

SOUTH MILWAUKEE RECREATION DEPARTMENT BEFORE AND AFTER SCHOOL PROGRAMS



PARENT HANDBOOK - 2024-2025 SCHOOL YEAR

Care is provided for students ages 4-12 at Blakewood, E. W. Luther,
Lakeview and Rawson elementary schools

All registration is online, so please head to the SM Rec Website (www.smrecdept.org) under Before and After School Care. From there, select the school you are trying to register at, and follow the steps in the online registration process! **There is a one time registration fee of \$20 per family** plus first month's payment due at the time of enrollment. Registration opens July 1st, 2024.

Additional forms may be found online at www.smrecdept.org.

**If you are interested in working as Site Leader or an Assistant
please contact the Recreation Department NOW!**



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Start **NOW** on filling out your Registration forms! You can find all of the forms you'll need to complete on pages 11-16

Numbers You Should Know:

Recreation Director sdorff@sdsm.k12.wi.us	Stan Dorff (414) 766-5082
Recreation Program Supervisor damile@sdsm.k12.wi.us	Dan Miles (414) 766-5932

Numbers You Should Know:

Recreation Dept. Secretary npaczocha@sdsm.k12.wi.us	Nancy Paczocha (414) 766-5081
Recreation Dept. webpage Recreation Dept. Fax #	www.smrecdept.org (414) 766-5085

WHERE IS THE PROGRAM OFFERED?



BLAKEWOOD ELEMENTARY SCHOOL

3501 Blakewood Avenue
Program Held in Gym
Enter door #9
Main Office 414-766-5900



LAKEVIEW ELEMENTARY SCHOOL

711 Marion Avenue
Program Held in Gym
Enter Front Door #2
Main Office 414 766-5252



E. W. LUTHER ELEMENTARY SCHOOL

718 Hawthorne Avenue
Program Held in Gym
Enter door #2
Main Office 414-766-5326



RAWSON ELEMENTARY SCHOOL

1410 Rawson Avenue
Program Held in Gym
Enter door #4
Main Office 414-766-2904

Before and After School Care Program Supervisor

Dan Miles (414) 766-5932

Email damiles@sdsm.k12.wi.us

Welcome to the 2024-25 School year and South Milwaukee Recreation Department's Before and After School Care programs! We are looking forward to a new school year, and can't wait to get to know you, your child and your family. To all returning families, welcome back and we look forward to spending another school year with you!

Our goal is to create a fun, safe, and successful environment for your child to learn and thrive in. We believe fully in the philosophy of education through recreation, and our programs utilize hands-on, engaging activities that will keep your child busy and active during their time with us. It is our hope that your child will look forward to being in our programs and will grow and develop through their time there. Our Before and After School Program and feels different from a traditional day-care environment, and that's because it should. We are a school based recreation program that looks to enrich the time students spend outside the classroom by using fun and engaging days where students can also develop socially and emotionally.

It is important that you read through the information provided as it will help prepare you and your child for a great school year, and help you determine if this program is the right one for your child. Despite that we are not a licensed program through the State of Wisconsin, we do follow many of the same guidelines that the Wisconsin Department of Children & Families have put into place, as well as adhere to District standards and policies.

If you have any questions, comments, or concerns, please feel free to contact us at any time. We are here to help and would be happy to do so however we are able! Thank you all so much, and enjoy your school year! I know we here in the Recreation Department are looking forward to another great year, and are so glad you can join us!

Sincerely,

Dan Miles
Recreation Program Supervisor



FOR STUDENTS Ages 4-12

BEFORE SCHOOL CARE

Care is provided 7:00 – 8:15 am. Early drop offs are not allowed. Parents must escort children into the school and sign them in.

AFTER SCHOOL CARE

Care is provided 3:20 – 5:45 pm. Parents or authorized adults must sign their child out before leaving. Parents will be called if a child is ill and needs to be picked up.



ENROLL TODAY!

