

VILLAGE OF BELLEVUE

Last Updated 3/12/2018



PARKS, RECREATION & FORESTRY

Before & After School Program Parent Handbook 2018 - 2019 School Year



Bellevue Parks, Recreation & Forestry Department

2828 Allouez Avenue

Green Bay, WI 54311

(920) 468-5225

www.villageofbellevue.org

***All forms must be completed in full and returned to the Bellevue Village Offices before your child is able to participate in the Before & After School Programs.**

MAXIMUM 33 CHILDREN PER PROGRAM

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Welcome

Welcome to the Bellevue Parks, Recreation & Forestry Department's Before and After school recreation program! This is a program designed to provide recreational and social opportunities to students during before and after school hours. The program is provided by the Village of Bellevue with the support of McAuliffe Elementary School.

Our goal is to provide a safe, fun, educational and affordable recreation program to residents of Bellevue. Activities are designed to meet the needs and interests of school-age children and their families. There will be a variety of activities offered including games, arts & crafts, homework time, and free play. We will strive to create opportunities for developing character, independence, socialization, cognitive growth and a positive self-image.

Who Can Enroll

This program is available to children in grades K-5 who reside in Bellevue and attend McAuliffe Elementary School. Four year old kindergarten (4K) students do not qualify for the program.

Staff

Fully qualified, supportive staff provide strong leadership and an enriching environment for constant growth and success. A background check is completed on all Village employees. Village staff will work closely with site staff to provide an enriching program.

Program Options

The overall program is designed to give children opportunities for activity during out-of-school hours. The Bellevue Parks, Recreation, & Forestry Department does not offer traditional child care; Bellevue Parks, Recreation, & Forestry Department offers daily recreational opportunities. This is not a licensed child care center. Participants register by month and may participate as much or as little as they choose.

- Before School Program: 7:00 am – 9:00 am
- After School Program: 3:30 pm – 5:30 pm

Registration

Once a child is enrolled in the before or after school program, that *family* has a 2-year hold on the program. (Withdrawing during a school year voids this agreement.) All families who are currently enrolled for the first time in both or either of the 2017-2018 programs will be given first choice to enroll for the 2018-2019 school year. All remaining openings will be filled using the lottery method (random drawing). Waiting lists will also be created for each program using the lottery method, as well. **All families who are currently enrolled in the 2017-2018 school year and have served their 2 years in the program will need to reapply into the lottery for a space in either of the programs for 2018-2019 school year.**

If your child is **currently** registered for one or both of the programs:

1. Pick up a Before & After School Program Parent Handbook at the Village Office.
2. Fill out the Registration Form, the Child Information Form, and the Bank Card/Credit Card Draft Agreement from the handbook.
3. Turn in the following items by **Friday, May 4, 2018** to the Village Office: Registration Form, Child Information Form, and Draft Agreement. Deadline will be strictly followed.
4. Returning participants will be charged a \$15 per child per program registration fee that will be charged via the Bank/Credit Card Draft Agreement information you have provided.
5. Participants enrolled in only one of the programs may also follow the instructions on the next page for a chance to be enrolled in the other program.

Registration (cont.)

If your child is **NOT** currently registered for one or both of the programs or has served their 2 years in either of the programs, and you would like to take part during the 2018 - 2019 school year:

1. Pick up a Before & After School Program Parent Handbook at the Bellevue Offices.
2. Fill out the Registration Form, the Child Information Form, the Bank Card/Credit Card Draft Agreement from the handbook.
3. Turn in the following information by **Friday, May 11, 2018** to the Village Offices: Registration Form, Child Information Form, and the Bank Card/Credit Card Draft Agreement.
4. On **Monday, May 14, 2018** names will be drawn randomly to fill all openings for the programs. Openings will be filled per family so that siblings will not be split up. Families chosen to fill the openings will be notified and will be charged a \$15 per child per program registration fee via the Bank/Credit Card Draft Agreement information you have provided by **Friday, May 18, 2018**
5. Waiting lists will be created for each program by drawing the remaining names. Families will be notified throughout the year as spaces become available.

Program Fees & Payment Information

Fees are paid on the first of each month in equal monthly payments. There are no daily or weekly rates available. The base rates are shown in the box below:

Before School Program Fee	After School Program Fee
\$95.75/month per child	\$91.50/month per child

Payments will be automatically drafted from your Bank Card or Credit Card on a monthly basis. All families must complete and submit the Bank Card/Credit Card Draft Agreement at the time of registration.

