VILLAGE OF BELLEVUE
PARKS, RECREATION & FORESTRY

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# BEFORE & AFTER SCHOOL
# PROGRAM HANDBOOK

2026 - 2027 SCHOOL YEAR

# Welcome Message



Welcome to the Village of Bellevue Parks, Recreation & Forestry Department's Before and After School Program!

Our program provides a safe, engaging, and affordable environment for students before and after school, in partnership with McAuliffe Elementary School.
We offer a variety of supervised activities including games, arts & crafts, homework time, and free play.

Activities are designed to support the interests and developmental needs of school-age children while encouraging independence, social growth, character development, and a positive self-image.


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## 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 program.

## Staff

Our fully qualified and supportive staff provide strong leadership while creating a positive, enriching environment that encourages growth and success. All Village employees undergo a background check. Village staff also work closely with site staff to ensure a high-quality, engaging program experience.

## Program Options

This program is designed to provide children with engaging activity options during out-of-school hours. The Bellevue Parks, Recreation & Forestry Department does not operate as a traditional childcare provider, but instead offers daily recreational opportunities. This is not a licensed childcare center. Participants register on a monthly basis and may attend as often 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, their family receives a two-year enrollment hold. If a family withdraws during the school year, this two-year hold is forfeited.

Families who are in their first year of enrollment in either (or both) of the 2025–2026 programs will receive priority registration for the 2026–2027 school year.

All remaining openings will be filled through a lottery system (random drawing). Waiting lists for each program will also be established using the lottery method.

Families who are enrolled in the 2025–2026 school year and have completed their two-year hold must reapply through the lottery for placement in the 2026–2027 school year.

**If your child is currently enrolled in one or both of the programs:**

- Pick up a Before & After School Program Parent Handbook at the Village Offices or access it online.
- Complete the Registration Form, Child Information Form, and Bank/Credit Card Draft Agreement found in the Parent Handbook.
- Returning participants will be charged a $15 registration fee per child, per program. This fee will be processed on September 1st using the bank/credit card information provided on your Draft Agreement form.
- Families enrolled in only one program may also follow the instructions on the next page for an opportunity to enroll in the other program.

**All required forms must be submitted to the Village Offices by Friday, May 1, 2026.**
The deadline will be strictly enforced.

# Registration (continued)

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 2026 - 2027 school year:

- Pick up a Before & After School Program Parent Handbook at the Village Offices or access it online.
- Complete the Registration Form, Child Information Form, and Bank/Credit Card Draft Agreement found in the Parent Handbook.
- Names will be drawn at random during the week of May 11 to fill all available openings. Openings will be filled per family to avoid separating siblings.
- Families selected for enrollment will be notified and charged a $15 registration fee per child, per program. This fee will be processed on September 1st using the bank/credit card information provided on the Draft Agreement.
- Waiting lists for each program will be created by randomly drawing the remaining names. Families will be notified throughout the year as openings become available.

**All required forms must be submitted to the Village Offices by Friday, May 1, 2026.** The deadline will be strictly enforced.



# Program Fees & Payment Information

Program fees are due on the 1st of each month (September–May) in equal payments. There is no fee in June. Daily or weekly rates are not available.

| Program | Monthly Fee |
|---|---|
| Before School | $130 per child |
| After School | $130 per child |

## Payment Policy

- **1st NSF:** Written notice sent. Balance due within 15 days.
- **2nd NSF:** Program Supervisor will contact you to arrange payment.
- **3rd NSF:** Child removed from program. Account frozen until all balances are paid in full.

## Automatic Payments

Payments are drafted monthly from your bank account or credit card.
A completed Bank/Credit Card Draft Agreement is required at registration.

## Attendance Requirement

If a child does not attend for more than two consecutive weeks, their spot may be forfeited and offered to a family on the waiting list unless prior arrangements are made.

## Tax Information

This program is not classified as a childcare program. The Village will not provide tax documentation. Please keep your payment receipts for your records.

# Program Schedule & Activities

| Before School Program Schedule | After School Program Schedule |
|---|---|
| 7:00 am - Check-In & Free Choice<br>7:45 am - Outside or Gym Activity<br>8:15 am - Group Activity<br>8:45 am - Clean-Up | 3:30 pm - Snack & Free Choice<br>4:00 pm - Outside or Gym Activity<br>4:45 pm - Group Activity<br>5:15 pm - Clean-Up |

## Description of Activities

- **Free 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 or Gym Activity:** Includes both non-competitive and competitive team sports, group games, and free play. These activities encourage teamwork, personal challenge, and fun in an active setting.