WHAT DO THE CHILDREN DO IN PROGRAM?

Most days children will spend time in the classroom or room that program is held in, but we'll get outdoors and on the playground (weather permitting) as well! There will also be time for guided activities and projects, as well as time for students to self-navigate. While getting homework done is not necessarily required, homework assistance is available and quiet time is set aside for students to choose between homework, reading, and quiet activities. The staff is not responsible for ensuring all homework is completed, but is happy to work with parents to meet the needs of our families. Staff will be sensitive and flexible to meet the needs of parents, as well as to meet both the physical and emotional needs of the children.

SAMPLE SCHEDULE AM CARE

7:00 am	Arrival Begins
7:00—7:30 am	Choice Activities at Tables
7:30 – 7:45 am	Planned Activity Period
7:45 – 8:10 am	Free Gym
8:10—8:15 am	Clean up and Head to Class

SAMPLE SCHEDULE PM CARE

3:15 – 3:30 pm	Arrival/Attendance
3:30 – 4:00 pm	Free gym play and snack
4:00 – 5:00 pm	Go Outside/Game/Free Choice
5:00 – 5:30 pm	Table Activities/Free Choice
5:30 – 5:45 pm	Clean Up Time and Student Pick Up

WHAT ARE THE HOURS OF OPERATION?

Before School Care	7:00-8:15 am	Blakewood	E. W. Luther	Lakeview	Rawson
After School Care	3:15-5:45 pm	Blakewood	E. W. Luther	Lakeview	Rawson

WHERE AND WHEN DO I GET DROPPED OFF OR PICKED UP? Drop off is available anytime between 7:00 and 8:10 am. Drop off will not be allowed any earlier than 7:00 am. Pick up is anytime after the start of program at 3:30 pm and families can pick up any time and as late as 5:45 PM. For safety of the children all participants must be signed in and out by their parent/guardian. Also, for the safety of the children, the doors are locked throughout the program, and we will not allow entry unless you ring the bell. For more information please contact the Recreation Department.

School	Drop off starts	Pick-Up Ends	Door	Classroom
Blakewood	7:00 am	by 5:45 pm	#9	Gym
E. W. Luther	7:00 am	by 5:45 pm	#2	Gym
Lakeview	7:00 am	by 5:45 pm	Front Door	Gym
Rawson	7:00 am	by 5:45 pm	#4	Gym

AUTHORIZED PICK-UP Only those listed on the enrollment form as an authorized person may pick up your child. Authorized people will be asked to show a photo ID. Parents may add authorized pickups by contacting the Site Leader.

LATE PICK UP FEES The program closes at 5:45 pm. If a student is not picked up on time, we need to retain staff to provide adequate supervision. You will be charged \$1.00 for every minute you are late. We understand emergencies may occur, so if you find yourself in a predicament, please call the Before and After school office (414-766-5932). This courtesy will alleviate anxiety on the part of the staff and your child and communicate to us when to expect you.

**Remember
SIGN IN
AND
SIGN OUT
Every day**

SIGN IN—SIGN OUT POLICY A parent or guardian must sign their child in and out of the program daily. This requires your signature and the time you are signing in or out. Students cannot be dropped off before school, or left after school, if they have not been properly registered for the program for that day. Although our staff arrives before the start time of the program to prepare for the day, they are unable to provide care for your child until the official start time of the program. Only those listed on the enrollment form as an authorized person may pick up your child. Authorized people will be asked to show a photo ID.

BEHAVIOR EXPECTATIONS

Our goal is to promote positive behavior through positive guidance, modeling behavior, and redirecting students. The most important expectation is respecting other students, staff, environment, and self. Inappropriate behaviors include, but are not limited to, actions causing risk of harm to health and safety of child or others, damage to property and threats. **WE HAVE A ZERO TOLERANCE POLICY FOR BULLYING.** Consequences for these behaviors include, but are not limited to, conferences, suspensions, or if determined to be severe enough, immediate dismissal from the program.

