



# Connects Before & After School Care

## Parent/Guardian Handbook

School Year 2024-2025

**Cumberland Elementary School**  
4780 N. Marlborough Drive

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

**Richards Elementary School**  
5812 N. Santa Monica Boulevard

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

**Recreation & Community Education Dept.**  
5205 N. Lydell Avenue  
*Connects Billing Specialist:*

Main Office (414) 963-3947  
Direct Line (414) 963-3801



**Whitefish Bay**  
**RECREATION**  
Bringing **Community** Together

## **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 that 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.

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## Appendix

- Permission to Walk or Bike Home/Permission for Community Walk/Authorized Pick-Up/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.*

<b>Program Rates and Payment Information</b>
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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 through the last day of school. Rates are based on the typical amount of student days in the district school calendar to create a flat monthly fee. Non-school days are taken into consideration and families are not charged for those as part of their monthly tuition. June tuition is prorated based on the determined last day of school. Credits or refunds are not given if your child is not in attendance. Families who have two or more children registered in the program receive a 10% discount for the oldest child. 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 K4-6th grade. See the Summer Recreation Guide that is distributed to all residents in the spring for camp information.

All tuition and encumbered late fees are due on the 1<sup>st</sup> of each month.

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

	Hours	1-2 Days Weekly	3 Days Weekly	4 Days Weekly	5 Days Weekly
AM Care Only	7 am to 7:50 am	\$90.00 per month	\$125.00 per month	\$161.00 per month	\$185.00 per month
PM Care Only	3:00 - 6:00 pm	\$186.00 per month	\$241.00 per month	\$293.00 per month	\$329.00 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

### K4 Wrap-Around and Before/After Care Monthly Rates

**AM 4-year-old Kindergarten Care:**

	Hours	1-2 Days Weekly	3 Days Weekly	4 Days Weekly	5 Days Weekly
Before AM K4	7am to 7:55 am	\$90.00 per month	\$125.00 per month	\$161.00 per month	\$185.00 per month
After AM K4 (Wrap Care)	10:55 am to 3:00 pm	\$225.00 per month	\$322.00 per month	\$442.00 per month	\$507.00 per month
After AM K4 extended	10:55 am to 6:00 pm	\$386.00 per month	\$540.00 per month	\$694.00 per month	\$780.00 per month
Combination of Before and After Care	7am to 7:55am & 10:55am to 6:00pm	\$430.00 per month	\$578.00 per month	\$688.00 per month	\$780.00 per month

**PM 4-year-old Kindergarten Care:**

	Hours	1-2 Days Weekly	3 Days Weekly	4 Days Weekly	5 Days Weekly
AM Care Only	7 am to 7:55 am	\$90.00 per month	\$125.00 per month	\$161.00 per month	\$185.00 per month
Before PM 4K (Wrap Care)	7:55 am to 11:55 am	\$297.00 per month	\$332.00 per month	\$442.00 per month	\$507.00 per month
After PM K4	3:00 pm to 6:00 pm	\$186.00 per month	\$241.00 per month	\$293.00 per month	\$329.00 per month
Combination of Before and After Care	7:00 to 11:55 am and 3:00 to 6:00 pm	\$430.00 per month	\$578.00 per month	\$688.00 per month	\$780.00 per month

- Fees are based on schedule as it relates to the monthly rates stated on page 4, not on attendance. No credits or refunds are given for days your child is absent from school.
- 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 per child. Tuition balances and late fees 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).
- 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 before 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-debit using a 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 Specialist at 414-963-3801.

### **Lottery Registration Process**

Lottery registration is used as a process for the Recreation and Community Education Department's most high-demand programming. Connects is a high-demand program. A lottery registration system allows all residents fair and equal access. The Recreation and Community Education Department will accept registrations during the lottery registration dates and will "over-enroll" the program. On the pre-selected lottery processing date, participants will be randomly selected using a computer-generated software program. Lottery participants not selected will be placed on a waitlist in the order of the number they have been assigned. All registrations received after the lottery has taken place will be processed or placed on a waitlist in the order they have been received.

### **How to Enroll in the Lottery**

Enrollment Forms may be picked up at Richards or Cumberland Schools, the Lydell School and Community Center, or downloaded from our website; [www.wfbschools.com/community-recreation/](http://www.wfbschools.com/community-recreation/) starting April 1<sup>st</sup>, 2024.

