use visible signage to post the destination/ route, the departure time and estimated return time of the walk. In the Connects enrollment packet, you will find the Permission for Community Walks form. Please complete and return to the Whitefish Bay Recreation Department along with your completed enrollment forms. Extra permission slips are available at both sites and can be requested from the Site Manager.

Extra Activity - Your child may be involved in another school-sponsored activity such as Lego Club, Mad Science, Spanish Club, Chess Club or Recreation Department Activity. This is encouraged and if your child will be participating in another school-sponsored activity, Connects staff must be notified by completing an Extra Activity Notification form. Once the form is completed and turned in at the site, Connects staff will make arrangements to escort students safely to and from that activity. Activity Notification forms are available at both sites and can be requested from your Site Manager.

Authorization for Pickup

Your child will only be released to authorized individuals. All authorized individuals must be listed on the enrollment form. All authorized individuals will **need to show a photo ID** when picking up your child. To authorize any additional persons, you must inform your Site Manager and update your authorized list. In addition, notify your Site Manager if you want a person removed from the list. If an unauthorized person should arrive at school to pick up your child, you will be contacted immediately and your child will not be released. It is the responsibility of the parent/guardian to keep Connects staff notified of changes to this list. All information must be current. Each child must be signed in and signed out daily. For safety reasons, authorized individuals must walk in and sign children out of the program.

Late Pick-Up Fees

The program closes at 6:00 p.m. If a student is not picked up on time, we need to retain staff to provide adequate supervision. You will be charged **\$5.00 for every minute you are late**. Excessive and habitual late pick-ups are evidence that the Connects program times do not fit a family's need for care. In this event, the Site Manager reserves the right to suggest other care arrangements or recommend dismissal from the program.

Absences

Whenever your child will be absent, please call the Connects Before and After School Program to report the absence.

Cumberland Elementary

Classroom 963-3879 or Cell 254-7031

Richards Elementary

Classroom 963-3878 or Cell 254-8710

When reporting an absence, include your child's name and the reason for the absence. Please call before your child is scheduled to attend. If your child is not accounted for during attendance, the Connects staff will call you. We want to ensure that every child is accounted for and safe.

Legal Custody

If you are experiencing custody difficulties, we strongly urge you to keep the program staff fully advised of circumstances which might affect your child and supervision. Unless legal documentation is submitted to the contrary, we will assume that parents share equal rights to drop off or pick up a child.

Child Abuse or Neglect

We are required by law to report any suspected abuse or neglect to Protective Services. Please communicate any issues or concerns to the staff regarding your child's well-being.

Cancellations due to Weather

When the Whitefish Bay School District and after school activities are closed or cancelled due to weather, the Connects Before and After School Program will be cancelled. School closing announcements are made over stations WTMJ-620, WISN-1130 and WOKY-920. Closings are also announced on TV stations 2/4, 6, 12, and 58.

Termination Policy

A child's enrollment will be terminated based on, but not limited to, the following:

- Parent failure to observe rules of the Connect Before and After School Program as stated in the Parent Handbook
- Failure to pay program fees
- Repeated failure to notify program of absence
- Students that endanger the safety of themselves or others
- Consistent behavioral problems (See Acceptable Behavior Policies)
- Habitual late pick-ups
- Harassment between student/parents and staff/students in the program is prohibited and if it takes place it may be grounds for termination. Harassment may include, but not limited to the following:
 - Verbal harassment including kidding, derogatory comments, slurs or ethnic jokes
 - Physical harassment, including patting, pinching or intentional bushing up against another's body
 - Physical interference with movement, activities or work

- Visual harassment including derogatory cartoons, drawings, posters or emails

Acceptable Behavior

The elementary school Code of Classroom Conduct applies to the Connects Before and After School Program. Students in the School District of Whitefish Bay are expected to be respectful, responsible and safe. Within our Connects Before and After School program, staff will teach and reinforce the expected school behaviors. As during the school day, progressive approaches to discipline consisting of re-teaching, positive reinforcement and consequences will be used.