The Before School & After School Care Program follows the same guidelines as the Parent Handbook from your elementary school. If your child is causing harm to self or others a parent will be contacted to remove your child from program. Your child will need to be picked up within 30 minutes of phone call. Following the incident a conference will be requested with parent, site supervisor and Recreation Director to determine course of action and program standing.

TERMINATION POLICY

A child's enrollment will be terminated based on, but not limited to, the following:

- Parent failure to observe rules of the Connect Before and After School program as stated in the Parent Handbook
- Failure to pay program fees/Habitual late payments
- Repeated failure to notify program of absence
- Students that endanger the safety of self or others
- Consistent and/or severe behavioral problems
- Habitual late pick-ups
- Harassment between student/parents and people in the program is prohibited and if it takes place it may be grounds for termination. Harassment may include, but not limited to the following:
 1. Verbal harassment including kidding, derogatory comments, slurs or jokes
 2. Physical harassment, including patting, pinching or intentional pushing up against another's body
 3. Physical interference
 4. Visual harassment including derogatory cartoons, drawings, posters or emails

THE STAFF

Our Instructors are college students, graduates, DPI certified teachers, teacher's aides, parents, and community members who truly enjoy working with children. They all have experience with before/afterschool programs, summer playground programs, and/or childcare programs, and have worked with children in a school or recreation setting.

PHOTO POLICY

The Recreation Department will often take photos of participants enrolled in camp programs. These photos are used in promotion of the Recreation Department seasonal brochures and in flyers and web page. If you do not want your child's picture taken, please notify us immediately.

EARLY RELEASE POLICY

In order for the staff to release a student early, the parent/guardian must complete an alternate release form and give it to the Site Leader. This release will only be allowed for the dates and times listed on the form. Students will then be released to walk or be picked up. An adult may pick up a student that has been released from the program, as long as their name is listed on the form. A form of identification is required at time of pick up.



ENROLL TODAY!

EMERGENCY INFORMATION

It is the responsibility of the parent/guardian of the program participant to complete the Child Information Form prior to your child starting in the program.

Please inform the leaders of any medical (physical or mental) condition that requires consideration by the staff. It is crucial that any special needs/accommodations are communicated with staff for everyone's protection; staff, other participants, and the individual. All of this information will be kept private and we will respect your confidentiality.

If your child is injured or ill at Before or After school and requires more than basic First Aid, we will attempt to contact the parent/guardian or listed emergency contacts. All steps will be taken to assure the safety and welfare of your child. If your child is injured and transported to the local hospital, a instructor will stay with your child always until you or an emergency contact arrives.

The South Milwaukee School District and Recreation Department does not provide medical/hospital insurance coverage for persons participating in sponsored activities and cannot assume responsibility for injury to any participants in its recreation programs.

MEDICATION POLICY

- Medication will be stored in locked storage box.
- Parental consent and Physician Order must be on file with staff before medication is administered.
- Medication will be given to student in private by staff.
- Staff will hand student the medication, observe them take it, look in their mouth to be sure it is swallowed.
- Staff will document that the medication was taken. Epi-Pen will only be distributed by staff that has been trained in distribution.
- Prescribed medication must be in the original package with the student's name, dose, medication name and signed by the physician.
- Over the counter medication must be in the original package. Staff will only administer the dosage amount on the package, unless the medication is attached to physician orders. The information must match what is listed on the Authorized to Administer Medication Form.
- We cannot administer and do not have access to medication left for the student with the school nurse.

NOTE ON MEDICATION:

It is the Parent/Guardian's responsibility to ensure that the medication is available for distribution at the site. On School's Out Day Off Programs in which your child is not at their usual program location, it is the parent/guardian's responsibility to provide the medication on that day. Instructors are not authorized to transport medication to a different site or location. Staff are not authorized to provide injections other than those trained in Epi Pen.

