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# PARENT / GUARDIAN HANDBOOK



## **Mission Statement:**

**Action Programs help children in the district to learn and grow daily through structured play and activities in a fun, inclusive, caring and safe environment.**

## **Action Program Locations and Contact Information**



Franklin Elementary  
2060 South 86th Street  
(414) 550-3516  
franklinaction@wawmsd.org

Hoover Elementary  
12705 West Euclid Avenue  
(414) 588-1459  
hooveraction@wawmsd.org

Irving Elementary  
10230 West Grant Street  
(414) 254-9235  
irvingaction@wawmsd.org

Jefferson Elementary  
7229 West Becher Street  
(414) 531-3346  
jeffersonaction@wawmsd.org

Longfellow Elementary  
2211 South 60th Street  
(414) 416-3154  
longfellowaction@wawmsd.org

Madison Elementary  
1117 South 104th Street  
(414) 588-1475  
madisonaction@wawmsd.org

Horace Mann Elementary  
6213 West Lapham Street  
(414) 651-7104  
mannaction@wawmsd.org

General Mitchell Elementary  
10125 West Montana Avenue  
(414) 254-9157  
mitchellaction@wawmsd.org

Pershing Elementary  
1330 South 47th Street  
(414) 254-6961  
pershingaction@wawmsd.org

Walker Elementary  
900 South 119th Street  
(414) 254-7986  
walkeraction@wawmsd.org

Wilson Elementary  
8710 West Orchard Street  
(414) 254-7607  
wilsonaction@wawmsd.org

FLW Intermediate  
9501 W Cleveland Ave  
(414) 604-3417  
flwaction@wawmsd.org

Lane Intermediate  
1300 S 109th Street  
(414) 659-3932  
laneaction@wawmsd.org

West Milwaukee Intermediate  
5104 W Greenfield Ave  
(414) 254-1314  
wmisaction@wawmsd.org

### **WAWM RCS DEPARTMENT OFFICE**

**2450 S 68th Street**

**(414) 604-4900**

**wawmrec@wawmsd.org**

Dear Parents and Guardians,

Welcome to 2021-22 Action Programs. Action Programs are committed to providing the best programs to our families possible. It is important that you read this handbook in order to ensure that Action Programs are the best fit for you and your child. During Action we will focus heavily on keeping students engaged and active for the duration of the program. Programs will offer a wide variety of activities, games, crafts, academic enrichment opportunities in an effort to provide a well rounded experience for all.

#### Program Structure:

- Students will be assigned to a group based on age/grade and will rotate each afternoon through a series of stations with their group.
- Though we understand not all students enjoy the same activities, it is our goal to get your child to try new things. Participation in all activities is strongly encouraged in order to receive the full potential of the program.
- We encourage all students to stay for the duration of the program in order to take part in all rotations.

#### Action 330 schedule outline (changes may be made depending on site specifics)

3:30 - 3:45 pm - Check in/Snack(provided)/Restroom Time

3:45 - 3:50 pm - Daily Schedule overview/Rotations

3:50 - 4:20 pm - Rotation 1 (Active Games, Arts/Crafts, Academic Enrichment)

4:20 - 4:50 pm - Rotation 2 (Active Games, Arts/Crafts, Academic Enrichment)

4:50 - 5:20 pm - Rotation 3 (Active Games, Arts/Crafts, Academic Enrichment)

#### AM Action schedule outline (changes may be made depending on site specifics)

7:00 - 8:00 am - Fun Fitness Activities

8:00 - 8:15 am - Breakfast (Schools)

8:15 - 8:25 am - Silent reading/ Partner Reading/ Read aloud (Literacy)

8:25 - 8:30 am - Clean up and line up

8:30 am - Dismissal to class (4K/5K Students will be walked to their classroom)

We are looking forward to a fun and safe school year!

Sincerely,

Bobby Foreman

Out of School Time Program Manager

[foremanr@wawmsd.org](mailto:foremanr@wawmsd.org)

### **AM Action:**

- AM Action opens at 7:00 am and programs run until the start of the school day.
- Sign in/Drop off will end at 8:00 am every morning. After 8, drop off will be according to school drop off time and procedures.
- 4K/5K students will be accompanied to their classroom. 1st grade and up will be dismissed from AM Action and independently get to their classrooms.

### **Action 330:**

- Action 330 will begin daily at 3:30 pm and end at 5:30 pm.
- Students will be grouped by age/grade.
- Students are required to stay with their assigned group.
- Each afternoon will consist of 3 rotations: Games, Academic Enrichment, Arts/Crafts

### **Action 300: (ONLY FOR 6TH GRADE STUDENTS)**

- Action 300 will begin daily at 3:00 pm and end at 5:30 pm.
- Students will focus on building skills in independence, time management and social interaction.
- Students will be able to chose from a variety of options each afternoon to keep themselves busy.



## **Late Pick Up Policy**

- A late fee of \$5.00 per child will be issued starting at 5:35 p.m. An additional \$10.00 per child will be charged every 10 minutes for late pick up after 5:45 p.m.
- You will receive one warning prior to being issued a late fee.
- Please notify Action staff as to your time of arrival if after 5:30 p.m., so we are able to communicate to your child the change in their schedule.
- Calling ahead will not remove a late fee.
- The late pick-up fee does not constitute an agreement to provide after hours service.
- Late pick up fees will need to be paid in order for your child to continue to attend Action.
- Late pick up fees are to be paid at your location.

