



**Parent Handbook of
Policies & Procedures
2025-2026**

**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 2025 – 2026 school year, based on availability. Please call our office for availability. New registrants must hand in an annual registration form and payment/schedule at least one 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 is 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 yearly schedule is submitted, you must adhere to your schedule. If for any reason you are no longer able to commit to your yearly schedule, you are allowed to adjust your schedule twice per school year. We do not allow drop-in care. Payment details can be found on the next page.

“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.

Online Registration Form (editable PDF) *PREFERRED WAY TO REGISTER*	Links to all forms can be found on our website (www.greenfieldparksrec.com). 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.
In Person	Stop by our office during office hours to process your registration in person or to drop off directly to our staff.
By Email	Scan & Email form to: parks.rec@greenfieldwi.us
By Mail	Mail form along with payment to our office (must be in our hands by due date)
City Hall Drop Box	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 (K4-5th grade). The following weekly fees are:

Days Per Week	1 Day*	2 Days	3 Days	4-5 Days
Before School (AM)	\$12.70	\$21.15	\$30.00	\$42.20
After School (PM)	\$15.90	\$29.25	\$39.75	\$56.25
Both (AM & PM)	\$24.70	\$45.15	\$64.15	\$85.50

**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 by Wednesday, August 20th, or the time of enrollment**. Payments will then be charged every month by the 20th of each month (or the business day prior if the 20th 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 20th of each month (or the business day prior if the 20th is on a weekend). 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 and you will be unable to pay by check going forward.

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 processed every month on the 20th (or the business day prior if the 20th 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.

*Please see inclement weather policy in this handbook.

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

All parents/guardians are required to check in/out their child(ren) at drop off or pick up. There will be sign in sheets with our staff at the door. Initials/signature is required. All parents/guardians will be let no further than 10 feet into the building to check in or out their child. Parents/Guardians ARE NOT allowed to use the school bathrooms or walk throughout the building after regular school hours.

Drop off begins at 6:30am and children can be dropped off any time after 6:30. 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 are not allowed to be signed out by a Kids Connection staff member and/or walk home.

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.** If a child has not been picked up 30 minutes after the program ends, local authorities will be called.

Absences

If your child is scheduled to attend Kids Connection in the afternoon but will not be attending due to illness, emergency or other reasons, please notify the Kids Connection staff at your school using the contact information on Page 6 of this handbook. Feel free to call or text the cell phone listed, or reach out to the program coordinator – (Travis Steuber) by email or phone. Kids Connection staff is not responsible for your child until they are checked into the before or aftercare program. If a child is absent for a reason other than what is listed in the Refund/Cancellation Policy on page 2, a refund will not be given. If your child misses a day, you can not attend a different day that week in place of a day missed. No drop-in care is allowed.

***Inclement Weather Policy- School Closed**

The Kids Connection program will not run on days when school is closed due to inclement weather. Kids Connection will be canceled IF:

1. School is canceled due to weather or other emergency
2. School is released early due to weather or other emergency
3. After school programs are canceled due to weather or other emergency

No refunds will be given for last minute school closings, unless it exceeds 3 consecutive days. If school remains open, Kids Connection will run as planned.

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 \$15.90 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. \$15.90 fee is **only** for those who are strictly attending PM care that day.

Early Release Days

- October 9
- February 26
- June 11

School's Out Days

On the below dates when there is no school, Kids Connection will be in session from 6:30 am – 6:00 pm. Location of School's Out Days is Edgewood Elementary. Field trips are occasionally scheduled on some School's Out Days. Those trips are TBD. Please note the dates and fees below:

<ul style="list-style-type: none">• September 26• October 10, 23• November 26• December 22, 23, 29, 30• January 19, 26	<ul style="list-style-type: none">• February 16• March 30, 31• April 1, 2• May 1, 22
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School's Out Days Fees:

School's Out Day - \$35 per day

School's Out Day Field Trip - \$45 per day

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.

Emergency and Safety Trainings

The Kids Connection program will hold emergency drills quarterly throughout the school year. Dates for these drills will be communicated to all parents at least a week in advance. These drills will include:

- Fire Evacuation
- Tornado Safety
- Reverse Evacuation
- And others as deemed necessary.

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. Parents and guardians are also held to a certain standard, and disrespectful actions towards staff or children may result in discipline or removal from the program.

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.
- Bullying or repetitively teasing other participants is not allowed in the Kids Connection program.
- Children should have positive attitudes and actions toward staff and other participants.
- Endangering participants or staff in anyway is not allowed.
- 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 child will be removed from the situation/game/activity and discussion with staff member will take place.
3. Child and staff will 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.
4. 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. We do not wish for any child in our program to go hungry. As such, Kids Connection will have a stock of snacks in the cases where a child may personally share of genuine hunger and they have no snack of their own. Distribution of snacks will be monitored using our 'Snack Sheet', and parents will be contacted if it is observed that a child is continually asking for a snack due to lack of their own.

Breakfast

Breakfast is offered by the Greenfield School District. Please let on-site staff know if your child will be getting breakfast. Any questions regarding breakfast, menu, etc. can be directed to the Greenfield School District.

Attire & Personal Items

A 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 our participants engage 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. **Greenfield Parks and Recreation is not responsible for any lost personal items/attire at the 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. 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.

Contact Information

Registration and Billing Questions:

City of Greenfield Parks and Recreation
Hours: M-F 8:00am-5:00pm
Office: 414-329-5370
www.greenfieldparksrec.com

Program Information Questions:

Recreation Supervisor – Travis Steuber
Office: 414-939-8333
Email: travis.steuber@greenfieldwi.us

School Addresses

Glenwood- 3550 S 51 st St	Kids Connection is in a classroom near the gymnasium, 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 th 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
Elm Dale: 414-335-3855
Edgewood: 414-335-5985
Maple Grove: 414-335-2100

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