

# City of Whitewater Parks & Recreation

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## Kids Inc.

After  
School Program

Policy and Procedure  
Manual



Parks and Recreation  
Department  
312 Whitewater St  
Whitewater, WI 53190  
262-473-0121  
[wwparks.org](http://wwparks.org)

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## **Welcome**

Welcome to the Whitewater Parks and Recreation Department Kids Inc. After School Program. This program is designed to provide educational, social and recreational opportunities to the students of the Whitewater School District and is provided by the City of Whitewater Parks & Recreation Department with the support of the Whitewater School District.

## **Mission**

Our mission is to provide a safe, fun, affordable and educational opportunity for the residents of the school district of Whitewater. All our activities will be designed to meet the needs of the families participating in the after school program. We will provide a variety of activities including homework time, free play, arts and crafts, group games and more. We will take advantage of the opportunity to develop socialization skills, cognitive growth, character, independence and a positive self-image.

## **Admission**

The program is offered to students in K – 5<sup>th</sup> grade who are enrolled in the Whitewater School District. Kids Inc. does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, national origin or ancestry.

## **Capacity**

The child capacity per school site will be 40 students. The minimum number of children that is required for the program to be implemented is 10. A waiting list will be compiled throughout the year. If a child needs to opt out of the program (forfeits right to drop in and loses spot on roster), the first person on the waiting list will be contacted.

## **Registration**

To register for the Kids Inc. after school program, please fill out the appropriate enrollment forms and submit the forms and payment to the Whitewater Parks and Recreation Department by the 15<sup>th</sup> of the prior month you plan on attending.

Enrollment forms can be found on the Whitewater Parks and Recreation Department website at [www.parks.org](http://www.parks.org) or by stopping in the office located on the second floor of City Hall.

## Enrollment Forms

All the enrollment forms listed below are required to be filled out completely in order to participate in Kids Inc.

Forms to be completed:

1. General Registration Form
2. After School Sign-Up Calendar
3. Health History and Emergency Care Plan
4. Child Health Report
5. Child Information Card
6. Five Finger Contract

## Staff

Our staff is fully qualified and is trained to provide a fun, safe and enriching environment for all the children. A background check is required on all city employees. All staff work together as a team to provide an excellent experience.

## Typical Daily Schedule

A typical schedule will consist of attendance, homework/quiet activity, kids' choice, snack, outside activity and/or gym activity, group activities, exposure to parks & recreation programs, and clean up time.

## Description of Activities

**Group Activities:** These activities include arts and craft projects, large group games, and other group based activities.

**Kids Choice:** The children have the opportunity to choose from a variety of board games, drawing and writing materials, crafts and gym activity.

**Playground/Outdoor Activities:** Going outside to play on the playground equipment and also playing outdoor games.

**Homework/Quiet Activity:** Children will have an opportunity to work on homework assigned by their teachers. They can also read a book or participate in another quiet activity approved by a staff person.

**Gym Activities:** Team sports, and activities that encourage the children to use teamwork and problem solving skills.

**Exposure to Parks & Recreation Programs:** Based on the theme of the two weeks, instructors/coaches of current parks and recreation programs will provide instructional programs to after school participants.

**Snack:** Snack is purchased from the Whitewater School District and follows State Health Guidelines. **Please be sure to list ANY allergies on the registration form.**

## Pick Up

Children are allowed to be picked up by parents/guardians/listed individuals earlier than the scheduled pick up time as long as it is by one of the parents, guardians, or other individuals listed on their registration form. Parents are required to come into the school through the main entrances or designated program doors. Anyone picking up a child is required to sign child out and may be asked for their photo ID.

## Early Pick Ups and Absence from Kids Inc.

If you are planning on picking your child up early from school or there is some other family emergency, you must call the Whitewater Parks and Recreation office or site cell phone by 2:00 pm. If a child is absent from Kids Inc. without prior notification from a parent, the site supervisor will be responsible for calling the child's parent.

## Lost and Found

Any belongings that are left at the school will be taken by the Site Leader at the end of the day and brought back at the next session. If the item has not been claimed at the next session then all Lost in Found will placed in the designed school lost and found. *We encourage parents to label all personal items with their child's first and last name.*

## What NOT to Bring

The Whitewater Parks and Recreation Department and Kids Inc. program is not responsible for lost, damaged or stolen items.

Items that should not be brought to Kids Inc. include:

- Game boys/CD/MP3 Players/iPod or any personal electronic devices
- Cell phones
- Toy guns or any type of weapon
- Money
- Any personal items that you may not want to lose.

