

# Whitefish Bay School District

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## Parent/Guardian Handbook



### School Year 2018-2019

**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 Bay 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/Care Schedule/Payment Agreement
- Permission to Walk Home/Permission for Community Walk/Medication Administration Form

*The Connects Before and After School program, as a part 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 year 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 K4-8<sup>th</sup> grade. See the Summer Recreation Guide that is distributed to all residents in the spring for additional information.

### Full Day K5-5<sup>th</sup> Grade Before and After Care Monthly Rates

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

	Hours	1-2 Days Weekly	3 Days Weekly	4 Days Weekly	5 Days Weekly
<b>AM Care Only</b>	<b>7am to start of school</b>	\$85.00 per month	\$120.00 per month	\$156.00 per month	\$180.00 per month
<b>PM Care Only</b>	<b>End of School to 6:00pm</b>	\$181.00 per month	\$236.00 per month	\$288.00 per month	\$324.00 per month
<b>AM and PM Care</b>	<b>Combination of above</b>	\$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 1<sup>st</sup> 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
<b>Before AM K4</b>	<b>7am to start school</b>	\$85.00 per month	\$120.00 per month	\$156.00 per month	\$180.00 per month
<b>After AM K4</b>	<b>End of AMK to 3:15pm</b>	\$205.00 per month	\$300.00 per month	\$400.00 per month	\$460.00 per month
<b>After AM K4 extended</b>	<b>End of AMK to 6:00pm</b>	\$360.00 per month	\$505.00 per month	\$650.00 per month	\$730.00 per month
<b>Before and After</b>	<b>7am to start of school &amp; After AM K4 extended</b>	\$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
<b>AM Care Only</b>	<b>7am to the start of school</b>	\$85.00 per month	\$120.00 per month	\$156.00 per month	\$180.00 per month
<b>Before PM 4K</b>	<b>Start of school to the start of PMK4</b>	\$205.00 per month	\$300.00 per month	\$400.00 per month	\$460.00 per month
<b>After PM K4</b>	<b>End of PMK to 6:00pm</b>	\$181.00 per month	\$236.00 per month	\$288.00 per month	\$324.00 per month
<b>Before/After Care</b>	<b>Combination of above</b>	\$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.
- Tuition payments are due on the first of each month. If your account is past due, you will be charged a \$10.00 weekly late fee. Tuition balances will not be carried over from month to month. Not paying tuition or habitually late payments may result in your child losing his or her space in the program and termination of care.
- \$25.00 per child registration fee is due with registration (maximum \$50 per family). The registration fee is waived for all families if you register prior to June 30<sup>th</sup> 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.
- Financial Assistance Program: Families who are on the Fee Waiver program 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 are auto-billed on the 1<sup>st</sup> business day of each month for that month's schedule. Cash is not accepted. Families can choose to make an auto-payment 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 the program Billing/Registration Specialist at 414-963-3801.

## How to Enroll

### Enrollment Paperwork

Enrollment starts April 2nd for the upcoming school year. Complete the registration packet. Please fill out all information clearly. Incomplete registration forms will not be accepted. Drop off or mail your completed registration forms 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

Enrollment processing black out days are the **10 business prior to the start of school**. Enrollments received during the black-out period may be processed after the first day of school and may result in a delayed start date for your child and/or children. You will be notified when your child can start in the program if you attempt to register during this period.

### 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. If the program is full, your child will be placed on a waitlist. \*See page 6 for waitlist process.

### Schedules

The Schedule Request form is included in the registration packet and must be completed and returned along with all other registration forms. Registrations will not be processed without the child's yearly schedule and requested start date. Please remember to list 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 written request must be made to the Connects Billing Specialist 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) and are granted on availability. Please note: Change requests are not honored when the attempt is to "make up" a day or days where a student was not in attendance for an illness or vacation etc. 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 1<sup>st</sup> 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 Billing Specialist 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 Connects Billing Specialist at least 10 business days prior to your child's last day in attendance for that portion of care. If the requested withdrawal is received at the end of the month and a 10 business days' notice is not received, households may be responsible for the following months' tuition. There are no pro-rated refunds or credits on withdrawals.