AMERICANS WITH DISABILITIES ACT

South Milwaukee Recreation Department complies with the Americans with Disabilities Act (ADA) which prohibits discrimination based on disability. We will make reasonable accommodations to support inclusive recreation participation. Individuals with disabilities are strongly encouraged to contact Recreation Department at (414) 766-5081 in advance regarding special accommodations needs.

ILLNESS OR INJURY

If your child becomes ill during the program, such as having a fever, vomiting, diarrhea or severe pain, parents or emergency contacts are required to pick up the sick child within 30 minutes of notification.

All enrollment forms are to be completed and updated to allow staff to seek outside medical attention in the case of an emergency. Parents will be contacted immediately if outside medical attention is needed.

INSURANCE

In the case of a minor injury, staff will administer first aid. It is the family's responsibility to maintain adequate insurance coverage for the child while attending school through an individual family policy.

The School District of South Milwaukee is not liable for injuries incurred by an enrolled child during program hours.

ENROLL TODAY!

PARENT INVOLVEMENT

We strongly encourage your input and involvement as it greatly impacts the success of the program. Your suggestions and concerns are always welcome. We invite you to visit our sites anytime during operating hours. If you would like a tour or to meet a staff person, please call the Dan Miles and he will set up a time to meet with you at the site. If you have a unique skill or talent you would like to share with the children, we encourage you to contact our site staff!

HOMEWORK

Typically, 15 to 30 minutes will be dedicated to homework time for students grades 1-5. Students who do not have homework may choose to read or do a quiet activity instead. Instructors will help and encourage children to complete their homework.

INCLEMENT WEATHER When the South Milwaukee School District and after school activities are closed or cancelled due to weather, the Before and After School program will be cancelled. On mid-day district closures the program will remain open until the last child is picked up. For the safety of our students and staff, we will encourage parents to pick-up their children as early as possible when the district closes mid-day or only cancels after school activities and athletics.

CLOTHING & PERSONAL ITEMS

Please dress your child appropriately for the weather. We will go outside, weather permitting. The school dress code is in effect. We advise you to label all outdoor clothing and gear to include electronic devices. Staff is not responsible for the loss or damage of personal items children bring into the program.

CHILD ABUSE OR NEGLECT

We are required to report any suspected abuse or neglect to Child Protective Services. Please communicate any issues of concern to the staff regarding your child's well being.

LEGAL CUSTODY It is assumed parents share equal rights for child pick up or drop off unless legal documentation is submitted.

SPECIAL NEEDS & SELF-CARE Students need to be toilet trained and able to feed themselves independently. Parents will be contacted if there are any self-care concerns. If your child has special needs, please provide us with information regarding these needs on the enrollment form. Every effort will be made to provide reasonable accommodations.

PERSONAL HYGIENE

Staff will assist children in learning the habits of good personal hygiene. Independence and development of self-help skills are encouraged. All 4K students are walked to the bathroom by a staff member. School-age children are excused to the bathroom independently. All students are expected to be potty-trained. If a child has an accident or gets their clothing wet or soiled they will be responsible to independently change themselves. The staff are not responsible for providing clean clothes for your child. If they cannot independently change themselves, a parent may be called to assist the child. In a public school setting, our staff cannot enter a bathroom stall with a child or assist a child in toileting, clean-up or other personal hygiene routines. If a child has repetitive toileting accidents (3 or more), the teacher may determine that the child is not suitable for our program. Children will be given time to wash their hands before and after eating, after toileting and other times throughout the day.

WE'LL ANSWER YOUR QUESTIONS

We would be delighted to have you ask us questions. We encourage and appreciate open communication with parents. Should you have a concern, please discuss it with your our leaders and supervisor.



