

# Dells/Delton Parks and Recreation Department

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## Kidz Klub

Afterschool Program

Policy and Procedure Manual



Dells/Delton Parks and Recreation Department  
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[www.citywd.org](http://www.citywd.org)

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## **Welcome**

Welcome to the Dells/Delton Parks and Recreation Kidz Klub Afterschool Program. This program is designed to provide educational, social and recreational opportunities to the students in the Wisconsin Dells School District.

## **Mission**

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

## **Admission**

The program is offered to students in 4K – 5<sup>th</sup> grade who are enrolled within the Wisconsin Dells School District. Kidz Klub does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, national origin or ancestry.

## **Capacity**

The child capacity per school site is based on our room location and staffing. The minimum number of children that is required for the program to be implemented is 10. We try to keep a 1:10 staff to child ratio. A waiting list will be compiled throughout the year. If a child needs to opt out of the program, the first person on the waiting list will be contacted.

## **Registration**

To register for the Kidz Klub Afterschool Program, please fill out the appropriate enrollment forms and submit the forms and payment to the Dells/Delton Parks and Recreation Department at least 1 week prior to your child's enrollment.

Enrollment forms can be found on the Dells/Delton Parks and Recreation Department website at [www.citywd.org](http://www.citywd.org) or by stopping in the office (722 Michigan Ave., Wisconsin Dells, WI).

## **Enrollment Forms**

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

Forms to be completed:

1. General Registration Form
2. Transportation Permission Slip
3. COVID-19 Waiver
4. Health History and Emergency Care Plan
5. Authorization to Administer Medication Form (if needed)
6. Student Immunization Form
7. Monthly Sign-Up Calendars

## **Staff**

Our staff work to provide a safe, and fun atmosphere for the children who participate in the Afterschool program. All staff are background checked and our lead staff are CPR Certified.

## **Typical Daily Schedule**

A typical schedule will consist of temperature checks, attendance sign-in, snack, homework/reading time, playground time or gym activity, occasional weekly craft, and some free play.

## **Pick Up Location and Time**

Afterschool Program hours are 3:15pm- 5:30pm. Children can be picked up earlier than 5:30pm as long as it is by one of the parents or guardians listed on their registration form. Anyone picking up a child is required to sign out the child and may be asked for their photo ID.

Spring Hill pick up location(s) can differ and depend what activity we are engaged in at the time you arrive. Please call or text the Kidz Klub cell phone at 608-432-4968 (Spring Hill) and we will let you know exactly where to pick up.

- Classroom- W121 (white door in back of school by track entrance)
- Gym- Front white doors by sidewalk
- Playground- Lower playground area to the right of the school building

## **Early Pick Ups from School/Absence from Kidz Klub**

If you are planning on picking up your child early from school or there is some other family emergency, please text the Kidz Klub cell phone (608) 432-4968 to let us know that there is a change in their schedule. If a child is absent from Kidz Klub without prior notification from a parent, the site supervisor will be responsible for calling the child's parent.

## **Lost and Found**

Any belongings that are left at the school will be taken by the Site Leader at the end of the day and put in our Lost and Found box in the classroom. If the item does not get claimed by the end of each school semester, it will be donated to St. Vincent De Paul's in Wisconsin Dells.

*\*\*We encourage parents to label all personal items with their child's first and last name.*

## **What NOT to Bring**

The Dells/Delton Parks and Recreation Department and Kidz Klub program is not responsible for lost, damaged or stolen items.

Items that should NOT be brought to Kidz Klub include:

- Game boys/Nintendo Switch/iPod/iPad/Cell Phone or any personal electronic devices
- Toy guns or any type of weapons
- Money
- Any personal items/toys including but not limited too Pokemon Cards, fidget spinners or popits, barbie dolls, nail polish, toy cars, etc.

## **Program Fees and Payment Policies**

The first child in an immediate family will be charged \$6/day that they attend the program. If an immediate family has more than one child attending, then the second child is \$5/day; any children attending after that will be \$4/day. All Early Release days are \$10 per kid.

Parents or guardians will sign up their child for a month at a time. The payments are due on the 1<sup>st</sup> of the month that the child is signing up for (ex: payment for November would be due November 1<sup>st</sup>). Sign-up calendars are due by the 20<sup>th</sup> of the month prior (ex: calendar for November is due on October 20<sup>th</sup>).

## **Late Fee Charge**

Children are allowed to be picked up at any time prior to 5:30p.m. Late pick up fees will be charged for children not picked up by 5:30p.m. as follows:

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

A late pick up form will be completed indicating appropriate fees to be paid. Late pick-up fees are to be paid to the Dells/Delton Parks and Recreation Department that day or no later than the following day. Your child will not be allowed to attend Kidz Klub until late pick-up fees are paid in full.

