



RecPlex
Before and After School
Program
K4, Grade School, and
Middle School



Information/Enrollment Packet



RecPlex Before and After School Program

Are you ready for school to begin? We certainly are!

The RecPlex has just celebrated our 10th year of serving kids in the Southeast Wisconsin/Northern Illinois Area. School Districts and parents count on us, each year, to offer an enriching, engaging and fun after school program. RecPlex offers a combination of educational and recreational activities that teach, challenge and delight young minds with more activities than all other local child care provider. No other facility offers swimming, skating, sports, arts & crafts, homework help and other activities held throughout America's largest municipal recreation center.

RecPlex offers convenient before and after school care starting at **6:00 A.M. until 6:30 P.M.** including school holidays, winter break and spring break. Nowhere else can you find such convenience and flexibility to accommodate your child care needs. At RecPlex, your child is sure to develop new skills, friendships, and have a blast all year long.

**REGISTER NOW!
SECURE YOUR SPOT FOR THE FIRST WEEK OF SCHOOL**

To Register: Complete all forms and return to the address indicated or drop off at the RecPlex. Be sure to include your registration fee and deposit to secure your child's space in the program. Once the paperwork has been processed you will receive a confirmation email or call. If you have questions, please call Guest Services at **(262) 947-0437**. We look forward to another fantastic school year!

Sincerely,

RecPlex Staff



RecPlex Before/After School & Days Off Registration

Explorers -Grade School / Pathfinders-Middle School / Trailblazers—K4, Kindergarten
RecPlex- 9900 Terwall Terrace-Pleasant Prairie, WI 53158-262-947-0437-www.recplexonline.com

Please print

Child # 1 Full Name _____ Birth date: _____ Fall '11 Grade: ____ Boy Girl
School _____ Teacher _____ Child's Program Start Date ___/___/___
K4 AM PM (When attending school, if applicable)

Family Information

Legal Guardian #1 First and Last Name: _____
Address _____ City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____ Work Phone _____
Email (s) _____
Employer: _____ Address: _____

Legal Guardian #2 First and Last Name: _____
Address _____ City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____ Work Phone _____
Email (s) _____
Employer: _____ Address _____

Child #1 Lives With: Both Parents Mother Father Guardian

Special Custody Information: _____

Physician: _____ Address: _____ Phone: _____

Any Allergies, special conditions or physical limitations that we need to be aware of? _____

NOTE: If child(ren) require medication you must fill out the **MEDICATION AUTHORIZATION FORM**. Request from youth leader or at Recplex Guest Services.

Emergency Information (other than legal guardian(s) listed above)

Contact #1 Name: _____ Address _____
Relationship to Child: _____ Home Phone: _____ Cell Phone: _____
Contact #2 Name: _____ Address _____
Relationship to Child: _____ Home Phone: _____ Cell Phone: _____

Guardian(s) and Emergency contacts are considered authorized to pick up. Please list any additional authorized to pick up below

Authorized Pick Up Name _____

Authorized Pick Up Name _____

Child # 1 Schedule		School Name _____
Programs	Times	Days of the Week <i>Circle Days</i>
AM School Care	6am until school start	Mon. Tues. Weds. Thurs. Fri.
PM School Care	School Dismissal until 6:30pm	Mon. Tues. Weds. Thurs. Fri.
AM K4 Care*(weds. full day optional)	6am to start of K4	Mon. Tues. *Weds. Thurs. Fri.
PM K4 Care *(weds. full day optional)	Dismissal until 6:30pm	Mon. Tues. *Weds. Thurs. Fri.
Drop In Schedule	This option is for parents that utilize the RecPlex sporadically, on an as needed basis Automatic Payment is not an option for this program This will require a registration fee and (transportation fee if applicable). You must register the Friday before week of care.	
Interested in Early Dismissal and/or Days off only?	Register your child and check below Early Dismissal Only _____ School Days off only _____ You will need to enroll for that day and inform the RecPlex when your child is attending! Registration fee required and (transportation fee if applicable)	
<input type="checkbox"/> YES. I acknowledge that the information is correct. Further, I understand and agree to this information. that it is my responsibility to notify RecPlex Before and After school program, in writing, of any changes		
Print Legal Guardian Name: _____		
Legal Guardian Signature: _____		

Please fill out reverse side for Child# 2



RecPlex Before/After School & Days Off Registration

Explorers -Grade School / Pathfinders-Middle School / Trailblazers—K4, Kindergarten

