



Waterford

Area

School-Age

Program

**Before and After School Program
Policy Handbook**

Please direct all calls to the center appointed to your child's school:

Evergreen Elementary

Cell: (262) 332-1910

State Licensed by Today's Child Learning Academy, LLC

Tracy Fredrick (262) 534-7810

E-mail: admin@todayschildla.com

Trailside Elementary

(262) 716-9391

State Licensed by Homestead Learning Center LLC

Theresa Nelson 534-3785

E-mail: tswasp@homesteadlearningcenter.com

Woodfield Elementary

(262) 716-8851

State Licensed by Homestead Learning Center LLC

Theresa Nelson (262) 534-3785

E-mail: wfwasp@homesteadlearningcenter.com

Notice to all Participants:

**This program is not connected with or operated by the
Waterford Graded School District.**

**Any questions pertaining to the program
should not be directed to School District Officials.**

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Admission and Enrollment

Our program will accept children regardless of sex, race, color, national origin, religious or political persuasion or handicaps, between the ages of 5 and 13 years, attending Evergreen, Trailside or Woodfield Elementary.

Before your child/children can be enrolled, parents or guardians must visit the program for a tour, receive the Policy Handbook, review policies and sign the W.A.S.P. Contract.

Enrollment Procedures

After receiving a registration fee and a full week's tuition, your child will be enrolled. Tuition will be applied to the first week of care; however, if your child does not show up, this money is forfeited.

On or before their first day of attendance the following forms need to be completed and contained in each child's file:

Child Enrollment and Health History Form**	Alternate Arrival/Release Agreement
Immunization Record	COVID-19 Sick Child Policy Amendment
Parent Contract	Photo Consent Form

All staff are required to review all enrolled and new children's files.

****Only persons listed on the child enrollment form will be allowed to pick up your child from the program, they will be asked for identification.**

Your child's forms and information are kept confidential.

Please inform your center of any changes regarding address, phone number or emergency information.

Sign-In/Sign-Out

Every child must be dropped off with a staff member. Parent/Guardian must sign the child in and out on the attendance form at the door. Children cannot be dropped off outside and walk in on their own. A staff member will sign in the children when they attend the afternoon program.

Our State License and any reported violations will be displayed on our News Board. Our State Licensing Book is always available for parent review.

Fees and Payments

Child Care fees will be prepaid on Friday for the upcoming week. You will be charged for the contracted days and hours your child is scheduled to attend. Because we offer care on early release days, in-service and scheduled days off, you will still be charged for your contracted day if you choose not to sign up. **(you will be charged whether your child is in attendance or not.)** There are no vacation days.

Schedule Changes: All contract schedule changes require a two-week notice. Vacations are not considered a contracted change and are billed regardless of attendance.

It is our policy that days may be added to a child's schedule. However, we do not allow "switching" or "instead of's".

Varied Schedules

A minimum of 3 varied days are allowed with a prior weekly schedule. However, varied schedules need to be received by **Wednesday evening** of the prior week for the upcoming week.

If we do NOT receive the schedule, your child will be scheduled for the full week and **you will be billed accordingly.** Your child's attendance will then be based on availability.

Drop-in Child Care

Fees will be collected the morning your child attends. Drop-in care can be scheduled in advance if space is available. First come first served.

After a day is scheduled, you will be charged whether your child is in attendance or not. If the daycare's main office is not notified prior to arrival, you may be subjected to a \$20.00 late sign-up fee.

Drop-In Childcare is for families that need occasional care. Examples: one time per week or once a month. If requests for drop-in care are received for 3 or more consecutive weeks, this will be considered contracted care and families will be required to contract days to continue care.

Additional Fees

Annual Registration fee is \$55.00 per child and collected at the beginning of the school year or at time of registration. It is non-refundable.

Returned Check Fee will be charged for insufficient funds. A service fee of \$35.00 will be added to the weekly childcare fee.

Late Payment Fee: If the childcare fee is not received on Friday, there is a \$ 10.00 late payment fee.

Late Pick-up: A late fee will be applied if your child is picked up after the scheduled pick up time on the Parent Contract. You will be charged \$10.00 for each 15 minutes that you are late.

Late Pick Up Procedure

If your child is not picked up by 6:00 p.m. and we have not received a phone call, we will begin calling parents at work and home and/or authorized pick up persons. If we are unable to contact any family member or pick up person after reasonable efforts have been made Protective Services will be called.

Absences

If your child will not be attending on a scheduled contracted day, the absence must be called into school-age program (not the school office).