If a child does not participate in a program for more than 2 consecutive weeks, their place in the program will be forfeited to the next person on the waiting list, unless previously arranged with Bellevue Leisure Services Department.

Tax Information

This program is not categorized as a child care program, therefore no tax information will be provided by the Village of Bellevue regarding child care expenses. **Please keep all receipts of payments for your own records.**

A Typical Program Schedule

Before School

- 7:00a Attendance & Kids' Choice
- 7:45a Outside/Gym Activity
- 8:15a Group Activity
- 8:45a Kids' Choice, Snack, & Clean-Up

After School

- 3:30p Attendance & Outside/Gym Activity
- 4:00p Kids' Choice & Snack
- 4:30p Group Activity
- 5:00p Homework/Quiet Activity, & Clean-Up

Payment Policy

- A. Following one month of insufficient funds, the Village will send a letter and statement to be paid within 15 days.
- B. Following a second month of insufficient funds, you will be contacted by the program supervisor so that you can make arrangements to pay your balance due.
- C. Following the third month of insufficient funds, you will be terminated from the program. Your account will be frozen and you must pay any past amount before participating in any Bellevue Parks, Recreation & Forestry Department programs in the future.

Description of Activities

Kids' Choice – Children will have the opportunity to choose from a variety of board games, drawing & writing materials, and other supplies to utilize. Activities are self-lead.

Outside/Gym Activity – Includes non-competitive and competitive team sports, group games, and free play that encourage children to use teamwork, challenge themselves, and to have fun.

Snack – Children are welcome to bring a healthy snack with them to the programs. Children will have time to eat their snack and/or have free play time during the programs. There will not be a snack provided at the program, and it is completely optional for parents to provide a snack.

Group Activity – Includes games, projects, arts & crafts, experiments and other activities that encourage children to have fun while learning.

Homework/Quiet Activity – This gives children the opportunity to work on homework assigned by their classroom teachers, practice reading, complete fun worksheets, or do any other quiet activity that is approved by the staff.

If your child belongs to a student club or other after school activity that meets on school grounds during the After School Program, parents must notify the Site Leader with a note that states date, time, location and with whom your child will be meeting. Children must have prior parental approval to attend after school functions.

School Closings

The Before School Program will **only run** on those days where school begins at 9:00 am. The After School Program will **only run** of those days where school dismisses at 3:30 pm. **There will be no program on days that there is no school or delayed start/early release school days.** If after school programs are cancelled by the school district, the Village may cancel/alter the After School Program. Village Staff will communicate any changes to the After School Program schedule in a timely matter.

Throughout the school year there may be unforeseen circumstances which may cause the Before and/or After School Programs to be cancelled. Circumstances may include inclement weather, parent/teacher conferences, and school functions. Advance notice will be given when possible.

Absence Policy

If your child is absent from the Before School Program, your child will be marked absent and no further action will take place. At the end of each school day, the site staff will check the school attendance list to determine if any children in the program will not be attending. If your child's name is not on the list, but will not be attending the After School Program, it is the responsibility of the parent to contact the Village Offices prior to 2:00 pm so that the site staff can be made aware of the absence.

Sign In/Sign Out Procedures

SIGN IN: Parents are required to sign their child in when arriving for the Before School Program. An adult must accompany the child to be signed in. For the After School Program, attendance is taken by the Bellevue staff and is checked with the school office/daily attendance list. Proper contacts will be made if there are any inconsistencies.



Sign In/Sign Out Procedures (cont.)

SIGN OUT: Before School Program participants will be signed out by the site staff when they are dismissed to their classrooms. Parents and authorized pick-ups are required to sign their child out daily from the After School Program. This is for the child's protection. Valid Photo Identification is checked to ensure the proper people are picking up the children. ID's will be checked daily (even parents) for at least the first week of the program until the staff are familiar with the authorized pick-ups, and for all unfamiliar pick-ups thereafter. Children will not be released unless they have been signed out to a person listed on the child's authorized pick-up form. **NO EXCEPTIONS.** Children will not be allowed to leave the building to walk or ride their bike home. Authorized pick-ups must be at least 18 years old.