To be eligible for the lottery, forms must be handed in person to the Lydell School & Community Center or submitted through the Google Form between April 15<sup>th</sup> - April 17<sup>th</sup>. **Emailed forms will NOT be accepted.** The lottery will be processed on April 18<sup>th</sup>. Enrollment forms received on or after April 18<sup>th</sup> will NOT be entered into the lottery and processed in the order in which they were received after the lottery results. Families will be notified whether their registration has been selected or placed on our waitlist no later than April 26<sup>th</sup>.

To enroll, you must complete the entire registration packet including the Schedule Request Form that is included in the registration packet. Registrations will not be processed without the child's yearly schedule and requested start date. Remember to list a current family email address when registering. E-mail is used as the primary method of all Connects communications. Clearly fill out your information on the Enrollment Forms. Incomplete or illegible registration forms will not be accepted.

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

### **Enrollment Processing Black-Out Days (10 business days before the start of school)**

Black-Out Days allow our staff and teachers to best prepare for the first week of school. Enrollments received during the black-out period might not be processed 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 Black-Out Days. **The last day to enroll before the black-out period is Friday, August 16, 2024.**

### **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 the waitlist process.

## **Schedule Changes, Adding Care and Withdrawals**

### **Schedule Changes and Additions**

If you wish to make a schedule 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. 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 due to a change in work, special family circumstances, or a 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 to tuition will be pro-rated and charged to the family's account. The tuition increase will be due upon receipt of the change. There are no pro-rated monthly refunds on schedule changes.

### **Period of Absence**

If your child will not be in attendance for an extended period (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 to the program. The parent may pay 50% of the monthly fee to hold their space in the program. The Recreation Department reserves the right to approve or deny requests based on availability.

### **Withdrawal from a Portion of the 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 before 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 110-business days' notice is not received, households may be responsible for the following month's 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 before the last day of attendance. If the requested withdrawal is received at the end of the month and a 10-business days' notice is not received households are responsible for the following month's tuition. If billing has already been processed, households are responsible for the current 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 a re-enrollment fee of \$50.00 per child.

**All written schedule changes, additions, and withdrawal notices can be e-mailed to the Billing Specialist or dropped off at the Lydell School & Community Center, 5205 N. Lydell Avenue.**

## **Enrollment Capacity, Staffing Ratio, and Waitlist**

The Whitefish Bay School District will make every effort to accommodate all families who need the Connects program. The program will meet or exceed the following state-recommended staffing ratios of 1:13 for the K4-Wrap Around Care and 1:18 for the Before and After Care for grades K5-5.

If the Connects program is full, your child will be placed on a waitlist and you will be contacted when spaces open up in the program. **Our monthly rates on page 4 apply to those who are taken off of the waitlist.** Once contacted, families will have 24 hours to accept the space. If a family passes on available spaces twice they will be placed on the bottom of the waitlist.

## Safe Arrival & Dismissal

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

### Cumberland School:

Wrap-Around Care K4	Elementary Classroom
K5-5th	Great Room

### Richards School:

Wrap-Around Care K4	Elementary Classroom
K5-5th	Great Hall

*\*The K4 Connects room locations may vary year-to-year based on student enrollment numbers.*

### Arrival to Connects

All students must be signed in by a parent, guardian, or authorized representative by 9:00 am. Attendance will be taken and our staff will contact the primary parent/guardian if your child is not in attendance and the Connects Before and After School program has not been notified. ***Please make sure you and anyone authorized to sign in or drop off your child has a photo ID.***

### Dismissal to and from School and Parent Pick-Up

#### RICHARDS:

**K4:** K4 students will be escorted to and from their Connects classroom to their school-day classroom. We will provide your child's teacher with your student's care schedule. Parent pick-up for K4 will be in the Connects classroom. ***Please make sure you or anyone authorized to sign out your child has a photo ID.***

**K5&1<sup>st</sup>:** After dismissal, K5 students will be escorted from their school-day classroom while 1st-grade students will walk independently from their school-day classroom to the Great Hall. Parent pick-up for K5 and 1st grade will be in the Great Hall. All students will need to be signed out by a parent, guardian, or an authorized adult. ***Please make sure you or anyone authorized to sign out your child, has a photo ID.***

