



**Parent Handbook of  
Policies & Procedures  
2021-2022**

**Kids Connection  
Before & After School Program**

## Registration

A Kids Connection Registration Form must be filled out annually for each child attending any Kids Connection program. Once this form is complete, participants will have access to enroll in any of the Kids Connection programs for the 2021-2022 school year, based on availability. Please call our office for availability. New registrants must hand in an annual form and payment/schedule at least 1 week prior to starting the program

## Semester Schedule

In addition to the annual registration form, a schedule must be filled out for days attending each week. Families must adhere to their set schedule each week. Children must attend at least 2 days a week to enroll in the program. This schedule will be available on our website or in the Parks and Recreation office. Registration is due 1 week before needing care. Enrollment will be based on availability.

Once your calendar/schedule is submitted, you must adhere to your schedule. No cancellations or switching days are allowed. We do not allow drop-in care. Payment details can be found on the next page.

The school year will begin with staggered start days at each school. You will only be able to attend Kids Connection on the one day your child will be attending school that week (September 1, 2 or 3). We will return to full weeks the day after Labor Day. Days Kids Connection is NOT offered this semester due to holidays, professional learning days, winter breaks, etc.: September 6, 24, October 28, 29, November 24 - 26, December 23 - 31, January 17. Dates for second semester are TBD and will be released at a future date.

"Vacation" weeks are allowed, please let the parks and recreation office know if there is a week your child will not attend. A 2 weeks' notice is required. Your child's spot in the program will still be saved. Spots will only be lost if a vacation request is longer than a one-week time frame.

## **How to submit forms:**

All registration forms and calendars are processed at the City of Greenfield Parks and Recreation Office located inside Greenfield City Hall at 7325 W Forest Home Ave, Greenfield WI, Room 200. Forms will be processed during office hours which are Monday through Friday 8:00am-5:00pm, 414-329-5370. See below for ways to submit forms.

|   |  |
|---|--|
| <b>Seamless Doc (Editable Pdf)- *PREFERRED WAY TO REGISTER*</b> | Links to all forms can be found on our website ( <a href="http://www.greenfieldparksrec.com">www.greenfieldparksrec.com</a> ). Complete the forms and submit with Credit Card info and it will be sent directly to us. A confirmation email will be sent to you once submitted and then a final receipt will also be sent once payment is processed by the office. If you do not receive an email receipt within 2 business days (M-F), please contact the office. |
| <b>In Person</b>  | Stop by our office during office hours to process your registration in person or to drop off directly to our staff.  |
| <b>By Email</b>   | Scan & Email form to: <a href="mailto:GPRDregistration@greenfieldwi.us">GPRDregistration@greenfieldwi.us</a>   |
| <b>By Mail</b>  | Mail form along with payment to our office (must be in our hands by due date)  |
| <b>By Fax</b>   | Fax form to 414-543-2369.  |
| <b>City Hall Drop Box</b>                                       | Drop form and payment (no cash) in a sealed envelope marked Parks & Recreation Registration in the 24/7 drop box located by the south door entrance to Greenfield City Hall.   |

## **Fees**

Kids Connection participants are charged according to the number of days per week needed. Fees are the same for all ages (K4-5<sup>th</sup> grade). The following weekly fees are:

| <b>Days Per Week</b>      | <b>1 Day*</b> | <b>2 Days</b> | <b>3 Days</b> | <b>4-5 Days</b> |
|---------------------------|---------------|---------------|---------------|-----------------|
| <b>Before School (AM)</b> | \$12.00       | \$20.00       | \$28.25       | \$39.75         |
| <b>After School (PM)</b>  | \$15.00       | \$27.50       | \$37.50       | \$53.00         |
| <b>Both (AM &amp; PM)</b> | \$23.25       | \$42.50       | \$60.25       | \$80.00         |

*\*One day fee applies only for holiday/short weeks. Children must attend 2 days a week on a regular basis.*