\*\*If you child has not been picked up by 5:50p.m. and the staff are unable to get in contact with the parents/guardians, then the police will be notified.\*\*

## **Flexible Cancellation Policy**

Each child will receive 5 flexible cancellation days within a school “semester”. These days can be used to receive a household credit (not refund) even after our typical cancellation policy. The flexible cancellation days will be accepted for the Kidz Klub Afterschool Program and Summer Day Camp Program. If you need to cancel a day that is already on your child’s schedule, please text the Kidz Klub cell phone at (608) 432-4968 to let our staff know of the change.

## **Withdrawal from Program**

As a general courtesy, if you decide to withdraw your child from the Kidz Klub Afterschool Program, please provide the Dells/Delton Parks and Recreation Department with a minimum of two weeks, written notice. Parents will be responsible for the payment of fees through the end of the two-week period if their child has been previously signed up. If immediate withdrawal is necessary and we can fill the vacant spot then no charge would be passed onto the family.

## **Snack**

A snack and milk is provided to each child of the Afterschool Program every day courtesy of the Wisconsin Dells School District.

## **Transportation**

The Kidz Klub Afterschool Program only takes place at Spring Hill School. The School District does NOT provide transportation from other schools to Spring Hill.

On early release days, transportation is provided for most local field trips unless within walking distance. This includes the Original Wisconsin Ducks and the Wisconsin Dells Taxi.

\*Note- Pick up will sometimes be at the field trip location. Please check your email with our field trip reminders.

## **Inclement Weather**

If Spring Hill closes early due to inclement weather such as snow, ice, cold weather, etc then the Kidz Klub Afterschool Program will be cancelled.

Outdoor activities will be limited when the following occurs:

- The heat index is above 90° Fahrenheit
- The temperature with wind chill is below 0°
- When it is raining or severe weather is in the area

Children must wear coats if it is 55° Fahrenheit or below. They must also wear snow pants, mittens, hats and boots if it is 32° Fahrenheit or below.

## **School Closings**

The Kidz Klub Afterschool Program will NOT operate on days in which the Wisconsin Dells School District is closed for whole days or if inclement weather forces the schools to close early.

## **Early Release Days**

The Kidz Klub Afterschool Program will be open on early release day at Spring Hill. The program would simply begin as soon as school ends and would end at the normal time of 5:30p.m. We will take local field trips on these days in which transportation will be provided.

## **Photographing of Program Participants**

At various times during the Kidz Klub program, photos may be taken of your child by authorized individuals for public relations and educational purposes. If a parent or guardian does not wish for their child's photo to be taken, the parent or guardian should check the box "NO" on the registration form.

## **Updating Information**

It is the responsibility of the parents/guardians to inform the Dells/Delton Parks and Recreation Department of any changes to the child's information. This would include phone numbers, addresses, emergency contact information and person(s) authorized to pick up a child.

## Confidentiality

Staff will strive to keep information about a child or about an incident involving one of our participants as confidential as possible, however the city is a municipality, which is covered by the public records law and documents may be required to be released upon request or upon order of the court. We will not discuss incidents involving your child with other program participants or their families unless it is required by law or the child was involved in an incident with your child. If that is the case, information on your child will be shared only to the extent necessary to provide necessary information to the other parent.

## Child Abuse/Neglect

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

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

## Discipline

The goal of the Kidz Klub discipline policy is to provide a safe, fun, and educational place for all children to learn and play together. In order to accomplish this goal, we have adopted the SMART system.

Here are the SMART System expectations:

- **S** - Safe actions
- **M** - Make good choices
- **A** - Attitude - choose a good one
- **R** - Respect mutually
- **T** - Tolerate, appreciate, and accept others

In order to ensure an enjoyable program for all, every child will be expected to respect one another, the leaders, and all others present at the site. The children are required to listen to all staff. We do NOT tolerate hitting, spitting, swearing, or bullying towards other children in the program. We expect the participants to be accepting, understanding and kind to their peers.

## Consequences

If a child does not adhere to the rules of the program set forth by the leaders, he/she will receive the following consequences:

- **First Broken Rule** – Verbal warning
- **Second Broken Rule** - Clothespin moves to “5 Minute Timeout” and the child will sit out of an activity (staff choice) for that amount of time
- **Third Broken Rule** - Clothespin moves to “10 Minute Timeout” and the child will sit out of an activity (staff choice) for that amount of time

- **Fourth Broken Rule** – Parents are now called to discuss their child’s behavior; pick up of child will be mandatory
  - The participant will also have to fill out a SMART sheet and have a conversation with their parents & Recreation Supervisor (Abby Schultz). Further action will be taken if necessary
    - If a child fills out 3 SMART sheets, the child will be terminated from the program

\*\*A child will never be punished in a manner that would cause physical harm.