Pick-Up Time

Children may be picked up at any time prior to 5:30 pm. Late pick-up fees will be charged for children not picked up by 5:30 pm as follows:

- 1 – 14 minutes late, \$10 per child
- 15 – 29 minutes late, \$15 per child
- 30 minutes late or more, \$25 per child
- If your child has not been picked up by 6:00 pm and the staff have not been able to contact any parents/guardians or emergency contacts, the proper authorities will be notified.

Finder Fee

A fee is assessed if parents do not notify staff that their child will be absent from the program. Fees are as follows:

- 1st time—no charge
- 2nd time or more—\$10

A Late Pick-Up Form will be completed upon pick-up including the fees. Late pick-up fees are to be paid to the Village Offices by the end of the week (Friday 4:30 pm) of the occurrence. Continued late pick-ups (more than 3 occurrences) and/or failure to pay late fees will forfeit your child's place in the After School Program.

Parking

Please use the back entrance of the school near the staff parking lot for both pick-up and drop-off.

Everyone must park in the staff parking lot and walk to the building. Due to fire code and delivery vehicle traffic, **PARKING/STANDING IS NOT ALLOWED NEAR THE DOOR**, even for a short time.

Updating Information

It is the responsibility of parents to inform the Site Leader regarding any changes to your child's information. This information includes phone numbers, addresses, emergency and authorized pick-ups, and any other pertinent changes.

Medication

Site staff will not administer any medication. Participants may take required medications, but must be able to do so on their own. All medication must be in its original container with physician's name and phone number on the container. It is the parents' responsibility to pick up all medication at the end of each day.

Illness/Injury

For small cuts and scrapes, the staff will provide bandages to the child as needed. In all cases of serious injury or illness, the staff will contact the parent immediately. In the event that the parent cannot be reached, s/he will contact the “emergency contacts” listed on the child information form.

If your child is sick, please keep him/her home. If a child starts to feel ill while at the program, the child will be separated from the group and the parent/guardian will be called to come and pick up that child. If a parent or guardian cannot be reached, the emergency contacts will be called.

Open Visitation Policy

Parents are encouraged to visit the Before & After School Programs at any time. We also encourage you to volunteer any time or talents you may have to the program. As community members, you can also assist staff by informing them of resources available in your area. Please notify the staff at the time of your arrival.

Parent/Staff Communication

The site staff interact with your child regularly and changes in your child’s life may affect their participation in the Before and/or After School Programs. Changes may include moving, hospitalization of a sibling or parent, alterations in the parents’ relationship, death in the family, etc. School issues can also affect a child’s behavior. We encourage you to share this information with the site staff as you see fit.

Videotaping/Photographing of Program Participants

At various times throughout the year, authorized individuals may want to videotape or photograph groups or individuals for public relations or educational purposes. If you do not want your child to appear in any videotapes or photographs that may be used for PR or educational purposes please let the site staff know during the first week of attendance in the program.

Personal Belongings

Jackets, book bags, lunch boxes and other items left at the end of either program will be placed in the school’s lost and found area. Parents are encouraged to frequently check the lost and found.

What NOT to Bring to the Before or After School Program

- Game Boys, CD/MP3 players, trading cards, scooters, bikes or other personal items
- Toy guns or weapons of any kind
- Money

The Village of Bellevue is not responsible for lost or stolen items.

Withdrawal from Programs

As a general courtesy, if you decide to withdraw your child from Before or After School Program, please provide the Bellevue Offices with a minimum of two weeks, written notice. Any necessary refunds will follow the Bellevue Leisure Services Department standard refund policy.

Parent Statement of Understanding

1. I am not to leave my child at the program site unless a Bellevue staff member is present.
2. My child will not be allowed to leave the program with an unauthorized person or staff.
3. Should I, or another authorized person, appear to be under the influence of drugs or alcohol and seek to sign out my child, staff are empowered to contact local law enforcement authorities and place my child in their custody. (Please do not put staff in a position to make this judgement.)
4. I will be charged late pick-up fees if I fail to pick up my child by 5:30 pm. If I incur fees I will pay them in a timely manner.
5. Bellevue staff are not allowed to babysit or transport children outside of program hours.
6. Pre-determined action steps will be taken with any behavior issues with my child. Failure to correct specified actions may result in suspension or termination from the program (s).
7. I am encouraged to visit the program site to participate in activities. If I do so, I must notify the staff upon my arrival.
8. I will submit a 2 week advance, written notice, as a courtesy, to the Bellevue Offices if I choose to withdraw my child(ren) from the Before and/or After School Program.