## **Payments**

The first month of this program must be paid at time of enrollment by the week of August 23. Payments will then be charged every month by the 20<sup>th</sup> of each month (or the business day prior if the 20<sup>th</sup> is on a weekend). We do not bill for any services. Payment options include: Cash, Check (payable to City of Greenfield), or Credit Card. You may also use our 'auto pay' option, where your credit card will be kept in our registration system and will be charged on the 20<sup>th</sup> of each month. For more details on this option, please call the Parks and Recreation Department office at 414-329-5370. Any checks returned for insufficient funds will be charged a \$25.00 service fee.

## **Auto-Pay Details**

Auto-pay is available for those who wish to have their credit card charged every month for their continuous schedule. To select auto-pay, you will check the appropriate box on the Kids Connection Schedule form along with submitting your credit card information. Auto-pay will be ran every month on the 20<sup>th</sup> (or the business day prior if the 20<sup>th</sup> falls on a weekend).

## **Late Fees**

Late fees are incurred when payments are not handed in by the due date. This fee is \$15.00 per family per late transaction. If for some reason, you need to make other payment arrangements, please contact Travis Steuber at 414-939-8333.

## **Sibling Discounts**

Sibling Discounts are available to those who attend 3 or more days of the week. The first child is the full fee and each child thereafter will receive a 10% discount. This is automatically taken off when enrolling in qualifying days. Sibling discounts do not apply to Early Release Days.

## **Financial Assistance**

Financial assistance is available to those who qualify. A Kids Connection financial assistance application must be filled out to qualify. There are two tiers to qualify for financial assistance and they include a 10% discount or a 25% discount on full price fees. Financial assistance forms can be found online or in the Greenfield Parks and Recreation office.

## **Refund/Cancellation Policy**

Refunds will be made in the following cases:

- A- The program is cancelled by the school/Parks & Rec Department, this does not include inclement weather days\* (100% refund).
- B- Change in the published day/time schedule of program by the school/Parks & Rec Department (100% refund).
- C- Cancellation by participant 1 week/ 7 days prior to each new week, a full refund will be given. Any cancellation within one week, no refund will be given.
- D- Cancellation by participant related to a COVID-19 isolation or quarantine will be fully refunded. A doctor's note will be required for full refund. Please call our office for more information.

\*Please see inclement weather policy in this handbook.

If the Kids Connection program is cancelled for any reason, participants will be notified.

## **Participant Information Changes**

It is the parent's responsibility to let the City of Greenfield Parks and Recreation know if there are any changes to their child's personal information, contacts or health/medical information. Please call or email the Parks and Recreation office to make changes, as it may be necessary to fill out a new registration form

## **Drop Off & Pick Up**

Parent/Guardian must drop off/pick up their child(ren) inside designated site door. All parents will be let no further than 10 feet into the building to check in or out their child and must be wearing a mask. Please use socially distancing when applicable. Drop off begins at 6:30am. Children can be dropped off any time after 6:30am. A lead staff member will be doing a quick symptom check at drop-off each morning. Children can be picked up any time before 6:00pm but no later

than 6:00pm. On-site staff may request a photo ID at any time and will only release children to authorized pick up persons. If weather is nice, staff may be outside to check in or out your child. Children must be signed out by a parent/guardian each day on school premises and children must leave school premises with that parent/guardian at the time of check out. Children are not allowed to be signed out by a Kids Connection staff member and/or walk home. Parents must monitor their children for COVID-19 symptoms and MUST NOT send their child if they are symptomatic.

### **Late Pick Up**

Kid's Connection ends promptly at 6:00pm, children picked up after that will incur a charge according to the list:

6:00pm-6:05pm \$5.00

6:06pm-6:10pm \$10.00

6:11pm-6:15pm \$15.00

6:15-6:30pm \$30.00

Any time after 6:31pm: \$15.00 per 15 Minutes

This fee is per child. This payment must be made in full within 7 days to continue participation in the program. Kids Connection staff are authorized to issue late pick up slips, copies of which are delivered to the office. We understand that there are emergencies and parents may be late, therefore a call to the site is required. Communication between parents and staff is important to us.