## **No contact drop off and pick up procedure:**

- Parents and students are to stay in their vehicle until a staff member contacts them
- If no staff member is outside you may call the Action cell phone (See site contact sheet)
- Please have your ID ready at pick up
- Parents are not permitted to enter Action
- Students, once signed out, may not return to Action for any reason

## **Communication:**

A lot can happen throughout the day and we will do our best to communicate positive information along with important information about health and safety. There will always be a Site Coordinator on site, so please feel free to reach out with any questions, comments or concerns.

- Communication with Site Coordinators should occur onsite during program hours.
- Parents / Guardians should not attempt to engage with other students regarding program issues or attempt independently to intervene in a program related incident. When speaking with program staff, or around parents or campers, language appropriate for a school setting is expected.
- Details about other students (consequences, name or parents contact information) will NOT under any circumstances be given out.



- Health Log Report (This replaces our “Oop’s I Got Hurt” forms )
  - This email report will come directly from CampDoc once it is filled out by our camp staff. It is used to document and communicate minor injuries that have occurred at Action.
  - If you have any questions at pick up, please feel free to ask on site staff.
- We Thought You Should Know Email (This replaces our “We Thought You Should Know” forms)
  - This email will come from CampDoc as soon as our Action staff sends it. It will be used to communicate unique situations or make positive comments.
- Major/Minor Behavior Sheets - Email (Previously used SAFE and Incident reports)
  - Major Behaviors are described as the following: Bullying/Harassment, Fighting, Threats of violence to self or others, Leaving assigned area without permission, Inappropriate language (direct), Bringing of any weapon to program, Major technology violation, Destruction of property
  - Minor Behaviors are described as the following: Inappropriate language (indirect), Minor physical contact/horseplay, Disruption, Disrespect, Property misuse, Minor technology violation.



A new health log entry was made for **Susie Alston** at Camp Arbor.

**Injury:** Ankle

August 17, 2020 @ 9:11 AM EDT

**History of Present Illness (HPI):** Child sprained ankle while playing basketball. Was wearing flip-flops.

**Assessment:** Likely ankle sprain. No concern for fracture, and x-ray not indicated.

**Plan:** Recommended rest, ice, compression, elevation. Gave ibuprofen 200mg. Ice pack and ACE wrap. Will return to clinic if worsening pain, numbness, or tingling.

**Disposition:** Discharged

**Location:** Basketball

If you have any questions, please contact your camp directly for additional details regarding the above.

For all camp and health related questions, please contact Susie Anderson at 734-955-1000 or [susieanderson@campdoc.com](mailto:susieanderson@campdoc.com)

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## Behavioral Expectations

All students are expected to be respectful, responsible and safe. Action Staff will model and reinforce our behavior expectations. If an incident occurs where a student conducts themselves in a manner that is not in accordance with our behavioral expectations the incident will be addressed and documented. See communication page for details about forms of communication.

## Personal Hygiene

- All students are required to be able to use the restroom independently.
- Action staff will model and reinforce good hygiene practices. Time will be scheduled for students to wash their hands prior and after all activities.
- Masks are required to be worn at all times.

## **Anti-Bullying Policy**

Action Programs will not tolerate harassment, intimidation, bullying or physical aggression.

- Harassment includes striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name-calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person. Harassment includes verbal comments or other expressions that insult, degrade, or stereotype any person or group because of race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age.
- Intimidation is defined as an individual intentionally behaving in such a way as to make another feel timid or fearful. This includes overt or implied threats and/or physical gestures.
- Bullying is defined as a form of aggressive behavior in which there is an imbalance of power between the bully and the victim.
- Bullying can be physical, verbal, or psychological and is of a repetitive nature. It can be direct (face to face) or indirect (behind someone's back). Indirect bullying includes exclusion and gossip.

## **Technology at Action**

The WAWM School District is not responsible for any lost, stolen or damaged items including any electronic devices such as iPads, cell phones, laptops, etc. Please exercise caution when sending your child to Action with any of these items. The use of electronic devices during Action is the discretion of the Site Coordinator. Please speak directly with your Site Coordinator if you have any questions regarding electronic devices.

## **Removal from Program**

A student may be removed from the program based on, but not limited to the following:

- Parent/Guardian failure to observe guidelines as stated in the Parent/Guardian Handbook.
- Failure to pay program fees.
- Consistent behavioral problems.
- Habitually late when picking up.
- Failure to provide program accurate emergency contact information.
- Inability to use the restroom on their own



## Visitors

- Any person other than staff and students will not be admitted into Action.

## Photography Policy

The WAWM RCS Department occasionally uses photos of participants for promotional purposes. By registering for the program you have granted us permission to use your child's photograph for promotional purposes unless otherwise noted.

## Commitment to Safety

Action Programs will adhere to all orders issued by our Federal, State and Local Government. Policies and procedures may be subject to change at any time pending Government Orders.

- Low ratios of a 1-10 staff to child ratio
- All staff and students are required to wear a mask
- Whenever possible, increase space between students to 6 feet
- Equipment will be disinfected daily
- Contactless drop off and pick up





## Non School Day Camp

WAWM RCS Department offers a series of Non School Day Camps on days that school is not in session for students in grades 4K-5th. Camp opens at 7:00am and closes at 5:30pm. Each day will be centered around a theme and all activities, games and crafts will work within that theme.

## Camp Dates for 2021-2022

- September:** 27
- October:** 6, 29
- November:** 1, 24
- December:** 22, 23, 27, 28, 29, 30
- January:** 17, 24
- February:** 14,15
- March:** 2, 7, 22, 23, 24, 25
- April:** 18

**Location:**  
NSDC will be held at Horace Mann for the 21-22 school year.

**Additional Information:**  
Information can be found at [wawmrec.com](http://wawmrec.com)