**No show/No call (Before or After School)
\$10.00 will be charged per occurrence**

When a child does not arrive at their normal contracted time, the childcare teacher informs the director. After the child is 30 minutes late, the teacher or director will call the child's home to inquire on their whereabouts.

Attendance Procedure

Staff monitors attendance and periodically count to see that all children are present. Attendance clipboards are with staff members at all times. If the group splits, staff members prepare a list indicating the names and number of children who are their responsibility. Names are marked off and added to their list as children leave and join their group.

Days of Operation, Holidays and Closings

Our program is available before and after school. In addition, care will be available for early release days and scheduled in-service days. Our program is also available if school closes early due to weather (for children scheduled to attend).

We are **closed** on unscheduled days (such as weather), however, the normal childcare fee will still apply.

Our Program will be closed on the following Holidays:

Labor Day	New Years' Eve Day	Memorial Day
Thanksgiving Day	New Years' Day	Good Friday
Friday after Thanksgiving	Christmas Eve Day	Christmas Day

***If your child is scheduled to attend the program on a holiday you will be charged regular tuition**

***If your child uses a Varied Schedule, you will be charged for Christmas Day and New Year's Day.**

Pre-registration is required if your child needs to attend the program on early release and in service days. There is a sign-up deadline for these days. If you sign up after the deadline, you will be charged an additional \$10.00 late sign-up fee.

Your child must be pre-registered to attend early release days. If your child attends the program and was not pre-registered, you will be charged an additional \$20.00 for this service.

Winter and Spring Break

Our program is open for the weeks of Winter and Spring Breaks, except for the holidays. Normal fees do not apply to these weeks. There is a special sign up for these weeks. Fees are due if your child is signed up for and/or attends care and for the holidays.

Daily Schedule

Below is a sample of our program's daily schedule:

AM	6:00	Program opens
	6:00 - 7:30	Breakfast / Provided by parents
	6:00 – 8:00	Free choice activities, homework, board games, social time, creative art
	7:30	Breakfast Ends
	8:00 - 8:10	Clean up
	8:10 - 8:20	Outdoor Time or Large Motor
	8:25 - 8:35	Start School Day

PM	3:30	Arrival/Attendance
	3:40 - 4:00	Snack Attack
	4:00 - 4:10	Clean up
	4:10 - 4:40	Outdoor Time or Large Motor
	4:45 - 5:15	Homework or organized activities
	5:45 - 6:00	Clean up and Departure

W.A.S.P. will provide a change of pace from the school day. A quiet area will be provided to encourage homework, reading or rest time. The children will be able to participate in activities that they help plan. The program will capitalize on the interests of the children and offer opportunities for informal and social learning.

They will have outdoor time (weather permitting) **, participate in large motor games and a variety of other activities. **if the temp exceeds 90 or falls below 0 degrees the children do NOT go outside.

Please remember, parents are encouraged and welcomed to visit. We always have an open-door policy.

Summer Adventure Camp

Our Summer Program will be open Monday through Friday, 6 am to 6 pm The program will be located at a Waterford School.

Summer Rec Programs

For children to participate in a rec department program, parents need to sign a Release Form allowing their child to go to and from class unsupervised. While a child is attending rec classes, the regular daily fee will still be charged.

Field Trips

We will frequently be taking field trips throughout the summer. Field trip schedules will be given out at registration. Depending on the cost of the field trip or special event, a minimum number of children may be required to attend, therefore, the event may be canceled or rescheduled at our discretion.

On scheduled bused field trip days, all children are required to participate. If a child is attending a summer rec program or does not want to attend, parents need to find alternative childcare.

Transportation

On field trips the children are transported via Dousman Transport. Prior to loading the bus, attendance and head count are taken. Head counts are taken after loading the bus, periodically during the field trip, and when reloading the bus. Emergency cards are taken on all the field trips.

Missing Child Procedure

If a child is missing, the following steps will be taken:

1. Staff will search the area with onsite employees at the field trip location.
2. Call 911
3. Contact the parents or emergency contact.

Full Day Summer Schedule

The children will be able to participate in activities that they help plan. The program will capitalize on the interests of the children and offer opportunities for informal and social learning. The children will have outdoor time (weather permitting) **, participate in large motor games and a variety of other activities. **if the temp exceeds 90 or falls below 0 degrees the children do NOT go outside.