### **Absences**

If your child is picked up early from school or going to be absent and is scheduled to attend Kid's Connection but will not be attending last minute due to illness, emergency or other reasons, you must notify the office – Recreation Supervisor (Travis Steuber) or Kids Connection Assistant Coordinator (Genelle Beyer) by email or cell phone. If a child does not arrive to the program after school and we were not notified about their absence, we will call a parent/guardian immediately. Kids Connection staff is not responsible for your child until they are checked into the aftercare program.

### **Inclement Weather- School Closed**

The Kids Connection program will not run on days when school is closed due to inclement weather. No refunds will be given for last minute school closings, unless it exceeds 3 consecutive days. If inclement weather causes after school programs to be canceled, the Kids Connection program will still be held, as long as school is still in session for that day.

### **Early Release Days**

Kids Connection will run on early release days at all schools for an extra fee. These days will be noted when registering. The fee for early release days is \$15.00 for afternoon care. Children must bring a snack for the afternoon. Participation is available to all students at all schools. Early Release days are included in the AM & PM (both) fee. \$15.00 fee is **only** for those who are strictly attending PM care that day.

### **Early Release Days 2021-2022**

June 9, 2022

### **School's Out Days**

School's Out Days will not be offered for the at least the first semester. We will revisit this topic near the end of the first semester to determine if they will return for second semester or not.

### **Health/Emergency Information**

It is the parent/guardian's responsibility to complete the Kids Connection registration form and identify any medical (physical or mental) condition, including allergies, that your child may have that Kids Connection staff/administration should be aware of. This information helps protect everyone, including the individual, other participants and the staff. This information will be confidential.

**Emergencies:** If a child requires more than first aid for an injury or illness, Kids Connection staff will contact the parent/guardian. If 911 needs to be called, Kids Connection staff will call. If your child is transported by ambulance to the

hospital, a Kids Connection staff member will accompany the child until a parent/guardian has arrived. The City of Greenfield does not assume responsibility for accidents or injuries during programs and does not provide medical/hospital insurance coverage for persons participating in any program.

Illnesses: Children should stay home if they, or anyone in the household, is sick. Children who are sick may not stay in the program. If they develop symptoms during the day, or during before or after school, they will be isolated from the group and parents will be notified to come pick up within an hour. Children who have ANY of the following symptoms within 24 hours of participating in Kids Connection may not attend: cough, shortness of breath or difficulty breathing, fever, chills, muscle aches, body aches, vomiting, diarrhea, new loss of taste or smell. If a child is home due to an illness, **he/she MUST be symptom free for 48 hours before reentering the program**. If a child is out sick for three days or more, a doctor's note must accompany the child before reentering the program. Please notify Kids Connection staff if your child has a communicable illness or any of the symptoms listed above for the safety of other participants and staff.

### **Allergies and Medication**

Allergies and/or medications should be indicated on each child's registration form. If a child needs to take medication during the program, including inhalers or epi-pens, a Medication Dispensing & Authorization Form must be filled out. Medication will be stored in a labeled medication box along with instructions for dispensing. Medication must be in a pharmacy-labeled container delivered to Kids Connection Staff by a parent/guardian. Medication must be provided in the correct dosage. Staff will not alter any medication. Students may not carry or self-administer any medication except those authorized by the prescribing physician and indicated on the authorization form. Kids Connection staff will document on a medication log form when the medication is administered. Non-prescription medication can also be dispensed by authorization of a parent/guardian. Please fill out the Non-prescription medication dispensing and authorization form for this. Kids Connection staff DO NOT have access to medications given to the schools. All medications for Kids Connection must be separate and given directly to Kids Connection Staff for separate storage. Kids Connection staff do not have access to refrigeration storage. Any further questions on medication dispensing at Kids Connection, please contact the Kids Connection Supervisor at 414-939-8333.