HOLIDAYS / NO SCHOOL DAYS

No Before & After School Care

The School District will be closed and care is not available on the following days:

- Labor Day, September 2
- Thanksgiving Break, Nov 27-29
- Winter Break, Dec 23-Jan 1*
- Martin Luther King Day, Jan 20
- Spring Break, March 24-28*
- No School February 21
- Memorial Day, May 26

Note there is a Winter & Spring Break Camp

Half Day Programs

Boys & Girls Ages 4-12
11:45am—5:45 pm Fee is \$20/day

<u>Program Date</u>	<u>Registration Deadline</u>	<u>Fee</u>
9/11/24	9/9/24	\$20
10/9/24	10/7/24	\$20
11/13/24	11/11/24	\$20
12/6/24	12/4/24	\$20
1/15/25	1/13/25	\$20
1/24/25	1/22/25	\$20
3/7/25	3/5/25	\$20
3/12/25	3/10/25	\$20
4/9/25	4/7/25	\$20
5/14/25	5/12/25	\$20

ALL families must register for the Half Day Programs to attend

You must register for these programs online, or on one of our computers here at the South Milwaukee Recreation Department, 901 15th Ave. South Milwaukee 53172. Call us if you have questions at 414-766-5932. *South Milwaukee Recreation Department reserves the ability to cancel programs due to low enrollment, and will reach out to you as soon as possible to communicate any cancelations if any minimum registration requirements are not met.*



SCHOOL'S OUT DAYS

Boys & Girls Ages 4-12

The 2023-24 school calendar includes ten (10) School Out Days—these are full days when there is no school, but often teachers and other staff must report. On these days the Recreation Department is offering a special program at Rawson School from 7:00-5:30 pm.

Registration is open to all SDSM students and SM residents (ages 4-12) and is available online at (SMRECDEPT.ORG), by mail, in- person at the Recreation Department, or over the phone (414-766-5081). If you choose to register online, the link to these programs will be listed on our webpage (ActiveNet).

<u>DATES</u>	<u>Activity Code</u>	<u>Fee</u>
Monday, Sept 30	SO101.101	\$24.00
Friday, Oct 18	SO102.102	\$24.00
Monday, Dec 2	SO201.201	\$24.00
Monday, Feb 3	SO202.202	\$24.00
Tuesday, Feb 4	SO203.203	\$24.00
Friday, Feb 21	SO204.204	\$24.00
Monday, Mar 31	SO301.301	\$24.00
Friday, April 18	SO302.302	\$24.00
Monday, April 21	SO303.203	\$24.00
Tuesday, May 27	SO304.204	\$24.00

WINTER & SPRING BREAK CAMPS

7:00-5:30 PM @ Rawson School Gym - Enter door #4
Register online through Activenet, or call Rec Dept

WINTER BREAK FUN CAMP Dec 23, 26, 27, & 30
Activity Code: WB201.201 \$100R/\$130NR

SPRING BREAK FUN CAMP Mar 24, 25, 26, 27, 28,
Activity Code: SBFC301.301 \$120R/\$130NR

School District of South Milwaukee 2024-25 District Calendar

APPROVED 1/10/24

July/August

- 7/4: District closed (4th of July)
- 8/16: Last Friday District is closed for summer
- 8/19-8/22: New Teacher Mentor Days
- 8/26-8/29: All Teachers Prof. Development
- TBD: MS/HS Open House 5-7 pm
- TBD: Elementary Open House 5-7 pm

September

- 2: No school (Labor Day)
- 3: First day of School
- 11: Half Day (MS/HS 11:55; Elem 11:45)
- 30: No school (Professional Development)

October

- 9: Half Day (MS/HS 11:55; Elem 11:45)
- 16: Parent/Teacher Conf. (4-8pm)
- 17: Parent/Teacher Conf. (Elem 4-8pm; MS/HS 3:30-7:30pm)
- 18: No school (No students or staff)

November

- 1: End of quarter (MS/HS dismissed at 11:55; full day for Elem)
- 13: Half Day (MS/HS 11:55; Elem 11:45)
- 27-29: No school (Thanksgiving Break)