Below is a sample of our program's daily schedule:

6:00 Program opens
6:00 - 7:30 **Breakfast provided by parents**
6:00 - 8:00 Free choice activities, board games, social time, creative art
7:30 Breakfast Ends
7:30 - 8:00 Clean up
8:00 - 8:30 Chapter book reading, Group Time
8:30 - 9:15 Outdoor Time/Large Motor
9:15 - 9:30 Snack Attack
9:30 - 9:45 Regroup/Daily Events
9:45 - 11:30 Organized Daily Activities
11:30 - 12:00 **Lunch provided by parents**
12:00 - 12:30 Quiet Zone
12:30 - 1:30 Outdoor Time/Large Motor
1:30 - 2:30 Social Hour
2:30 - 2:45 Snack Attack
2:45 - 3:00 Reading Buddies
3:00 - 4:00 Planned Group Project
4:00 - 5:00 Outdoor Time/Large Motor
5:00 - 6:00 Departure

Snacks

Morning and afternoon snack will be served containing at least two of the food requirements.

Lunch

On Early Release, Inservice and Summer days, parents must supply a nutritious lunch for their child. A nutritious lunch will include items listed on the CACFP Meal Requirement Sheet.

This includes one protein item, one grain item and two servings of fruit and/or vegetable. The CACFP sheet will be given upon enrollment. **We will provide the milk during lunch and supplement items, if your child's lunch does not meet the standard requirements.**

If a child does not bring a lunch or it does not meet CACFP Requirements. the center will have to supply a lunch or supplement items (a \$5.00 fee will be applied). All lunches with cold items must have an ice pack, we do not have the facilities to refrigerate everyone's lunch.

We ask that sodas and sports drinks remain at home.

Allergies will be posted in each room and if a child needs a special diet, we ask the parents to supply these foods.

Emergency Procedures

Should there be a need to evacuate the building in an emergency, such as a fire, the lead teacher will line the children up and lead them through the nearest safe exit. They will take their attendance list and emergency cards with them and take roll call immediately after reaching safety.

In the event of a tornado warning, the children will be taken to an inside hallway. An emergency kit will be kept in the room containing: a first aid-kit, radio, and flashlights

Health and Safety

If your child was sent home from school due to an illness or did not attend the normal school day due to an illness, they cannot attend the school-age program on that day.

A child with a contagious illness, a rash, a child who has vomited or has diarrhea, a fever of 100.5 or over should not attend the school-age program.

A child must be fever free (without Tylenol) for 24 hours before rejoining other children. (See attached COVID-19 Sick Child Policy for temporary policy during pandemic.)

Children suspected of having a communicable disease are to remain out of the center during the contagious time. The Communicable Disease Health Chart will be used to determine when the child may return to the program. If this situation arises, please notify us, as we will need to notify other parents as well as the community health nurse.

All illnesses and injuries are kept confidential.

Parents must have a backup person, should your child become ill while attending our program and you are not available. This person must be listed on your child's enrollment form.

Medication

Prescription and non-prescription medications can be administered to a child when the following procedures are completed:

- Parent has signed and completed the Authorization to Administer Medication Form.
- Prescription medicine must be in its original container with the pharmacist's label containing child's name, name of prescription, dosage, date prescribed, expirations date and physician name.
- Non-prescription medications must be labeled in the same manner.
- All medications will be kept in a childproof container away from children or kept in the refrigerator if required. After administering medication, we will log all actions in our Medical Logbook. Entries may be viewed by parents.

Accidents

In case of an accident, the following procedures will take place:

Minor injuries: The affected area will be cleaned using soap and water. TLC will be given and a bandage will be applied. The child will be observed and we will call a parent if felt necessary. Parents will be notified of an injury by a written Accident Report and we will enter the injury in our Medical Logbook. Entries may be viewed by parents.

Serious accidents or injury: Parents will be notified immediately of any injuries which we feel may need medical attention. If necessary, we will transport a child, who is onsite, by Waterford Rescue to Burlington Memorial Hospital, unless otherwise indicated on your child's enrollment form. When an accident occurs off site, we will call 911 and use local emergency services to

transport to the nearest hospital. Parents will receive an Accident Report and we will enter the injury in our Medical Logbook.

Head injuries will be reported to families.

Child Guidance Policy

A guidance policy has been established to ensure and protect the rights and wellbeing of all children entrusted in our care. With the establishment of these policies, we can guarantee all the children shall be dealt with in a fair and appropriate manner when guidance is necessary.

Teachers are to encourage each child to grow and develop as a social being and to achieve a secure environment in which the child and staff can interact. Through consistent, positive guidance by the teachers, and through learning clear-cut limits that are appropriate to the child's ability to understand, each child is encouraged to respect him/herself as well as others.

The staff will strive to enforce consistent Center rules so that the children will know what is expected. In all interactions with the children, the staff will show care and respect for each child. The staff will let all children know that they care about each one but will not allow behavior which causes damage to self, another person, or property.