#### BOTH SCHOOLS:

**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 school-day classroom or classroom line 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 for parent pick-up immediately after the dismissal bell at the end of the school day. ***Please make sure you and anyone authorized to pick up/sign out your child have 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, the program may use the art room, library media center, gymnasium, and playground. If students are not in their assigned rooms, staff will use visible signage to post where they are in the building.*

**Permission to Walk/Bike 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/Bike 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. **We do not let anyone under 2nd grade walk home by themselves unless accompanied by a sibling older than 2nd grade and with their parent’s permission, or with an adult.**

**Permission for Community Walks** - If time and weather permit, 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 the estimated return time. 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** – We encourage your students to be involved in other Recreation Department or school-sponsored activities such as Lego Club, Mad Science, Spanish Club, or Chess Club. If your child will be participating in another school-sponsored activity the Connects staff must be notified by completing an Extra Activity Notification Form. Once the form is completed and turned in to the Site Manager, the Connects staff will make arrangements to escort your child back to Connects once the activity is done. 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 their child. To add people to or remove people from your authorized list throughout the year, you must contact your Site Manager. 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 until approval is given by parents or guardians. It is the responsibility of the parent/guardian to keep Connects staff notified of changes to this list. All information must be current. For safety reasons, authorized individuals must walk into the school and sign children in and out of the program.

### **Late Pick-Up Fees**

The program closes at 6:00 p.m. The 4K WRAP Program closes at 3:15 pm. 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**. Staff will call Parents/Guardians or Emergency Contacts if a student is not picked up on time. After 30 minutes of program closure, and staff have been unable to reach the students’ Parents/Guardians or Emergency Contacts, staff will call the Whitefish Bay Police Department. Habitually 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 from care, please email your Site Manager or call one of the following program numbers 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 or email before your child is scheduled to attend. If your child is not present, the Connects staff will contact you. We want to ensure that every child is accounted for and safe.

If you have enrolled in **Early AM Care (7:00 am- 7:55 am)** and plan to not use it consistently, notify your Site Manager or the Billing Specialist. Once notified, the Connects staff will not continue to contact you regarding your child's daily absences from Early AM Care.

## Legal Custody

If you are experiencing custody difficulties, we strongly urge you to keep the Site Manager fully advised of circumstances that 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.

## Drop-In Care

Drop-in care is offered to Connects participants if space is available. Due to limited space, dates requested must be no more than one month in advance and your household must have a \$0 account balance. Families needing this care will be required to complete a separate Drop-In Care enrollment form with payment. If space is available, the Billing Specialist will process your request and provide a confirmation. **Families will be allowed to register for a maximum of 10 Drop-In Care days a year.** If requests surpass 10 days, families may be asked to add days to their child's schedule to accommodate what would appear to be a regularly scheduled need. Due to the difficulty of staffing, Drop-In Care should only be used for temporary family emergencies or scheduling issues. There are no refunds or credits issued for the cancellation of Drop-In Care. Enrollment forms are available at the Lydell School & Community Center office, at the Connects Parent Table in each room, and online at [www.wfbschools.com/community-recreation/beforeafterschoolcare.cfm](http://www.wfbschools.com/community-recreation/beforeafterschoolcare.cfm). Forms should be completed and returned to the Whitefish Bay Recreation and Community Education Department to register for Drop-In Care.

## School's Out Care

The Connects Before and After School Program offers a School's Out Care option for all students when school is not in session. Families will need to complete a School's Out Care registration form and pay for those days separately from the monthly tuition. The deadline to register is 7 days before the care date. Payment is due upon registration. A \$10.00 late fee will be applied for registrations received after the deadline. Withdrawal from care less than one week before the care date will not be credited or refunded. Families must have a \$0 household balance upon registration. Registration forms can be found at the school sites and are available for online registration at: [www.wfbschools.com/community-recreation/beforeafterschoolcare.cfm](http://www.wfbschools.com/community-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 themes, such as animals, friendship, feelings, and family. Below is an example of what a typical K4 Wrap-Around Care day may look like.