- **Group Activity:** May include games, projects, arts and crafts, experiments, and other hands-on experiences designed to promote learning while having fun.

- **Snack:** Children are welcome to bring a healthy snack to the program. A snack is provided only during the After School program; the Before School program does not provide one. Children are not required to eat the provided snack. Please inform program staff of any food allergies.

## After-School Activities & Clubs

If your child attends a school club or after-school activity during the After School Program, parents must provide written notice to the Site Leader including the date, time, location, and supervising adult. Parental permission is required for all after-school activities.

## School Closings

The Before School Program operates only on days when school begins at 9:00 a.m. The program will not run on no-school days or delayed start days.

The After School Program operates only on days when school dismisses at 3:30 p.m. The program will not run on no-school days or early release days. If the school district cancels after-school activities, the Village may cancel or modify the After School Program. Village staff will communicate any schedule changes in a timely manner.

Occasionally, unforeseen circumstances may require the cancellation of the Before and/or After School Programs. These may include inclement weather, parent-teacher conferences, or school events. Advance notice will be provided whenever possible.

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## Absence Policy

**Before School Program:** If your child is absent, they will simply be marked absent, and no further action will be taken.

**After School Program:** Site staff review the school's daily attendance list to identify students who are absent from school and will not attend the program. If your child is at school but will not attend the After School Program, parents must notify program staff prior to 2:00 p.m.

**Report Absences:** Call or text 920.366.8389 (Before & After School Cell Phone)

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## Updating Information

Parents are responsible for notifying the Site Leader of any changes to their child's information. This includes updates to phone numbers, addresses, emergency contacts, authorized pick-up individuals, and any other important details.

# Sign In/Sign Out Procedures

**SIGN IN**

- Parents must sign their child in upon arrival at the Before School Program. An adult must accompany the child to the sign-in area.
- For the After School Program, Bellevue staff take attendance and verify it using the school's daily attendance list. If there are any discrepancies, the appropriate contacts will be notified.

**SIGN OUT**

- Before School Program participants will be signed out by site staff when they are dismissed to their classrooms.
- For the After School Program, parents or authorized pick-ups must sign their child out each day for the safety and protection of all participants.
  - A valid photo ID is required to verify the person picking up the child. IDs will be checked daily (including parents) during the first week of the program until staff become familiar with authorized pick-ups, and anytime an unfamiliar person arrives for pick-up.
- Children will only be released to individuals listed on the child's authorized pick-up form—no exceptions. Authorized pick-ups must be at least 18 years old.
- Children are not permitted to leave the building to walk or ride their bike home unless an Alternative Arrival/Release Form is completed by a parent and approved by the Program Director.

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# Pick-Up Time

Children may be picked up at any time before 5:30 PM.

**Late pick-up fees** will be charged if a child is 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 or more late: $25 per child

If a child has not been picked up by 6:00 PM and staff are unable to reach any parents/guardians or emergency contacts, the appropriate authorities will be notified.



## Absence Notification Fee

Parents must notify staff if their child will be absent from the program.
If staff are not notified, the following fees will apply:

- 1st occurrence: No charge
- 2nd occurrence and beyond: $10 per occurrence

Parents will be notified before the fee is charged. The fee will then be charged to the credit card on file. Continued failure to notify staff of absences may result in further action as determined by program administration.

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## Parking

Please use the back entrance of the school near the staff parking lot for both drop-off and pick-up. All parents and guardians must park in the staff parking lot and walk to the building.

Due to fire code regulations and delivery vehicle traffic, parking or standing near the door is not allowed, even for a short period of time.

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## Illness

If your child is sick, please keep them home. If a child becomes ill while attending the program, they will be separated from the group and a parent or guardian will be contacted to pick them up. If a parent or guardian cannot be reached, the child's emergency contacts will be notified.

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## Open Visitation Policy

Parents are welcome to visit the Before and After School Programs at any time. We also encourage parents to volunteer their time or share any talents or skills they may have with the program.

As community members, you can also support staff by sharing information about resources available in the area. Please notify staff upon your arrival.

## Parent & Staff Communication

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.
These changes may include moving, hospitalization of a family member, changes in parents' relationships, a death in the family, or other significant events.
School-related issues may also affect a child's behavior.
We encourage parents and guardians to share any relevant information with site staff as they feel comfortable.

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## 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 wish for 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.

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## Personal Belongings

Jackets, backpacks, lunch boxes, and other items left at the end of either program will be placed in the school's lost and found. Parents are encouraged to check the lost and found regularly.