Please print

Child # 2 Full Name _____ Birth date: _____ Fall '11 Grade: ____ Boy Girl
 School _____ Teacher _____ Child's Program Start Date ___/___/___
 K4 AM PM (if applicable)

Family Information Check if Legal Guardian information is the same as Child # 1

Legal Guardian #1 First and Last Name: _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email (s) _____

Employer: _____ Address: _____

Legal Guardian #2 First and Last Name: _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email (s) _____

Employer: _____ Address _____

Child #2 Lives With: Both Parents Mother Father Guardian

Special Custody Information: _____

Physician: _____ Address: _____ Phone: _____

Any allergies, special conditions or physical limitations that we need to be aware of? _____

NOTE: If child (ren) require medication you must fill out the MEDICATION AUTHORIZATION FORM. Request from youth leader or at RecPlex Guest Services.

Emergency Information (other than legal guardian(s) listed above)

Contact #1 Name: _____ Address _____

Relationship to Child: _____ Home Phone: _____ Cell Phone: _____

Contact #2 Name: _____ Address _____

Relationship to Child: _____ Home Phone: _____ Cell Phone: _____

Guardian(s) and Emergency contacts are considered authorized to pick up. Please list any additional authorized to pick up below

Authorized Pick Up Name _____

Authorized Pick Up Name _____

Child # 2 Schedule		School Name _____
Programs	Times	Days of the Week
AM School Care	6am until school start	Mon. Tues. Weds. Thurs. Fri.
PM School Care	School Dismissal until 6:30pm	Mon. Tues. Weds. Thurs. Fri.
AM K4 Care* (weds. full day optional)	6am to start of K4	Mon. Tues. *Weds. Thurs. Fri.
PM K4 Care * (weds. full day optional)	Dismissal until 6:30pm	Mon. Tues. *Weds. Thurs. Fri.
Drop in Schedule	This option is for parents that utilize the RecPlex sporadically, on an as needed basis Automatic Payment is not an option for this program This will require a registration fee and (transportation fee if applicable). You must register the Friday before week of care.	
Interested in Early Dismissal and/or Days off only?	Register your child and check below Early Dismissal Only _____ School Days off only _____ You will need to enroll for that day and inform the RecPlex when your child is attending! Registration fee required and (transportation fee if applicable)	
<input type="checkbox"/> YES. I acknowledge that the information is correct. Further, I understand and agree to this information. that it is my responsibility to notify RecPlex Before and After school program, in writing, of any changes		
Print Legal Guardian Name: _____		
Legal Guardian Signature: _____		

Please fill out additional forms for each child (3, 4, 5, etc.)



RecPlex Before/After School & Days Off Registration

Explorers -Grade School / Pathfinders-Middle School / Trailblazers—K4, Kindergarten

Before School begins at 6am-----After school ends at 6:30pm

Schools Serviced by RecPlex Before and After School Care *

(New schools may be accepted by management; request below)

1	All Saints North	10	Jeffery	19	Somers
2	All Saints South	11	Lance	20	Southport
3	Bain	12	Mahone	21	Stocker
4	Brass	13	McKinley	22	St. Patrick's
5	Bristol	14	Nash	23	Strange
6	Christian Life	15	Pleasant Prairie	24	Vernon
7	Forest Park	16	Prairie Lane	25	Westfield
8	Grewenow	17	Roosevelt	26	Whittier
9	Hillcrest	18	Salem		

Request a School _____

* Please note: RecPlex reserves the right to require 5 students per day from one school in order to provide transportation. No new schools will be started with out 5 children registered. Parents will be notified a month in advance if a current school falls below level and transportation will no longer be provided.

_____ Initials

Explorer's/Pathfinders/Trailblazers Enrichment Program Fees:

Enrollment Fee: There is a **\$30 fee per child per school year** for enrolling in the program. This fee is to secure you a spot in the program. This fee is NON-REFUNDABLE and must be paid prior to enrolling your child into the program.

Transportation Fee: There is a **\$50 fee per child per school year**, or \$30 per Semester, for ensuring transportation. This fee is to secure transportation, if applicable, to and from the program. This fee is NON-REFUNDABLE and must be paid in conjunction with the registration fee if your child requires transportation.

Payment Deadlines: Your weekly fees are due the Friday prior to your child attending the program. There will be NO EXCEPTIONS to this. If you fail to pay on time, you are subject to a \$10 late fee per week/ \$5 per day if payment is made after Friday prior to child attending.