7:00-8:00: Arrival, centers	11:45-12:15: Chapter book/Bathroom break
8:00-8:15: Dismissals/Reading	12:15-1:00: Outside
8:15-8:30: Group time	1:00-2:00: Quiet time/ PM Rest Time
8:30-9:25: Daily activity/Center play	2:00-3:30: Daily activity/Center play
9:25-9:45: Snack	3:30-3:45: Snack
9:45-10:30: Bathroom break/Outside	3:45-4:00: Music
10:30-11:15: Bathroom break/AM rest time	4:00-4:45: Outside/large motor
11:15-11:45: Lunch	4:45-6:00: Center play/Table activities/Pick up

### 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 before the school year when the AM care will be held.

### **AM Care Only**

**Arrival:** Attendance and centers. Due to time limitations, no snack will be offered during the AM Care Only session. We ask that families have breakfast at home before arriving at the program.

### **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, and crafts, science projects, games, music, sports, and cooking. Children may go outdoors, weather permitting.

## **Curriculum**

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

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

## **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 announces a full-day school closure due to inclement weather, the Connects Before and After School program is canceled as well. **Please note that canceled school days are not credited or refunded as our Staff are still required to report to work.**

When the Whitefish Bay School District announces a mid-school day or after-school activity cancellation only, the Connects program will remain open until the last child is picked up. For the safety of our students and staff, we ask that parents pick up their children as early as possible upon school dismissal. On these types of days, planned themed activities and snacks may not be provided.

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.

## **Expected 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 teach and reinforce the expected school behaviors, like 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 a 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 the 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.

If the parents and staff are unable to compromise on a 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.

## **Termination Policy**

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

- a) Parent failure to observe rules of the Connect Before and After School program as stated in the Parent Handbook
- b) Failure to pay program fees
- c) Habitually late program fees
- d) Repeated failure to notify the program of absence
- e) Students that endanger the safety of themselves or others
- f) Consistent behavioral problems (See Behavior Expectation in your School's Handbook)
- g) Habitual late pick-ups
- h) Harassment between students/parents and staff/students in the program is prohibited and if it takes place it may be grounds for termination. Harassment may include, but is not limited to the following:

- Verbal harassment including kidding, derogatory comments, slurs, or ethnic jokes
- Physical harassment, including patting, pinching, or intentionally brushing up against another's body
- Physical interference with movement, activities, or work
- Visual harassment including derogatory cartoons, drawings, posters, or emails

## **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 healthcare 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 the Administration of Drugs to Students (Policy 453.4). This policy applies to the Connects Before and After School program.

## **Allergies**

School Board Rule 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 needed. Medical Permission forms can be requested from the Whitefish Bay Recreation office and must be returned before 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 minor injuries, staff will administer first aid. If a child is injured at Connects the parent/guardian will be notified and an incident report will be completed by the Site Manager. It is the family's responsibility to maintain adequate insurance coverage for the child while attending school. 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 100.4 degrees, vomiting, diarrhea, or contracting a contagious disease, you will be required to pick up your child within 30 minutes 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 email. Children must be fever-free (without medication), vomit-free, and diarrhea-free for 24 hours before the return to school and the Connects program. If your child is absent from school due to illness, they will not be allowed to attend Connects that day.

## **Personal Hygiene**

Staff will assist children in learning the habits of good personal hygiene. Independence and the 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 for independently changing 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 at other times throughout the day.

## Lunch

K4 Wrap-Around Care Lunch Time is, 11:00 a.m. - 11:55 a.m. at both Richards and Cumberland.

The Whitefish Bay School District does not provide a lunch program at the elementary schools. All students need to bring a bag lunch that includes a beverage each day. Please help your child make healthy choices and do not include sugary snacks or drinks. 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
Cheese	Sandwiches	Popcorn	Yogurt

Unfortunately, we are not able to heat up or keep lunches cold, so please use a thermos or ice packs when needed. Please pack a napkin and silverware (if needed) each day in your child's lunch.

## Snacks

A nutritious snack will be provided for children enrolled in AM Wrap-Around Care, Extended PM Care, and K5-5<sup>th</sup> PM Care. Snack is **NOT** provided from 7:00 a.m.-8:00 a.m. or from lunch until school dismissal for the K4 student. 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. The Connects staff follows the USDA snack guidelines and work hard to provide a nutritious and healthy snack.

## Toys and Items from Home

The 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. K4 Wrap children can bring one "stuffy" to be used during Rest Time.

## 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 the development of self-help skills are encouraged. If a child has an accident or gets their clothing wet or soiled, they will be responsible for independently changing 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. Once it snows all children need boots, snow pants, mittens, a hat, and a winter coat to be able to leave the blacktop area of the playground.