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## What NOT to Bring to the Before or After School Program

The following items should not be brought to the program:

- Tablets or cell phones
- 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.**

# Statement of Understanding

## Parents & Guardians

1. I will not leave my child at the program site unless a program staff member is present.
2. My child will only be released to an authorized person listed on their pick-up form.
3. If I, or another authorized person, appears to be under the influence of drugs or alcohol when attempting to sign out my child, staff may contact local law enforcement authorities and place my child in their custody. (Please do not put staff in a position to make this judgment.)
4. I understand that late pick-up fees will be charged if my child is not picked up by 5:30 PM, and I agree to pay any fees in a timely manner.
5. Village of Bellevue staff are not permitted to babysit or transport children outside of program hours.
6. Pre-determined action steps will be taken to address behavior concerns involving my child. Failure to correct specified behaviors may result in suspension or termination from the program(s).
7. I am encouraged to visit the program site and participate in activities. If I do so, I will notify staff upon my arrival.
8. As a courtesy, I will provide a two-week written notice to the Village Offices if I choose to withdraw my child(ren) from the Before and/or After School Program.

## Participants

1. I will keep my personal belongings in my designated basket during program hours.
2. I will remain seated and quiet during announcements and when staff are speaking to the group, and I will speak for myself only.
3. I will follow all program rules at all times.
4. I will follow instructions given by staff.
5. I will tell staff if I am sick or hurt.
6. I will follow time-out and other discipline instructions given by staff.
7. I will show respect to all children, staff, and parents at all times.
8. I will treat all program supplies, equipment, and property with respect.
9. I will respect the personal belongings of other children and staff.
10. I will help clean up after myself during all activities.
11. I will never leave the program site without permission from staff.
12. I will only sign out of the program with the approval of a staff member.

# Discipline

Our Before & After School Program uses the “Top of the Line” behavior system, which divides behavior into three categories: Above the Line, Below the Line, and Bottom Line. Participants are expected to demonstrate Above the Line behavior at all times.

**Above the Line Behavior**

Respectful, responsible, polite, safe, cooperative, and helpful.

**Below the Line Behavior**

Swearing, teasing or bullying, cutting in line, inappropriate touching, being uncooperative, wasting time, or failing to participate.

**Bottom Line Behavior**

Weapons, vandalism, harassment (including sexual or racial), fighting (such as pushing or hitting), assault, use of drugs, or leaving the program or building without permission.

If a participant makes a poor behavior choice and falls Below the Line, they will be expected to take responsibility for their actions. The participant will be given a choice to “fix it” or accept a consequence.

- If the participant chooses to fix it, they will work with staff to develop a plan to correct the problem.
- If they choose a consequence, one will be determined by the Site Leader, who will decide whether the behavior warrants a warning or a violation.

The “Top of the Line” behavior policy, developed by behavior management expert Corwin Kronenberg, helps participants understand appropriate behavior while maintaining a safe and supportive environment.

Consequences for Below the Line behavior are determined based on the situation and must be related to the incident, delivered respectfully, and reasonable. Staff may issue written warnings or violations for misbehavior. Written violations must be signed by a parent or guardian. If you have questions, please speak with program staff.

## Bottom Line Behaviors

Bottom Line behaviors are completely unacceptable at school or in the program. These behaviors violate state law, school policy, program policy, or are otherwise considered extremely inappropriate.

When a Bottom Line behavior occurs, the Recreation Supervisor, parent/guardian, and possibly the school principal will be involved. The Site Leader will complete a behavior violation report, which must be signed by a parent or guardian.
A meeting with staff, the parent/guardian, and the child will be scheduled to discuss the behavior.

Bottom Line behaviors may result in suspension or termination from the program, determined on a case-by-case basis by the Bellevue Parks, Recreation & Forestry Department.

Participation in this program is a privilege, not a right, and participants are expected to contribute positively to the program environment. If you have questions or concerns, please speak with site staff or the Recreation Supervisor.

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## Program Termination Policy

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

- Inappropriate behavior by a child or parent that endangers the participant, other children, or staff
- Receiving a 5th violation
- Three months of insufficient funds (see Payment Policy, pg. 4)
- Late child pick-up occurring more than three times

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## Withdrawal from Programs

If you choose to withdraw your child from the Before or After School Program, please provide the Village Offices with at least two weeks' written notice.
Any applicable refunds will be processed according to the Bellevue Parks, Recreation & Forestry Department's standard refund policy.