Staff members proactively promote positive behavior by:

- Making rules clear and simple
- Being consistent when dealing with children
- Making children aware of the consequences of the broken rules

Specific techniques to be used by all staff members for discipline will include:

- Speaking to the child at his/her level while maintaining eye contact and using a calm voice
- Listening to the child's explanation of his/her behavior
- Reminding the child of the rules at school
- Speaking to the child in positive manner
- Removing the child from the group for a short time

If the child demonstrates consistent inappropriate behaviors, the following steps may be taken:

- Parents/guardians will receive a verbal description of the behaviors. If the behaviors continue, they will be notified again and a Behavior Report will be completed.
- Staff will document and communicate the behaviors to the child, parent/guardian and building principal using the Behavior Report form. Parents are expected to discuss the behavior and work collaboratively with their child and Connects staff to eliminate the negative behaviors.
- The child may be removed from the program temporarily, depending on the circumstances.
- The child may be dismissed from the program for the remainder of the school year and future enrollment will be evaluated.

In the event that the parents and staff are unable to come to a mutually satisfying course of action, or the child's behavior is deemed a safety concern, the Director reserves the right to ask the parents to find alternative arrangements. Behavior that puts the child or others at a safety risk will be handled immediately using the techniques and policies above. Examples of dangerous behaviors may include, but are not limited to:

- repeated defiance,
- leaving supervised areas
- use of inappropriate language
- causing physical harm to oneself or others

These types of behaviors could lead to immediate removal or temporary dismissal from the program. For more information, see the Termination Policy on page 10.

Medications

Students may carry and self-administer their inhalers, EpiPens or insulin pumps in school or at school activities. A completed Medication Administration form must be on file at the school to prevent/control their identified health care needs. See your school's Parent-Student Handbook for the Board of Education policy on Administering Medicines to Students (Policy JHCD). This policy applies to the Connects Before and After School Program.

Allergies

School Board policy 453.4 contains all administrative guidelines on allergy management in the classroom. These procedures are also posted in your child's Connects classroom. Parents must provide written instructions regarding the

allergy on the Connects registration forms and are required to complete a Medical Permission form. This form allows staff to assist/seek medical attention or administer medications if and when needed. Medical Permission forms can be requested from the Whitefish Bay Recreation and Community Education Department office and must be returned prior to your child's first day in the classroom.

Injury

Please be sure that you sign off on the registration forms so that we have permission to seek medical attention in the case of an emergency. In the case of a minor injury, staff will administer first aid. It is the family's responsibility to maintain adequate insurance coverage for the child while attending school through an individual family policy. Check with your school's main office about the voluntary program of insurance made available to parents.

Illness

If your child becomes ill during the program, such as having a fever over 100 degrees, vomiting, diarrhea or contracting a contagious disease, you will be required to pick up your child within one hour of notification. If your child has a contagious disease, please notify us immediately, so that we can let all parents know that their child may have been exposed. If your child is sent home from school ill, please notify the Site Manager by phone or in writing. Children must be fever-free, vomit-free, and diarrhea-free for 24 hours prior to the return to school and the Connects program.

Personal Hygiene

Staff will assist children in learning the habits of good personal hygiene. Independence and development of self-help skills are encouraged. All K4 students are walked to the bathroom by a Connects staff member. School-age children are excused to the bathroom independently. If a child has an accident or gets their clothing wet or soiled they will be responsible to independently change themselves. If they cannot independently change themselves, a parent may be called to assist the child. In a public school setting, our staff cannot enter a bathroom stall with a child or assist a child in toileting, clean-up or other personal hygiene routines. If a child has repetitive toileting accidents (3 or more), the teacher may determine that the child is not suitable for our program. Children will be given time to wash their hands before and after eating, after toileting and other times throughout the day.

Lunch

K4 Wrap-Around Care Lunch Time is 11:15 a.m. - 12:00 p.m.

The Whitefish School District does not provide a lunch program at the elementary schools. All students need to bring a bag lunch each day. Please help your child make healthy choices and do not include sugary snacks or drinks. Milk cards can be purchased in the school office for \$2.00 or purchased daily in the lunchroom for \$0.10 each. A nutritious lunch is important to the development of your child and his/ her learning. We encourage parents to pack foods from the four food groups: dairy, meat/protein, fruit/vegetable and grain. Some suggested lunch or snack foods are:

- crackers
- fresh fruits and vegetables
- raisins
- pretzels
- popcorn
- yogurt
- cheese

Unfortunately, we are not able to heat up or keep lunches cold, so please use a packable thermos or ice packs when needed. Plastic silverware and napkins are provided.