Families should inform staff of changes in their child's life that may affect their mood or behavior. This enables the staff to be sensitive to their child's needs.

We encourage daily communication with all parents if possible. Positive and negative behaviors are discussed, and ideas are shared. We encourage consistency at home and school surroundings.

A parent at any time, is welcomed to request a conference with staff members and/or directors and administrators of our program.

Behavior Guidelines

We will use these guidelines to implement our policy:

- A. Children will be involved in establishing classroom rules and limitations. Frequent reviews of these rules will assist the child in abiding by program rules and accepting responsibility for their actions. Children will be made aware of possible consequences if rules are broken.

- B. We will encourage children to problem solve by communicating to express their feelings and desires, rather than physical force or inappropriate language. This will help children to develop self-control, self-esteem, and respect for others.
- C. We encourage children to be assertive rather than aggressive. When the child becomes aggressive, the teacher will redirect to another program activity or area.
- D. Communication between teacher and child will be in a positive statement form. All discipline shall be handled in a calm, sensible manner.
- E. A time out can be used for a child to calm down and rethink his negative behavior or action. It shall be no longer than 5 minutes and will take place in the same room as the other children. The teacher that implemented the timeout will explain to the child why his/her behavior was unacceptable.
- F. Repeated negative or aggressive behavior, inability to follow classroom rules, swearing, verbal abuse, name calling, disrespect (towards teachers, students, property) and negative attitude that is detrimental to others, will receive an Incident Report which will be kept on file and parents will receive a copy of it. A parent conference will be requested by the teacher, at any time, or if numerous Incident Reports are written or we see no improvement in the child's behavior. At this point we have the option to proceed with a yellow slip as described below.

Yellow Discipline Slip

Our program will not tolerate any of the following behaviors directed towards a teacher, or fellow student. Your child will receive a yellow discipline slip immediately for the following actions:

- A. Fighting
- B. Violence
- C. Causing Harm to Others (physical or verbal)
- D. Uncontrollable Behavior

1 Yellow Slip = 1 week suspension from our program

Steps following a Yellow Slip:

1. Parent will be called immediately and must remove the child from the facility
2. Child will not be allowed to return for 1 week

Steps Following Suspension:

1. Child may return to program after 1 week.
2. If the child receives 1 more Yellow Slip (for any reason) the child will be expelled permanently from the program.

Termination of Enrollment

All new children will be enrolled on a two-week trial basis. If either party feels the placement is inappropriate for the child, the enrollment may be terminated during the trial period. Fees would only be charged for the time the child was at our center.

After the trial period, a two-week notice is requested from the parent before withdrawing a child from enrollment. This includes layoffs, maternity, sick, family, or personal leaves. **Parents who fail to provide a two-week notice will be liable for two weeks tuition.**

As parents, it is essential that you give our staff, and the management, the respect and authority they deserve.

Termination of Enrollment of any child may occur if the following were to happen:

- Parent fails to pay his/her account.
- Parent fails to submit required enrollment papers.
- Parent fails to follow rules of the program.
- Parent in any way verbally (swearing, yelling) or physically shows any disrespect or abusiveness towards the staff or management.

Termination of a child may occur if the child is unable to adapt to our program and follow the established guidelines, and we are unable to meet their needs. The child may not endanger his/her safety or the safety of others in our care.

We feel these procedures can be avoided if our lines of communication are always open. Open communication with parents is the key element in providing a worthwhile school-age program for your child.

In accordance with “Wisconsin Rules for Licensing”, punishment that is humiliating or frightening to a child, hitting, spanking, shaking, verbal or sexual abuse, with-holding or forcing food, or punishment for lapses in toilet training and other forms of physical punishment are prohibited. These punishments will never be used, even at the parent’s request.

By law, the legal duty of a childcare employee is to report known or suspected cases of child abuse or neglect.

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Rate Information 2020/2021

Before/After School Program	Daily Rate	Weekly Rate
Before School Only	\$12.00	\$60.00
After School Only	\$12.00	\$60.00
Before and After School	\$22.00	\$110.00
Early Release Days	\$31.00	n/a
Reg. Fee, per child	\$55.00	Annual
No School	\$35.00	n/a
Summer Rate* (includes snacks)	\$35.00	\$157.50

W.A.S.P. will provide before and after school care to all children regardless of sex, race, color, national origin, religious or political persuasion or handicaps, between the ages of 5 and 13 years.

There will also be care available for Early Release Days and In-Service Days days as scheduled by the school district.

Notice to all participants:
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Policy revisions effective 04/01/22