December

- 2: No school (Professional Development)
- 6: End of trimester (Elem dismissed at 11:45; full day for MS/HS)
- 23-31: No school (Winter Break)

January

- 1: No school (Winter Break)
- 15: Half Day (MS/HS 11:55; Elem 11:45)
- 20: No school (Martin Luther King, Jr. Day)
- 24: Half Day/ End of semester (MS/HS 11:55; Elem 11:45)

February

- 3-4: No school (Professional Development)
- 19: Parent/Teacher Conf. (4-8pm)
- 20: Parent/Teacher Conf. (Elem 4-8pm; MS/HS 3:30-7:30pm)
- 21: No school (No students or staff)

March

- 7: End of trimester (Elem dismissed at 11:45; full day for MS/HS)
- 12: Half Day (MS/HS 11:55; Elem 11:45)
- 24-28: No school (Spring Break)
- 31: No school (Professional Development)

April

- 4: End of quarter (MS/HS dismissed at 11:55; full day for Elem)
- 9: Half Day (MS/HS 11:55; Elem 11:45)
- 18-21: No school (No students or staff)

May

- 14: Half Day (MS/HS 11:55; Elem 11:45)
- 26: No school (Memorial Day)
- 27: No school (Professional Development)

June

- 12: Last day of School (Half Day: MS/HS dismissed at 11:55; Elem at 11:45)
- 20: First Friday district closed for summer
- 24: First student day of summer school
- Green: New teacher days
- Red: Professional development full days
- Purple: First/Last day of school
- Blue: No students/no staff days
- Orange: Districtwide Half days
- Yellow: Full student days with parent/teacher conf. evenings
- Green: Elementary Half Days
- Grey: MS/HS Half Days

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
T= 0, S= 0						

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
T= 4, S= 0						

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
T= 20, S= 19						

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
T= 23, S= 22						

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
T= 19, S= 18						

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
T= 15, S= 14						

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
T= 22, S= 21						

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
T= 20, S= 17						

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
T= 16, S= 15						

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
T= 20, S= 20						

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
T= 22, S= 20						

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
T= 9, S= 9						

T=190, S=175

1/5/24



REGISTRATION INFORMATION

Do not drop the enrollment forms off at your child's school.



TWO (2) EASY WAYS TO REGISTER:

- 1) **Online** www.smrecdept.org, click on Before & After School Care, Click on School Registration Button, enroll online.
- 2) **In Person** You can register at the recreation dept. office on the chrome book provided. If you need assistance our staff will be there to help!

TWO (2) EASY WAYS TO PAY:

- 1) Automatic Recurring Monthly Payment
- 2) Pay personally on a Month to Month basis

You may pay with Credit Card, Debit/Credit Card. Cash, Check or Money Order must be done in person.

PAYMENTS, FEES AND DISCOUNTS

Payments are required the 1st of the month, unless the 1st falls on a weekend or holiday. In such cases, payment on the next business day is accepted.

A one time registration fee of \$20 per family plus first month's payment is due at enrollment.

Fees are based on a flat monthly payment (September-June), however, an adjustment in the monthly fee will be made for December (25% Off), March (25% off) and June (50% off). Credits will not be given for non-attendance or for days when the school district chooses to close.

SIBLING DISCOUNT

For those families that have more than one child in care, they will receive a 10% discount on the bill for the lowest-cost child per additional child.



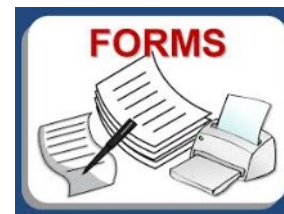
Those families that are eligible for Free and Reduced Lunch will receive a 20% discount (if you choose to use the Free and Reduced Lunch discount, the sibling discount will not apply).

CANCELLATIONS

Should you need to cancel for any reason, please give minimum two (2) week notice in writing.