### Withdrawal from Program

A written notice of withdrawal must be given to the Connects Billing Specialist at least 10 business days prior to your child's last day in attendance. If the requested withdrawal is received at the end of the month and a 10 business days' notice is not received, households may be responsible for the following month's tuition. There are no pro-rated tuition refunds or credits on withdrawals.

### 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.

\*All written schedule change, additions, and withdrawal notices can be e-mailed to [laura.gleason@wfbschools.com](mailto:laura.gleason@wfbschools.com) or dropped off at the Recreation and Community Education Department  
5205 N. Lydell Avenue

## 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 K5-5<sup>th</sup>. The K4-Kindergarten group size will not exceed 24 students and the K5-5<sup>th</sup> 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

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](http://www.wfbschools.com/recreation/beforeafterschoolcare.cfm) and should be complete and returned to the Whitefish Bay Recreation and Community Education Department.

## School's Out Days

The Connects Before and After School Program offers a School's Out Days option for all students when school is not in session. Families will need to complete a School's Out Days registration form and pay for those days separately from the monthly tuition. **Withdrawal from care less than one week prior to the care date will not be credited or refunded.** School's Out Days registration forms are available starting in August at the Whitefish Bay Recreation and Community Education Department and online at: [www.wfbschools.com/recreation/beforeafterschoolcare.cfm](http://www.wfbschools.com/recreation/beforeafterschoolcare.cfm)

## 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 K4-5<sup>th</sup> 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 attend K4 Wrap Around Care and PM Only, 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:

- Interest Surveys
- Student goal sheet
- Anecdotal records
- Running observations
- Work samples
- Photographs
- Video or audio recordings
- Children's journaling excerpts
- Goal tracking sheet

## Safe Arrival & Dismissal

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

### **Cumberland School:**

Wrap-Around Care K4  
Grades\* K5-5th

Elementary Classroom Room number TBA  
Great Room Before and After Care

### **Richards School:**

Wrap-Around Care K4  
Grades \*K5-5th

Elementary Classroom, Room number TBA  
Great Hall Before and After Care

The Connects home room locations may vary year-to-year based on school enrollment numbers.



Parent/Guardian sign-in and sign-out will take place in the assigned homerooms. 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.

**2<sup>nd</sup>-5<sup>th</sup> Grade Students** - 2<sup>nd</sup>-5<sup>th</sup> grade students who attend Before Care will be dismissed to their classrooms five minutes before the start of school. 2<sup>nd</sup> -5<sup>th</sup> 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.

**K4-1<sup>st</sup> Grade Students** – K4-1<sup>st</sup> grade students will be escorted to and from their Connects classroom to their school-day classroom. We will provide your child’s teacher with his/her care schedule. Always let us know if your child will not be in attendance at Connects and have the opportunity to inform the classroom teacher. 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 homerooms at pick up, staff will use visible signage to post where they are in the building. 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 K5-5<sup>th</sup> 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 add persons to your authorized list throughout the year, you must inform your Site Manager to update your 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. On mid-day district closures Connects will remain open until the last child is picked up. For the safety of our students and staff, we will encourage parents to pick-up their children as early as possible when the district closes mid-day or only cancels after school activities and athletics.

## **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
- Habitual late paying 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 at Connects. A completed Medication Administration form must be on file to prevent/control their identified health care needs. Connects does not have access to the School Clinic before or after school hours. If your child needs medications, a second set will need to be provided to Connects. 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 99.6 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 (without medication), 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. All students are expected to be potty-trained. 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
- sandwiches

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 from 7:00 a.m. to start of school or 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 photos and videos to record all the wonderful things the children are doing during the Connects Before and After School programs. At times, photos may be used in program newsletters, Recreation and Community Education 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 or individual care to a child.

## **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, 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. Along with the Parent Handbook, an observation or visit provides a great orientation to the Connects program. Staff are always available to answer any questions you may have.

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.

Throughout the school year, Connects monthly newsletters, flyers and group email alerts are used to communicate program information and events. Around school conference times, Connects will host a Portfolio Showcase. The showcase invites parents to review their child's individual portfolio. Portfolios document student goals and individual growth throughout their time with the Connects program.

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's email addresses are on the cover of this Parent Handbook.

To ensure parents and students are active participants in our program, throughout the school year satisfaction surveys will be conducted. Participation in program surveys allows our team to better understand our family's needs and make sure we are using that data to better our program.

## **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.