Snacks

A nutritious snack will be provided by the Connects Before and After School Program for AM Wrap-Around Care and the PM Care children. No snack is provided between 7:00 a.m. to start of school and lunch to school dismissal for the K4 students. The Connects program follows USDA food guidelines to provide a nutritious snack to Connects students. Snack will include two of the following four components.

- Dairy
- Fruit/vegetable
- Grain/bread (whole grain, enriched or fortified)
- Meat/protein

Leftover lunch is not allowed to be eaten for snack. Connects staff must follow the USDA snack guidelines and work hard to provide a nutritious and healthy snack

Toys and Items from Home

The K4 Wrap-Around Care program will provide many games, toys, puzzles and other fun and exciting materials for your child. We discourage your child from bringing their favorite items from home unless they have been designated “show and tell” days. We are not responsible for the damage or loss of a favorite item.

Clothing

K4 Wrap-Around Care Children

Parents need to provide their child with a change of clothing. Please make sure each item is labeled with first and last names. Each child will have their own basket for personal items. Staff will assist children in learning the habits of good personal hygiene. Independence and development of self-help skills are encouraged. If a child has an accident or gets their clothing wet or soiled they will be responsible to independently change themselves. If they cannot independently change themselves, a parent may be called to assist the child. Please dress your child appropriately for the weather. We will go outside, weather permitting.

AM and PM Care Children

Please dress your child appropriately for the weather. We will go outside, weather permitting.

Photos

We love to take pictures of all the wonderful things the children are doing during the Connects Before and After School programs. At times, photos may be used for local program publications and on the district approved social media and web pages. On the registration form, we ask for a signature giving permission to display pictures of your child.

Special Needs

This program will be inclusive to students with differing abilities. If your child has special needs, please make sure that you provide us with needed information on the enrollment form. The staff will make every effort to provide a fun and safe experience for all. However, due to the nature of the program, staff cannot provide one-on-one support.

Parent/Teacher Conferences

Two scheduled conferences will be held with parents/guardians during the school year to discuss progress of your child. A parent or teacher may arrange additional conferences when circumstances warrant. Open and honest communication between home and school is an integral part of any successful before and after school experience. We encourage parents to attend conferences.

Parent/Family Involvement & Communication

Parents are a crucial component of the Connects Before and After School program. Although there is no formal parent orientation meeting, parents are welcome to visit the classroom throughout the school year. If interested, please contact the Site Manager to schedule the visit. Along with the Parent Handbook, an observation or visit provides a great orientation to the Connects program. Staff are available to answer any questions you may have. Throughout the school year, Connects monthly newsletters, flyers and group email alerts are used to communicate program information and events. Parents also have the opportunity to volunteer to join the Connects Parent Advisory Council. This is an informal parent feedback group and meetings are held quarterly at 5:00pm. If interested, please see your program Site Manager for more information.

The Connects Program participates in each elementary school's Meet & Greet and Open House events. This is a great time for families to stop in the classroom and meet the staff. In addition, at least two family events will be scheduled each year as an attempt for the staff, parents and children to socialize and get to know each other better. This may be an ice cream social, movie night or a pot luck! Watch your newsletters and your email for event details.

Communication with your child's Connects leaders is encouraged. Parents are asked to contact their Site Manager directly via email or telephone regarding any questions or concerns. Email is generally the most efficient. Site Manager Email addresses are on the cover of this Parent Handbook.

To ensure parents are an active participant in our program, throughout the school year families will be surveyed to collect information on program satisfaction, as well as allow the opportunity to provide input on program policies through a parent advisory council.

Volunteer Opportunities

High school and college students, grandparents, parents and retirees are encouraged to sign up to volunteer. If you are interested, please call (414) 963-3947 for a volunteer application. For the safety of our students, a screening of all volunteers is conducted.