We suggest you check with your tax consultant to check if this program is tax deductible. Keep in mind that the Recreation Department is not a licensed day care. Our **Tax ID # is 39-1155234.**

Enroll NOW for the upcoming school year. In order to enroll, you must complete the entire enrollment packet. You must register for this program in online, in person or by mail. Complete the registration form and return it with payment to the South Milwaukee Recreation Department, 901 15th Ave. South Milwaukee 53172. Call us if you have questions 414-766-5081.



FORMS AT SCHOOL SITES THAT YOU MAY NEED

- Pick Up Authorization
- Medication Administration
- Emergency Drop in Care
- 2021-22 School Calendar
- Early Release Days Registration Form
- School's Out Days Registration Form
- Permission to Walk Home

Your enrollment package starts on the next page. Return all (4) pages with after you finish your online registration and the process will be complete!

ENROLLMENT STARTS HERE



Start Date ____ / ____ / ____

Registration Open NOW

One form per child is required, all lines must be completed or place N/A

Child's Name _____

First

Middle

Last

Date of Birth ____ / ____ / ____ Age ____ Grade ____ Site/School _____ Home Phone _____

PARENT / GUARDIAN 1

Name: _____ Relationship _____ Email: _____

Home address _____ City _____ Zip _____

Home Phone _____ Cell Phone: _____ Work Phone: _____

PARENT / GUARDIAN 2

Name: _____ Relationship _____ Email: _____

Home address _____ City _____ Zip _____

Home Phone _____ Cell Phone: _____ Work Phone: _____

PARENT / GUARDIAN 3

Name: _____ Relationship _____ Email: _____

Home address _____ City _____ Zip _____

Home Phone _____ Cell Phone: _____ Work Phone: _____

EMERGENCY CONTACT / OTHERS AUTHORIZED TO PICK CHILD UP

Must list at least one (1) person other than a parent or guardian

Name: _____ Relationship _____ Email: _____

Home address _____ City _____ Zip _____

Home Phone _____ Cell Phone: _____ Work Phone: _____

EMERGENCY CONTACT / OTHERS AUTHORIZED TO PICK CHILD UP

Must list at least one (1) person other than a parent or guardian

Name: _____ Relationship _____ Email: _____

Home address _____ City _____ Zip _____

Home Phone _____ Cell Phone: _____ Work Phone: _____

**Medical and Behavior Question to help us provide the best care to your child.
All information is confidential. If something does not apply, please indicate N/A**

NONE TO (QUESTION 1-7)

1. Has your child had any of the following (circle all that apply): ADD/ADHD Asthma Autism
Diabetes Epilepsy/Seizures Cerebral Palsy/ Motor Disorder Cognitively or Learning Disabled

Please explain _____

Dietary Restriction _____

Food/Milk Allergies _____

Gastrointestinal or feeding concerns, including special diet and supplement _____

Non-Food Allergies _____

Other Conditions requiring Special Care _____

2. Triggers that may cause any of the above problems (Specify): _____

3. Signs or Symptoms to watch for: _____

4. Steps the childcare provider should follow: _____

5. Identify any Staff to whom you gave Specialized Training/Instructions: _____

6. When to call parents regarding symptoms or failure to respond to treatment: _____

7. When to consider that the condition requires emergency medical care or reassessment: _____

8. Additional Information that may be helpful to us: _____

9. Emergency Numbers: Physician Name _____ Phone _____
Location Address _____

10. Is the child currently taking any medications? ____ YES ____ NO If yes, what kind and why: _____

If medication needs to be administered during Rec Camp, a Medication Permission Form MUST be completed.

Activities Your Child Enjoys: _____

Personality characteristics that would be helpful to know: _____

When your child is experiencing a difficult situation, how do they handle it, and how would you advise our staff to handle the situation _____

	LOW					HIGH
How would you rate your child's comfort level in groups settings	1	2	3	4	5	
How would you rate your child's listening skills	1	2	3	4	5	
How would you rate your child's ability to adapt to new situations	1	2	3	4	5	
Is there anything else that we should know about your child?						