## **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. We ask for a signature to permit to use or display of photos of your child. \*See Photo Permission Slip included in the enrollment packet. Photos may be used in program newsletters, Recreation and Community Education publications, and on district-approved social media and web pages.

## **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 the 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 daily 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. The staff is always available to answer any questions you may have.

In addition, at least two family events will be scheduled each year for the staff, parents, and children to socialize and get to know each other better. This may be an ice cream social, a movie night, or a potluck! Watch your newsletters and your email for event details.

Communication with your child's Connects leaders is encouraged. Throughout the school year, program information and events will be communicated through monthly newsletters, flyers, and group emails. Parents are asked to contact their Site Manager directly via email or telephone regarding any questions or concerns. Email is generally the most efficient.

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.



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## Appendix-Forms

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### Permission to Walk Home

Child's Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time to be Dismissed: \_\_\_\_\_

Will a 2<sup>nd</sup> grade or older sibling be signing out your younger child (circle) Yes/No

Name of sibling: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Richards Elementary School  
**Community Walks and Klode Park**

I give my permission for \_\_\_\_\_ to go on Community Walks/Klode Park with the Connects staff and students during the 2024-2025 school year.

Parent Signature: \_\_\_\_\_

Cumberland Elementary School  
**Community Walks and Cahill Park**

I give my permission for \_\_\_\_\_ to go on Community Walks/Cahill Park with the Connects staff and students during the 2024-2025 school year.

Parent Signature: \_\_\_\_\_



## Additional Authorization for Pick Up

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Child's Name: \_\_\_\_\_

Authorized Person for Pick Up: \_\_\_\_\_

Additional Phone Numbers (if needed): \_\_\_\_\_

Relation to Child: \_\_\_\_\_

If Authorized Person is under 18 (parent, please sign here): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Authorized Person for Pick Up: \_\_\_\_\_

Additional Phone Numbers (if needed): \_\_\_\_\_

Relation to Child: \_\_\_\_\_

If Authorized Person is under 18 (parent, please sign here): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Authorized Person for Pick Up: \_\_\_\_\_

Additional Phone Numbers (if needed): \_\_\_\_\_

Relation to Child: \_\_\_\_\_

If Authorized Person is under 18 (parent, please sign here): \_\_\_\_\_

Parent Signature: \_\_\_\_\_



Whitefish Bay Recreation Department  
5205 North Lydell Avenue  
Whitefish Bay, Wisconsin 53217  
(414) 963-3947 phone

**Medical Administration During Recreation and Community Education Programs**

It is the policy of the Whitefish Bay School District, along with the recommendation of the state of Department of Public Instruction that *any and all medications that must be taken at Recreation and Community Education programs are to be administered by a Recreation and Community Education staff member.* The staff member must be over the age of 18 and have the proper training on administering prescription or non-prescription drugs.

The **Prescribed medication** should be brought to the staff member by the parent or other responsible adult. The bottle must be labeled with the following information: 1. Name and phone number of the pharmacy. 2. Student’s name. 3. Name of Physician. 4. Name of the drug, frequency, and dosage to be given.

**Non-Prescription Drugs** (i.e.: Tylenol, Advil) should be brought to the staff member by the parent or other responsible adult. Non-prescription drugs must be brought in the bottle in which they were purchased.

A written statement is required from the parent authorizing the Recreation and Community Education staff to give this medication, and also, giving permission to contact the physician directly if more knowledge is needed to exercise prudent judgment for the safety and protection of the student on medication.

Name of child:

Prescription number:

Name of the medication:

Strength of medication: \_\_\_\_\_

Amount of pills received:

Dosage and Frequency of Administration:

The Recreation and Community Education Staff member has my permission to administer the above medication as directed. I also give my permission to contact Dr. \_\_\_\_\_ or Pharmacist \_\_\_\_\_ if more knowledge is needed to exercise prudent judgment for the safety and protection of the student on medication.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

- I give permission to give a missed morning dose of medication. A call to the staff from the parent/guardian is needed for dispensing the missing dose.

*Pursuant to the provisions in section 118.29 Stats., persons administering medication are immune from civil liability for any acts or omissions in administering a drug to a pupil in accordance with School Board Policy 453.4 unless the act of omission constitutes a high degree of negligence.*

Updated 1/2024