



**Parent Handbook of  
Policies & Procedures  
2020-2021**

**Kids Connection Extension  
Full Day 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 2020-2021 school year. Once the school year has begun, new registrants must hand in an annual form and payment/calendar at least 1 week prior to starting the program, if there is availability.

## **Schedule/Calendars**

In addition to the annual registration form, a calendar must be filled out each month. These calendars will be available at each site, online or in the Parks & Recreation office. Registration is due 1 week before needing care. Enrollment will be based on availability. Online (Webtrac) registration will not be available for the full day care program. There is also an option if your child's schedule should remain the same for the duration of the full day program. This can be found on the September 2020 calendar.

Once your calendar/schedule is submitted, you must adhere to your schedule. No cancellations or switching days are allowed. If additional days are requested and we have availability, a \$5.00 transaction fee plus the fee for each day added will be incurred. We do not allow drop-in care.

## **No School Days**

The Greenfield School District will still be following their academic calendar, including professional learning days, holidays, etc. Below are a list of days that this program will not run if the full day program continues for the full school year. These dates are subject to change pending school district calendar and adjustments.

November 26<sup>th</sup> & 27<sup>th</sup>, December 23<sup>rd</sup> - January 1<sup>st</sup>, April 2<sup>nd</sup>, and May 31<sup>st</sup>

## **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>	Link to each month's calendars can be found on our website ( <a href="http://www.greenfieldparksrec.com">www.greenfieldparksrec.com</a> ). Complete the form 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:kids.connection@greenfieldwi.us">kids.connection@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 for the Full Day Program are:

<b>Days Per Week</b>	<b>2 Days</b>	<b>3 Days</b>	<b>4 Days</b>	<b>5 Days</b>
<b>Full Day</b>	\$82.00	\$117.00	\$148.00	\$175.00

### **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 Laura Chatterton at 414-939-8333.

### **Payments**

The first 2 weeks of this program must be paid at time of enrollment (September 8-September 18) by August 31<sup>st</sup> at 5:00pm. Payments will then be charged every 2 weeks, beginning Monday, September 14<sup>th</sup> for the following 2 weeks and then continue thereafter for the duration of this program and based on your schedule. If you wish to pay by cash or check, you must do so on the payment due date, Monday prior to start by 5:00pm. (Example: You must pay for the weeks of September 21<sup>st</sup>-October 2<sup>nd</sup> by Monday September 14<sup>th</sup> at 5:00pm) If we do not receive payment, we will assume your child will not be attending. Late payments are subject to a \$15.00 late fee. Any checks returned for insufficient funds will be charged a \$25.00 service fee.

### **Sibling Discounts**

Sibling Discounts are available and automatically calculated when enrolling. The first child is the full fee and each child thereafter will receive a 10% discount.

### **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 at [www.greenfieldparksrec.com](http://www.greenfieldparksrec.com) 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 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 refund. Proper paperwork 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.

### **Drop Off & Pick Up**

Parent/Guardian must drop off their child(ren) outside no closer than 6 feet of the check in staff. Drop off begins at 7:00am. Children can be dropped off any time after 7:00am. If you will be dropping off your child after 8:30am, please call the site cell phone and a staff member will greet you outside. Pick up will also take place outside beginning after 4:00pm. If you choose to pick up your child earlier, please call the site cell phone. On-site staff may request a photo ID at any time and will only release children to authorized pick up persons. Children can be picked up any time before 5:30pm but no later than 5:30pm. Parents must monitor their children for COVID-19 symptoms and MUST NOT send their child if they are symptomatic. . A lead staff member will be doing a quick symptom check at drop-off each morning.

**Inclement weather drop off/pick up:** If it is raining, snowing or any other weather to be of concern, parents will be let into the building at each site's designated door. All parents will be let no further than 10 feet into the building to check in or

out their child. There will be a max of 2 parents in the building at a time for drop off or pick up. Masks will be required if entering the building.

### **Late Pick Up**

Kid's Connection ends promptly at 5:30pm, any children who are picked up after that will incur a charge according to the list:

5:30pm-5:35pm \$5.00

5:36pm-5:40pm \$10.00

5:41pm-5:45pm \$15.00

5:45-6:00pm \$30.00

Any time after 6:01pm: \$15.00 per 15 Minutes

The fee is per child. This payment must be made in full within 7 days to continue participation in the program. 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 going to be absent and is scheduled to attend Kid's Connection but will not be attending last minute you must notify Kids Connection staff phone call. Each site contact information is listed on the last page of this handbook.

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

The Kids Connection program will not run on days when there is inclement weather. We will notify you immediately if this happens.

### **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. A lead staff member 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. 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 Coordinator 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." Think 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. 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.

### **Virtual Learning Facilitation**

The Kids Connection staff are not educators or tutors. Staff will ensure children are following their assigned virtual learning schedule, logged on to their Chromebook when necessary and working on their assigned tasks from their teacher. Our staff will try to answer questions from children about school work, but will not teach your children. It is still the parent's responsibility to ensure their child's homework/school tasks are completed each day. Children will be required to log on and sit at their assigned location for virtual learning during that time period. If a child is disruptive or not following directions/rules, including those listed in our code of conduct above, parents will be called to pick up their child.

### **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. Due to COVID-19, there will be cohort groups of 2 staff to 15 children and no more than 7 children with 1 staff member. There will always be a minimum of 2 staff on site.

### **Snack & Lunch**

Each parent must provide 2 snacks and a lunch for their child each day. If your child has any dietary restrictions or allergies, please indicate that on the Kids Connection registration form. We do NOT have access to refrigeration, please bring child's lunch in a labeled lunch bag.

### **Attire & Personal Items**

Masks will be required to be worn by each child throughout the day. Please bring a clean mask labeled with your child's name each day. An extra clean labeled mask should also be in the child's backpack. Each child must bring their Chromebook, charger and headphones each day. The charger will only be used as a backup, as outlets will be limited, please ensure your child's Chromebook is charged each night. 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. Face masks must be worn indoors and are encouraged 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 Program Coordinator– Laura Chatterton

Office: 414-939-8333

Cell: 414-239-3334

Email: [Laura.Chatterton@greenfieldwi.us](mailto:Laura.Chatterton@greenfieldwi.us)

Assistant Recreation Program Coordinator- Genelle Beyer

Office: 414-316-5291

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.\*\***