Thank you for participating with the Recreation Department Before and after School Recreation Program.

We look forward to sharing the school year with you and your family!

AUTHORIZATION - AGREEMENTS - UNDERSTANDINGS

Please sign and date that you agree to each point listed at the bottom of this page. Thank You!

I understand that this is not a licensed day care center and SMRD does not participate in the Wisconsin Shares Program.

I agree and understand payment is due the 15th of the month prior to the month of service.

I understand that there is a \$20 one-time non-refundable registration fee per family that must be paid prior to or at the time of enrollment.

I understand if payments are delinquent, the SMRD reserves the right to discontinue services in the Childhood Care program. Full payment of delinquent accounts are required for reinstatement into the Child Care program.

I understand that failure to pay fees may result in a late fee of \$10 per week.

I understand a \$2.00/minute/child late fee will be assessed each minute my child is in the program beyond 5:45pm.

I understand any NSF fees will be paid by the parent in addition to the monthly rate.

I understand any family with outstanding fees of 30 or more days will be removed from the program.

I understand this is a flat monthly fee with no credit for time off, holidays, winter and spring Breaks, absences due to illness or behavior, school closures or other days missed.

I agree to give two weeks written notification the Recreation Department Office for cancellation and I understand that any schedule change must be made in writing two weeks in advance.

I understand that I must notify staff if my child will not attend a scheduled day.

I understand that my child will not be allowed to participate in the program on a day they were absent from school.

I understand If my child's participation in the program requires more than reasonable accommodations, whether due to special needs or behavior, my child may be removed from the program.

I understand the Recreation Department is not responsible for lost, stolen, or damaged person articles.

I understand that the registration fee is non-transferable and non-refundable.

I understand If family qualifies for the free/reduced lunch program, release of information must be provided.

I understand the expectations of respecting one another, staff, environment and self. Inappropriate behavior causing risk of harm to the health and safety of my child or others, damage to property, or threats are grounds for dismissal.

I certify that my child / applicant has no health issues that would limit his / hers participation in the program activities. Any health or medical concerns have be disclosed.

I/we recognize that unanticipated situations and problems can arise during recreation activities that not reasonably within the control of the recreation staff (including volunteers). I/We therefore agree to release and hold harmless the School District of South Milwaukee Board of Directors, its agents, officers, employed and volunteers, from any and all liability, claims, suits, demands, judgements, cost, interest, and expense (including attorney" fees and costs) arising from such activities, including any accident or injury to myself or my child and the cost of medical services.

I have read, understand and agree to all of the above statements and Department policies and I have reviewed and understand the policies listed in the Parent Handbook concerning the Before and After School Program.

Parent/Guardian Signature _____ Date _____

Please sign and date that you agree to each point listed above. Thank You!

ENROLLMENT SCHEDULE & PAYMENT FORM

One (1) form per child must be completed.

Child's Name _____ School Name _____

Child Start Date ____ / ____ / ____ Fees are based on a flat monthly payment (September-June), however, an adjustment in the monthly fee will be made for December (25% Off), March (25% off) and June (50% off). Credits will not be given for non-attendance or for days when the school district chooses to close, if your student is sick, or must quarantine due to COVID protocol.

_____ \$20 annual, per family registration fee			
MONTHLY RATE	1-2 DAYS	3 DAYS	4-5 DAYS
AM Only	\$55	\$80	\$120
PM Only	\$68	\$102	\$168
AM & PM	\$114	\$170	\$272

Mark your Class Schedule with an X
 Before School Care AM 7:00-8:30 am
 After School Care PM 3:35-5:45 pm

X	M	T	W	T	F
AM					
PM					

For those families that have more than one child in care, they will receive a 10% discount for the lowest-cost child per additional child.

Those families that are eligible for Free and Reduced lunch will receive a 20% discount and this registration and payment must be made at the Rec. Dept.