Child Statement of Understanding

1. I must sign in to the After School Program each day immediately after school dismissal.
2. I will keep my personal belongings in my storage area during the program hours.
3. I will remain seated and quiet during roll call and announcements and speak for myself only.
4. I will follow program rules at all times.
5. I will follow instructions given by the Bellevue staff.
6. I will tell the staff when I am sick or hurt.
7. I will follow the timeout and other discipline instructions given by the staff.
8. I will show respect for all other children, staff and parents at all times.
9. I will show respect for all program supplies, equipment and property.
10. I will show respect for personal belongings of other children and staff.
11. I will help in cleaning up after myself in all activities.
12. I will never leave the program site without permission from the staff.
13. I will sign out of the program only with the approval of a staff member.

Discipline

The Before & After School Program's "Top of the Line" behavior policy is based on a program developed by nationally recognized behavior management expert Corwin Kronenberg.

The goal of our "Top of the Line" program is for program participants to learn the difference between appropriate and inappropriate behaviors, and create a safe and caring environment.

In our "Top of the Line" program, behavior is divided into three groups: **Above, Below & Bottom of the Line**. Participants are expected to exhibit above the line behavior. If a participant makes a bad behavior choice and falls below the line, the participant will be expected to assume responsibility for the behavior. Participants whose behavior falls below the line are given a choice to "fix it" or accept a consequence for going below the line. If the child selects the fix it option, they will be expected to develop a plan for fixing the problem. When a child chooses a consequence, one will be decided by a staff member in charge. Staff will decide if the behavior warrants a warning, or a violation.

Discipline (cont.)

We do not have a standard set of consequences for every below the line behavior. A consequence will be generated specifically for the incident, with the following guidelines: Must be related to the incident, must be delivered respectfully, must be reasonable. Staff will utilize written warnings and violations as consequences for misbehavior. Written violations are required to be signed by the parents/guardians. Questions regarding warnings and violations can be answered by any program staff.

Bottom line behaviors are completely unacceptable at school or in the program. A bottom line behavior is a violation of state law, school policy, program policy or totally unacceptable behavior. Bottom line behaviors require the involvement of the department supervisor, parent and possibly school principal. An incident/violation report form will be completed by the site leader. The parent will be required to sign the form. A meeting with staff, parent and child to discuss child's behavior will be scheduled. Bottom line behavior will likely result in a suspension or termination from the program (taken case by case - suspension or termination will be determined by Bellevue Parks, Recreation & Forestry Department).

Above the Line

Respectful, responsible, polite, safe, cooperative, and a good helper

Below the Line

Swearing, teasing/bullying, budging in line, inappropriate touching, uncooperative, wasting time, failing to participate

Bottom Line

Weapons, vandalism, harassment (e.g. sexual, racial), fighting (e.g. pushing, hitting), assault, use of drugs, leaving the program or building without consent

Dealing with inappropriate behavior takes unnecessary time and energy from staff, which takes away from those participants who want to be a positive part of the program. Participation in this program is a privilege and not a right. Participants are expected to have a positive impact on the outcome of the program. In addition, communication is key, please do not hesitate to talk to the site staff or Recreation Supervisor if you have questions or concerns.

Program Termination Policy

Participants may be withdrawn from the program for the following reasons:

- Inappropriate behavior of a child or parent that endangers the participant, other children or Bellevue staff
- Received 5th Violation
- Three months of insufficient funds (see payment policy pg. 4)
- Late child pick-up (more than 3 occurrences)

Program Contact

Feedback and questions are always welcome regarding the programs. All correspondence should be directed to:

Village of Bellevue Parks, Recreation & Forestry Department
Adam Waszak, Recreation Supervisor
2828 Allouez Avenue
Green Bay, WI 54311
Phone (920) 468-5225
Email AWaszak@villageofbellevue.org



CHILD INFORMATION FORM

*Please complete form for each child in the family.