Program Credits/Refunds: There are **no credits given unless** it is medically related. Sicknesses (cold, flu, strep, conjunctivitis, etc., do not apply) If it is for medical reasons, a doctor's note must accompany the Household Credit form may be filled out by guest services (available at the Guest Services Desk, must be approved by management).

Grade School and Middle School --Explorers and Pathfinders

K4 Program --Trailblazers

<u>AM Care</u>	<u>Mem/Non</u>	<u>PM Care</u>	<u>Mem/Non</u>
Daily:	\$7 / \$9	Daily:	\$13 / \$19
Weekly:	\$30 / \$37	Weekly:	\$59 / \$72
(Includes early release Weds KUSD)			
Early release days including Wednesdays: \$15/\$19 Daily			
PM care on school half days: \$17/\$21 Daily			
School Days Off: \$34 / \$42 Daily			
Winter Break: \$34 / \$42 Daily * \$214 / \$266 Full Break (7 days)			
*Based on KUSD schedule, prices will change for districts with different schedules based off of weekly pricing. Inquire at Guest Services			

<u>AM Care</u>	<u>Mem/Non</u>	<u>PM Care</u>	<u>Mem/Non</u>
Daily:	\$17/ \$21	Daily:	\$17/ \$21
*Weekly:	\$60 / \$76	* Weekly:	\$60 / \$76
*(4 Days only, no K4 Program on Weds)			
Weds Full day Care Available: \$34 / \$42 Daily			
(must be added to weekly price if attending on Weds.)			
School Days Off: \$34 / \$42 Daily			
Winter Break: \$34 / \$42 Daily * \$214 / \$266 Full Break (7 days)			
*Based on KUSD schedule, prices will change for districts with different schedules based off of weekly pricing. Inquire at Guest Services			

*****Late pick-up fee: \$10 every 15 minutes past 6:30PM*****

THE FOLLOWING SECTION MUST BE SIGNED BY PARENT AND/OR GUARDIAN BEFORE REGISTRATION IS ACCEPTED.

I hereby give permission to the RecPlex to transport the child named above off the RecPlex property for the purpose of medical care or program activities as deemed appropriate by the RecPlex Management. I hereby authorize the program to provide for and secure treatment of all health issues that arise while in the program for child named above. In the event that I cannot be reached in an emergency, I give permission to the physician selected by RecPlex Management r to hospitalize, secure proper treatment for, and to order injection, anesthetic or surgery for the child named above. I understand that the RecPlex does not provide accident/medical insurance for the child named above. Medical bills will be the responsibility of the parent or guardian named below.

Rules for participants are the same for everyone without regard to race, color, national origin, gender or disability. I understand that all children will be treated as individuals and respect will be shown for a range of abilities and behaviors. I agree that RecPlex reserves the right to dismiss a child from the program whose needs they are not able to provide for or whose conduct is not in the best interest of the childcare community, without refund. I will notify the Youth Director if my child has any serious restrictions related to his/her participation in the program.

I am aware of the following policies regarding fees: Registration fees are non-refundable; no refunds will be given for programs, unless there is a medical exception provided by a medical doctor. Parents must give one week notice to cancel their child's enrollment from automatic pay. No refunds are given if a child is dismissed from the program due to disciplinary action; no refunds are given if the child leaves early due to illness or personal commitments. I authorize the RecPlex to charge any fees due at the time to my credit card on file (if applicable). I understand that the RecPlex has a minimum number of 5 children from a particular school to ensure transportation.

The RecPlex has my permission to use photographs taken of my child while in the program for promotional purposes.

I hereby release the RecPlex of all liability.

We or I (Parents/Guardians) have read and agree to all conditions of this registration and have received a copy of and understand the RecPlex Before and After school Policies.

Signature of Parent/Guardian: _____ Date _____



RecPlex Before and Afterschool Payment Form /Automatic Enrollment/ Payment Options

Please fill out completely to avoid delays in reserving space!

Child(ren) Full Name(s): _____

Email Address for information: _____

May RecPlex contact you by email for information and promotions? Yes No

Registration Fee: \$30.00 (Non-refundable) Transportation Fee: \$50.00 or \$30 per semester (If Applicable, Non-refundable)

Step 1: Registration & Payment Information

- Check Enclosed for Registration Fee, Transportation Fee (if Applicable) and first week of care
(Checks Payable to: Village of Pleasant Prairie)
- Charge Registration Fee, Transportation Fee (if Applicable) and first week of care
(Checks Payable to: Village of Pleasant Prairie)

AUTO ENROLLMENT/PAYMENT
OPT OUT **Check Here**
 I, registrant, opt out of Auto enroll/payment and understand that I am responsible for registering my child(ren) the Friday prior to the first day of attendance each week.
In person or on-line.