## Program Fees and Payment Policies

Participants will be charged \$7.50/day for the after school program. Parents or guardians will sign up their child for a month at a time. Payments are due no latter than the 15<sup>th</sup> of the month prior to the month the child is signing up for. (ex: payment for September will be due August 15<sup>th</sup>)

**NEW:** Calendars turned in more than 3 days after due date will be charged and additional \$10 per child. Please remember you can turn your calendars in via email with payment over the phone to avoid late fees. Participants who have not turned in calendars will not be able to attend the program.

## **Flexible Cancellation Policy**

Each child will receive 5 flexible cancellation days within a school year. These days can be used to receive a household credit (not refund) even after our typical cancellation policy. The flexible cancellation days will only be accepted for the Kids Inc. after school program. Cancellations can only be made by contacting the Whitewater Parks and Recreation Office at 262-473-0121.

## **Withdrawal from Program**

As a general courtesy, if you decide to withdraw your child from the Kids Inc. after school program, please provide the Whitewater Parks and Recreation department with a minimum of two weeks written notice. Parents will be responsible for the payment of fees through the end of the two-week period if their child is signed up for that month.

## **Late Fee Charge**

Children are allowed to be picked up at any time prior to 6:00 p.m. Late pick up fees will be charged for children not picked up by 6:00 p.m. as follows:

- 5-10 minutes late - \$10 charge per child
- 11-20 minutes late - \$20 charge per child
- 21-30 minutes late –\$30 charge per child

If your child has not been picked up by 6:30 p.m. and the staff has been unable to contact the parents or guardians, the proper authorities will be notified. Late pick-up fees are to be paid to the Whitewater Parks and Recreation Department that day or no later than the following day. Your child will not be allowed to attend Kids Inc. until late pick-up fees are paid in full.

## **Snack**

There will be a snack provided each day that is purchased from the school district and follows the State Health Guidelines. Please be sure to list any allergies.

## **Inclement Weather**

If the elementary schools close early or cancel after school activities due to inclement weather such as snow, the program will be cancelled.

Outdoor activities will be limited when the heat index is above 90° Fahrenheit or below 0° with wind chill, when it is raining or during severe weather. Indoor activities will be substituted.

## **School Closings**

The Kids Inc. after school program will not run on days in which the elementary schools are closed for the whole day for weather or uncontrollable circumstances.

## **Early Release Days**

The Kids Inc. after school program will not have a program on early release school days.

## **No School Days**

The Kids Inc. after school program will not have a program on non school days.

## **Photographing of Program Participants**

At various times during the Kids Inc. program, photos may be taken of your child by authorized individuals for public relations and educational purposes. If a parent or guardian does not wish for their child's photo to be taken, the parent or guardian should let the site staff know during their first week in the program.

## **Updating Information**

It is the responsibility of parents or guardians to inform the Kids Inc. Site Supervisor of any changes to the child's contact information. This would include phone numbers, addresses, emergency contact information and person authorized to pick up the child.

## **Confidentiality**

Staff will strive to keep information about a child or about an incident involving one of our participants as confidential as possible, however the city is a municipality, which is covered by the public records law and documents may be required to be released upon request or upon

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order of the court. We will not discuss incidents involving your child with other program participants or their families unless it is required by law or the child was involved in an incident with your child. If that is the case, information on your child will be shared only to the extent necessary to provide necessary information to the other parent.

## **Child Abuse/Neglect**

Staff will receive training and review on the child abuse/neglect law and the procedure for reporting upon hiring and at yearly orientation. Walworth County Human Services numbers will be located with emergency numbers at the site location. Kids Inc. staff fall under the category of Mandated Reporters by the State of Wisconsin. Any observations of injuries or bruises to the child's body that are clearly visible will be noted in the medication log following the guidelines as noted below.

1. Five types of reporting are: Physical Abuse, Sexual Abuse, Neglect, Emotional Damage, Harm to an Unborn Child.
2. Mandated reporters shall notify Walworth County Human Services by phone or in person. If it is felt that a threat is imminent, the Whitewater Police Department can be called at 911.

All details will be documented and a supervisor notified.

## **Discipline**

The goal of the Kids Inc discipline policy is to provide a safe, fun, and educational place for all children to learn and play together. In order to accomplish this goal, we have adopted the 5 finger contract program. The 5 finger contract program stands for...

**THUMB– Encourage** – Always encouraging others to do the right thing and not putting other people down. Giving sincere encouragement.

**POINT FINGER - Direction** – Following the rules - Are you doing what you are supposed to be doing?

**MIDDLE FINGER – Respect** – Using appropriate language and having appropriate conversations.

**RING FINGER – Commitment** – Having a positive attitude!

**PINKY FINGER – Safety** – Safety for yourself and other participants both physically and emotionally

This 5 finger contract will be reviewed by the parents and their children. Contracts will be signed and returned to the Site Leader or Recreation Department before the start of the first day. There will be a reward system in place for individuals and for the entire group if they go above and beyond the 5 finger contract. An example of a group reward would be a pizza party, all day free time day, or a nearby field trip. This list is simply an example.