Child's Last Name		Child's First name		MI	Sex	DOB
Grade (2017-2018 year)		Living Arrangement: <input type="checkbox"/> lives with both parents, <input type="checkbox"/> lives with mother, <input type="checkbox"/> lives with father, <input type="checkbox"/> lives with guardian				
Address					Home Phone	
City	State	Zip	Family Email Address			

Parent/Guardian Information

Please indicate the order in which to make contact in case of emergency, illness or other unforeseen circumstance by circling 1,2,3 or 4 for the name as well as phone numbers to be called. When choosing the order, please keep in mind each person's accessibility, as well as that calls will occur between 3:30 pm and 6:00 pm.

Father's Name	1 2 3 4	Home Phone	1 2 3	Cell Phone	1 2 3	Place of Employment	Work Phone	1 2 3
Mother's Name	1 2 3 4	Home Phone	1 2 3	Cell Phone	1 2 3	Place of Employment	Work Phone	1 2 3
Guardian's Name	1 2 3 4	Home Phone	1 2 3	Cell Phone	1 2 3	Place of Employment	Work Phone	1 2 3
Guardian's Name	1 2 3 4	Home Phone	1 2 3	Cell Phone	1 2 3	Place of Employment	Work Phone	1 2 3

Emergency Contacts

Please list emergency contacts in the order in which they should be contacted in case of an emergency. Also indicate in which order to use the phone numbers listed for each emergency contact by circling 1,2, or 3.

Name	Home Phone	1 2 3	Cell Phone	1 2 3	Work Phone	1 2 3	Relationship to Child
Name	Home Phone	1 2 3	Cell Phone	1 2 3	Work Phone	1 2 3	Relationship to Child

Authorized Pick-Ups

The people listed below will be the ONLY people allowed to pick-up the child noted above in addition to the parents and guardians listed above. Photograph Identification is required upon pick-up.

Name	Relationship to Child	Phone Number
1.		
2.		
3.		

Health Information

Child's Physician	Clinic Name	Phone Number
Special Health Conditions, Medications, or Allergies	Hospital Preference: <input type="checkbox"/> Aurora, <input type="checkbox"/> Bellin, <input type="checkbox"/> St. Mary's, <input type="checkbox"/> St. Vincent	

Attendance

Please check the day(s) your child will regularly attend each program.

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School (7:00am - 9:00am)					
After School (3:30pm - 5:30pm)					

I have read and understand the contents of the Before & After School Program Parent Handbook. I also understand the fee and payment structure and agree to pay for my child's participation in the programs in a timely manner.

Parent/Guardian Signature _____

Date _____



**VILLAGE OF BELLEVUE
BANK CARD OR CREDIT CARD DRAFT AGREEMENT**

2828 Allouez Ave. Green Bay, WI 54311 (920) 468-5225 www.VillageofBellevue.org

Before & After School Program

Child(ren)'s Name(s): _____

Draft Account Information:

Master Card Visa American Express

Name as it appears on the card: _____

Account Number: _____

Expiration Date: _____ Security Code: _____

By checking the box you authorize the Village of Bellevue to charge your credit card the \$15 per child per program registration fee. **No checks will be accepted for this fee!**

Authorization:

I hereby authorize my financial institution to withdraw the amount based on my payment schedule from the account listed above.

1. I understand my payment will continue until my scheduled payments are completed.
2. All payments will be withdrawn on the first of the month.
3. It is my responsibility to notify the Village of Bellevue Leisure Services Department immediately of any account change or closing and to provide the Village of Bellevue Leisure Services Department with current account information.
4. The Village of Bellevue reserves the right to refuse registration into programs or entrance into facilities if payments are delinquent. Full payment of delinquent payments will be required for reinstatement into programs.

Cancellation:

1. A two week advance written notice must be given prior to withdrawing from the program.
2. Following one month of late payments, the Village of Bellevue Leisure Services Department will send a letter and statement to be paid within 15 days.
3. Following a second month of late payments, you will be contacted by the program supervisor so that you can make arrangements to pay your balance due.
4. Following a third month of late payments, you will be contacted and asked to make arrangements to pay your balance.
5. Following the fourth month of late payments, you will be terminated from the program. Your account will be frozen and you must pay any past amount before participating in any Village of Bellevue Leisure Services Department programs in the future.

Parent/Payee Signature: _____ Date: _____

**RETURN THIS DRAFT AGREEMENT ALONG WITH YOUR
COMPLETED CHILD INFORMATION FORM(S)**