Step 2: Weekly Tuition Payment Information

- Payment by Check**
- Payment by Automatic Credit/Debit Card** (Enter Card Information and sign below)

Card Type: *Please circle one* VISA MASTERCARD
 AMERICAN EXPRESS DISCOVER

Cardholders Name :(print)

C. C. Financial Institution (bank name on credit card):

CREDIT CARD # _____

EXPIRATION DATE: _____

Billing Address: _____

I hereby authorize the RecPlex and the financial institution designated above to begin automatic deductions from the account designated above for all b4 and after school participants listed on this form. I understand my credit card will be charged weekly. I understand that my monthly credit card statement will typically show the amount and the date payment was made to the RecPlex. I understand that I am responsible for ensuring that the account designated above has sufficient funds on a weekly basis to allow for the automatic deduction of my payment. I understand that if there are any changes to my account I will notify the RecPlex Guest Services Director in writing 1 week prior to my scheduled weekly automatic payment deduction. I understand I am liable for any uncollected payment and for any fees or penalties imposed by the RecPlex or my financial institution related to any uncollected payment. I am the parent/guardian and agree to the terms of this document.

Account Holder Signature _____ **Date** _____

Registration Agreement

I agree to the policies and procedures set forth in the RecPlex B4 and Afterschool Policies and acknowledge that my child is self-sufficient with regard to toileting, eating and dressing. My child and I have discussed and understand that while participating at RecPlex programs, the staff is in charge. My child is aware that any rules and/or instructions made by a staff member are to be followed. I accept the RecPlex after school behavior policy. I give permission for my child to ride to and from RecPlex in buses and company vehicles. RecPlex also has my permission to take my child on field trips. I agree to provide a booster seat for my child if necessary. I will be notified in advance when any field trips take place. RecPlex has my permission to use any photographs of my child taken during the program or during any activity the program sponsors for the purpose of display or publicity.

Emergency Treatment: I grant RecPlex permission to administer emergency treatment to my child. This may include, but is not limited to, emergency first aid, local rescue or local hospital/trauma center.

Agreement: I understand this registration form is a contract for child care on specific days and weeks and that I am liable for the cost regardless of whether or not my child attends. I agree to pay RecPlex my weekly tuition in advance. I understand that there is no credit given for absences, vacations or holidays. Further, I am responsible for payment of all days and weeks that I have indicated or added. One (1) week's advance notice is required in writing to change my child's permanent schedule or withdraw from the program. I understand I am liable for these charges if one week's notice is not given for any permanent changes in scheduled attendance or withdrawal from the program.

Payment: Payments are due no later than the Friday prior to the first day of attendance for the payment period. I, the registrant, (parent or guardian who signs form) agree to make payments to Village of Pleasant Prairie/RecPlex no later than the due date or pay an additional \$5 daily or \$10 weekly per late payment. Returned checks or declined credit card payments will incur a \$25 fee, plus you will be required to make payment in full for past due amounts in addition to one week's tuition in advance before readmitting your child to the program.

By completing and signing the Registration form, I, the registrant, understand and agree to the terms, policies and guidelines set forth in the RecPlex B4 and After school Policies flyer and Registration form. I agree to be responsible for all costs incurred with collecting debts more than 30 days past due, including but not limited to, fees for late payments, uncollected payments, filing fees, court costs, and attorney's fees.

By signing below you understand and agree to Village of Pleasant Prairie/RecPlex' tuition payment terms and authorize Village of Pleasant Prairie/RecPlex to process your tuition payments weekly prior to your child's participation in the program. Village of Pleasant Prairie/RecPlex will securely maintain your financial information. Parents/Guardians are responsible for updating with RecPlex any changes to your payment information, including card number, expiration date, card verification number, and billing address changes.

Check Here: **I have read and agree to RecPlex B4 and After School Policies and Registration Form.**

Print Name: _____

Legal Guardian Signature: _____ **Date** _____



RecPlex Before and Afterschool

Payment Form /Automatic Enrollment/ Payment Options

Please fill out completely to avoid delays in reserving space!