Kids Inc. program will also use a clip chart that aligns with the schools behavioral management plan.



## **Termination from Kids Inc. Policy**

The goal of our program is to provide a safe, fun, affordable and educational opportunity for children to be after school. In order to do this for all children it may become necessary to discharge a child due to one of the following reasons:

1. The child has behavioral problems that prevent the staff from meeting his/her needs.
  - a. The staff will document incidents, including the time and behavior. These documents will be filled out based on the 5 finger contract.
  - b. A meeting will be set up with staff, program coordinators and parents.
  - c. A time frame will be set for behavioral improvement.
  - d. If no improvement is demonstrated in the time frame that was set, then a written termination notification will be sent to parents with the balance of fees refunded to them.
2. Parents do not cooperate by returning forms. A written notification will be given.
3. Parents do not observe the rules of the Kids Inc. program related to arrival and departure of children or children who do not observe the rules related to arrival and departure. A written notification will be given.
4. Late payment of fees/insufficient fund from bank or credit card draft. Following one month of insufficient funds or declined credit card, the recreation department will send a notification for payment within 7 days. If no effort is made to make payment within 7 days, the child will be terminated from program.

## **Parent Visitation Policy**

Parents are encouraged to visit the Kids Inc. after school program at any time. We also encourage you to volunteer any time or talents you may have to the program. As community members, you may also assist staff by informing them of resources available in your area. Please notify the staff at the time of your arrival.

## **Emergency Procedures**

An Emergency Procedures manual will be on site for review. Staff will receive training on emergency procedures at annual orientation or upon hiring concerning:

1. First aid procedures and location of first aid supplies
2. Location and use of fire extinguishers
3. Evacuation procedures and responsibilities
4. Emergency number location
5. Completion of forms
6. Daily attendance procedure

**Minor Injuries:**

1. Wounds will be cleaned only with soap and water and a bandage applied.
2. Disposable gloves are in the first aid box and will be worn.
3. Hands will be washed immediately and surfaces cleaned with cleaning solution (1:10 bleach solution).
4. All accidents or injuries will be recorded on City of Whitewater Accident Report form in ink, stating the date, time, injury, and action taken and signed. The form will be signed by a member of the Kids Inc. Staff.

**In the Event of a Serious Injury or Illness:**

1. Injury will be assessed and appropriate action will be taken. Staff member will stay with the child at all times.
2. Emergency personnel will be called first if injury or illness appears serious, then parents/guardians.
3. Child's enrollment form will be referred to for a list of persons having authority to pick up the child. Staff will attempt to contact the parents/guardians first.
4. If the child must be transported by ambulance, a staff member will ride with the child, taking enrollment forms along. Transport is to the hospital designated on the child's registration form.
5. The Site Leader will be notified within 24 hours. The Site leader will notify the Recreation Program Coordinator.
6. An accident or serious injury is traumatic to staff as well as children. As a general rule of thumb, if a child is not calmed down within 15 minutes, a parent will be called.
7. A City of Whitewater Accident Report Form will be completed.
8. If a child is injured at all at Kids Inc., has engaged in conduct which resulted in a staff member having to discipline a child, or if any "unusual" occurrence involved your child, you will be notified at pick up with a written report detailing the event.

**Illness Identification/Procedure**

Staff is responsible for identifying signs of illness. Children with rashes, fever of 100 degrees or above, vomiting and/or diarrhea are to be sent home. If a child becomes ill during Kids Inc. time, the parent or authorized person will be called to pick up the child. While waiting for a parent to arrive, the child will be taken to a separate area away from the main activity area with a staff person and made comfortable.

1. A basic first aid kit with supplies will be located in the Kids Inc. class area.
2. Staff will wash hands before and after working with ill child
3. A digital thermometer will be available in the first aid kit. For use, the digital thermometer will be wiped with an alcohol wipe and the plastic protective sleeve will

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be used to take the temperature of the child.

4. After use, the plastic sleeve will be disposed of and the thermometer will be wiped off with an alcohol wipe and stored back in the first aid kit.

### **Bloodborne Pathogens (Universal Precautions)**

Staff will wear disposable gloves when handling bodily secretions. Gloves will be disposed of in a sealed, plastic bag. Hands will be washed using soap and water. Children and staff will wash hands before snack and after bathroom breaks.

1. Eating surfaces will be sanitized daily (before snack time and meals) with a 1:10 bleach solution.
2. Activity supplies will be evaluated and cleaned as needed with a 1:10 bleach solution. Items will be rinsed in bleach solution, rinsed with clear water and allowed to dry. If item cannot be immersed in water, item will be washed off with a cloth and the bleach solution, wiped off again with clean water, then dried.
3. All staff will be trained in the Guidelines for Bloodborne Pathogens.