### **Behavior Code of Conduct and Discipline Policy**

Parents/Guardians are responsible for discussing the code of conduct & discipline policy with their children. Proper behavior is expected by all participants and parents while attending Kids Connection.

The City of Greenfield Park and Recreation Department's Kids Connection program includes a variety of experiences and opportunities. To ensure that these experiences are positive for everyone involved and that one child's behavior does not limit nor interfere with another child's safety or experience, our program operates with this "Code of Conduct" that will be administered throughout the school year.

Children must be quiet and attentive when the site supervisor or leaders are presenting instructions and/or information.

- Children must follow the rules of all games and activities given to by staff.

Children will be responsible for the equipment they are using. They must use the equipment for the intended purpose and are responsible for putting the equipment away when done. NO tampering of equipment and supplies will be tolerated.

Running is not allowed. Gym and outdoor time are the only exceptions.

Hitting, kicking, pushing, biting and other types of VERBAL and/or PHYSICAL behavior will not be acceptable among the children or to staff.

- Children should refrain from bullying or repetitively teasing other participants.

- Children should have positive attitudes and actions toward staff and other participants.

- Children should refrain from endangering participants or staff in anyway.

- Children should expect consequences when one chooses not to follow the above rules.

Kids Connection staff will encourage all participants to be a part of the group and all activities offered during the program. We understand if a child does not wish to participate in certain activities, but we ask they make an effort to participate in

the activity.

Any participant who breaks the code of conduct will be disciplined in the following way:

1. Verbal warning will be given.
2. Second verbal warning will be given and clothespin will be moved to the yellow "Warning" sign.
3. Clothespin will be moved to the "Danger Zone" sign and child will be removed from the situation/game/activity and discussion with staff member will take place.
4. Clothespin will be moved to the "Kryptonite" sign and child will need to fill out a "Think Sheet." This Sheet will be signed by student, staff member and parent. The staff member will discuss the incident with the parent at pick up or next contact. If incident was severe, Staff will fill out an incident report and the parent will be contacted immediately. Staff may request your child be picked up immediately from the program. Kids Connection Staff have the right to determine the severity of the conduct/situation.
5. If child continually fills out "Think Sheets" and behavior is continuing, a "Behavior Action Plan" will be filled out and implemented. Parents will be asked to meet or speak to discuss the Behavior Action Plan.

The City of Greenfield Parks and Recreation Department has the right to dismiss any participant whose behavior endangers the safety of themselves or others (without any previous warnings), including but not limited to physical and/or verbal abuse, running away or off site from staff, bringing a weapon to the program, threats, damage to equipment and punching, kicking, biting, hitting staff, etc.

### **Staff**

Kids Connection follows required staff to participant ratios provided by DCFS but strives to provide an even lower participant to staff ratio at all times. There will always be a minimum of 2 staff on site.

### **Snack**

Each parent must provide a snack in the child's backpack each day if they will be attending afternoon care. If your child has any dietary restrictions or allergies, please indicate that on the Kids Connection registration form.

### **Breakfast**

Breakfast is offered by the Greenfield School District. If your child will be getting breakfast each morning, please just let staff know at drop off.

### **Attire & Personal Items**

Kids Connection program follows the face mask regulations put into place by the Greenfield School District. Children will be required to wear masks indoors. Masks are encouraged but not required while outdoors. Labeled Water Bottle is required each day as well. We prefer children wear a pair of gym shoes, or bring a pair in their backpack as each child will participate in physical activities every day. Please dress children appropriate for the weather as well. There are no personal toys or items allowed at our program.