### **Termination from Kidz Klub Policy**

The goal of our program is to provide a safe, fun, affordable and educational opportunity for children. In order to do this, it may become necessary to terminate a child due to one (or more) of the following reasons:

1. The child has behavioral problems that prevent the staff from meeting his/her needs.
  - a. The staff will document incidences including the time and behavior.
  - b. A meeting will be set up with staff, Program Coordinators and parents.
  - c. A time frame will be set for behavioral improvement.
  - d. If no improvement is demonstrated in the time frame that was set, then a written termination notification will be sent to parents with the balance of fees that will be refunded to them.
2. Parents do not cooperate by returning forms – a written notification will be given.
3. Parents do not observe the rules of the Kidz Klub program related to departure; child does not observe the rules of arrival to program (walking safely and in a timely manner to our Afterschool program classroom). A written notification will be given.
4. Late payment of fees/insufficient fund from bank or credit card draft. Following one month of insufficient funds or declined credit card, the recreation department will send a notification to be paid within 7 days. If no effort is made to make payment within 7 days, child will be terminated from program.

### **Emergency Procedures**

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

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

### **Minor Injuries:**

1. Wounds will be cleaned only with soap and water and a bandage applied.
2. Disposable gloves are in the first aid box and will be worn.
3. Hands will be washed immediately and surfaces cleaned with cleaning solution
4. All major accidents or injuries will be recorded on City of Wisconsin Dells Accident Report form, in ink, stating the date, time, injury, action taken and signed.



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

1. Injury will be assessed and appropriate action will be taken. Staff member will stay with child at all times.
2. Emergency personnel will be called first if injury or illness appears serious, then parents/guardians.
3. Child's enrollment form will be referred to for a list of persons having authority to pick up child. Staff will attempt to contact the parents/guardians first.
4. If child must be transported by ambulance, a staff member will ride with child taking enrollment forms along. Transport is to the hospital designated on the child's registration form.
5. Site Leader will notify the Recreation Coordinator AS SOON AS POSSIBLE.
6. An accident or serious injury is traumatic to staff as well as children. As a general rule of thumb, if a child is not calmed down within 15 minutes, a parent will be called.
7. City of Wisconsin Dells Accident Report Form will be completed.

### **Medication Policy and Log**

Participants requiring medication shall be identified by parents/guardians to the Site Leader or Recreation Program Coordinator. The *Authorization to Administer Medication Form* must be completed in full prior to the participant's program start date. Prescription medication will be administered only upon receipt of completed and signed medication consent form from parent. The only over-the-counter medication that will be dispensed is Benadryl in accordance with a physician's note for allergic reactions based on a pre-existing allergy, noted in the participant's file.

1. All medication will be kept in a locked cabinet at the program site and dispensed by the Kidz Klub Site Leader or Recreation Program Coordinator.
2. Medication administered will be noted in log, in ink and will contain child's first and last name, date and time medication was administered, dosage and medication and signed by Kidz Klub Site Leader.
3. Medication must be in the labeled container supplied by the pharmacy with the health care provider's instructions regarding dosage, amount, and time. Parents/guardians should bring in the proper amount of medication for each month their child is registered in the Kidz Klub Program.
4. Any medication indicated as "prn" (as needed per medication form) that has been dispersed will be noted; parents will be notified time dispersed at the end of the day in writing.
5. Medication will be returned to the parent at the end of the school year; it will not be given to the child or placed in their backpack.
6. Any medication not picked up will be disposed of in a manner that would not be accessible to children, pets or harm the environment.

### **Illness Identification/Procedure**

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

1. A basic first aid kit with supplies will be located in the Kidz Klub class area.
2. Staff will wash hands before and after working with ill child
3. A thermometer will be available for use in the first aid kit

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

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

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

## **Restroom / Accident Policy**

All kids in the Kidz Klub program are required to be potty trained. Restroom breaks are offered once all kids have arrived at Kidz Klub however kids can ask at any time to use the restroom. Kids are supervised to the restroom; staff do not enter the restroom with children. The staff will monitor from outside the restroom for noise level and any horseplay in the restroom.

In the event of a bathroom type “accident” the parents will be contacted. Our Kidz Klub cabinet will have an extra set of girls and boys outfit for a child to change into if necessary, and a plastic bag to place dirty clothes in. Staff will supervise the child to the restroom to have them clean up, but will not enter the restroom to assist the child. Staff will make sure the child has properly washed hands and that the bag is properly closed.