### **Bathroom Use**

Kids Connection staff does not provide assistance in the bathroom for any reason, children must be able to manage basic bathroom use when enrolled in our programs. If your child is prone to accidents, please have an extra pair of clothes in your child's backpack. If child is unable to change themselves, a parent will receive a phone call to come assist child.

## **Kids Connection COVID-19 Procedures/Precautions**

The City of Greenfield Parks and Recreation Department has worked with the Health Department to develop guidelines to reduce risk factors and keep staff and participants safe. Please review these guidelines and share them with all family members who will be participating or dropping off/picking up. Thank you for your help in keeping Greenfield safe and healthy.

### **Stay Home If You're Sick**

Children should stay home if they, or anyone in the household, is sick. A leader will be doing a quick symptom check at drop-off each morning. Children who are sick may not stay for the day. If they develop symptoms during the day, they will be isolated from the group, parents will be notified to come pick up within an hour. Children who have ANY of the following symptoms within 24 hours of participating in Kids Connection may not attend: cough, shortness of breath or difficulty breathing, fever, chills, muscle aches, body aches, vomiting, diarrhea, new loss of taste or smell.

### **Wash Your Hands**

Children will be directed to wash their hands at regular activity change intervals. Hand sanitizer will be used so leaders can directly supervise. Leaders will continue to wash/sanitize their hands throughout the day.

### **Water Bottles**

Children are required to bring their own water bottle daily. The school water fountains have been turned off. Children will be filling their water bottles with leader assistance at regular activity change intervals to encourage proper hydration. Please have child's name on their water bottle.

### **Masks**

Children and leaders will be required to wear face masks while indoors. Face masks are encouraged but not required while outdoors. Mask breaks will be taken as needed. Children must provide their own mask which should be labeled and not shared.

### **Disinfecting**

At the regular activity change intervals, tables and equipment will all be disinfected. Outdoor equipment will not be disinfected; children will be washing their hands after use.

## **Contact Information**

### Registration and Billing Questions:

City of Greenfield Parks and Recreation

Hours: M-F 8:00am-5:00pm

Office: 414-329-5370

Fax: 414-543-2369

Email: [kids.connection@greenfieldwi.us](mailto:kids.connection@greenfieldwi.us)

[www.greenfieldparksrec.com](http://www.greenfieldparksrec.com)

### Program Information Questions:

Recreation Supervisor – Travis Steuber

Office: 414-939-8333

Cell: 414-239-3334

Email: [travis.steuber@greenfieldwi.us](mailto:travis.steuber@greenfieldwi.us)

Assistant Recreation Program Coordinator- Genelle Beyer

Office: 414-329-5252

Cell: 414-239-3330

Email: [genelle.beyer@greenfieldwi.us](mailto:genelle.beyer@greenfieldwi.us)

### School Addresses

Glenwood- 3550 S 51<sup>st</sup> St

Kids Connection is held on the stage behind the gym, enter door #6

Elm Dale- 5300 S Honey Creek Dr.

Kids Connection is held in the cafeteria, enter door to left of main entrance

Edgewood- 4711 S 47<sup>th</sup> St

Kids Connection is held in the cafeteria, enter door #3

Maple Grove- 6921 W Cold Spring Road

Kids Connection is held in the cafeteria, enter door #2

### Specific School Email & Phone #: (to be used during program hours)

Glenwood: 414-335-1782

[Glenwood@greenfieldwi.us](mailto:Glenwood@greenfieldwi.us)

Elm Dale: 414-335-3855

[Elm.Dale@greenfieldwi.us](mailto:Elm.Dale@greenfieldwi.us)

Edgewood: 414-335-5985

[Edgewood@greenfieldwi.us](mailto:Edgewood@greenfieldwi.us)

Maple Grove: 414-335-2100

[Maple.Grove@greenfieldwi.us](mailto:Maple.Grove@greenfieldwi.us)

**\*\*This handbook is subject to change at any time. Participants will be notified of changes or updates when they occur\*\***