OFFICE USE ONLY

CHILD #1 SCHEDULE						
School Name: _____						
Programs	Times	Days of the Week				
CIRCLE DAYS						
AM School Care	6am until school start	Mon.	Tues.	Weds.	Thurs.	Fri.
PM School Care	School Dismissal until 6pm	Mon.	Tues.	Weds.	Thurs.	Fri.
AM Kindergarten care	6am to start of Kindergarten	Mon.	Tues.		Thurs.	Fri.
PM Kindergarten care	Dismissal until 6pm	Mon.	Tues.		Thurs.	Fri.
Drop -in only _____ YES _____ NO						
Interested in Early Dismissal and/or Days off only? Early Dismissal Only _____ School Days off only _____						

CHILD #2 SCHEDULE						
School Name: _____						
Programs	Times	Days of the Week				
CIRCLE DAYS						
AM School Care	6am until school start	Mon.	Tues.	Weds.	Thurs.	Fri.
PM School Care	School Dismissal until 6pm	Mon.	Tues.	Weds.	Thurs.	Fri.
AM Kindergarten care	6am to start of Kindergarten	Mon.	Tues.		Thurs.	Fri.
PM Kindergarten care	Dismissal until 6pm	Mon.	Tues.		Thurs.	Fri.
Drop -in only _____ YES _____ NO						
Interested in Early Dismissal and/or Days off only? Early Dismissal Only _____ School Days off only _____						

CHILD #3 SCHEDULE						
School Name: _____						
Programs	Times	Days of the Week				
CIRCLE DAYS						
AM School Care	6am until school start	Mon.	Tues.	Weds.	Thurs.	Fri.
PM School Care	School Dismissal until 6pm	Mon.	Tues.	Weds.	Thurs.	Fri.
AM Kindergarten care	6am to start of Kindergarten	Mon.	Tues.		Thurs.	Fri.
PM Kindergarten care	Dismissal until 6pm	Mon.	Tues.		Thurs.	Fri.
Drop -in only _____ YES _____ NO						
Interested in Early Dismissal and/or Days off only? Early Dismissal Only _____ School Days off only _____						

If more than 3 children from one household. Copy this sheet and add other children

OFFICE USE ONLY



**RecPlex Before/After School Camp
Health History/Medication Authorization Form**

(Only fill out if RecPlex is administering medication)

Child's Name: _____ Date: _____

About healthcare for short-term childcare:

- At a minimum, a staff-member with CPR, AED and First Aid training is in the facility at all times.
- Children should arrive ready to participate in all activities during the program time. If your child cannot participate in a certain activity, please alert the program staff in writing. We will do our best to provide another activity such as reading, puzzles, coloring, etc.
- Any medication that will be administered while participating in this program must be in the original prescription bottle or container.

Date (month & year) of your child's last tetanus immunization: _____

Is this child allergic to any food or medication? (Please circle one) Yes No

If yes, name the item and indicate the reaction

_____	Intolerance
_____	Anaphylaxis
_____	Intolerance
_____	Anaphylaxis

Does your child have asthma? (Please circle one) Yes No

If yes, will your child carry a rescue inhaler during the session? (Please circle one) Yes No

If yes, does your child need staff help to use that rescue inhaler? (Please circle one) Yes No

If yes, what triggers your child's asthma? _____

Please list any medications that your child takes on a routine basis.

Med: _____ Reason for taking med: _____

Med: _____ Reason for taking med: _____

Med: _____ Reason for taking med: _____

What else should we know about your child? Please write additional information about your child's health that may impact your child's participation in our program:

Parent/Guardian Authorization

This information is correct and the child described has permission to participate in all camp activities except as noted on this form. I understand that the camp has limited healthcare on site and that staff will call the indicated parent/guardian (a) in an emergency, (b) if questions about my child's health may arise, and/or (c) when my child is unable to continue because of injury or illness. I acknowledge that the program will handle medication as described and that information on this form will be shared with staff on a need-to-know basis.

Signature of Parent/Guardian _____ Date: _____



BEFORE AND AFTERSCHOOL PROGRAM POLICIES

ENRICHMENT PROGRAM

Our mission is to create a positive child care environment where your child will grow as an individual, as well as to create a true enrichment program where your child will learn:

- Leadership
- Decision-making skills
- Independence
- Self-esteem

ADMISSION TO THE PROGRAM:

The program accepts children aged 5 or (K4) to 12. The program operates from 6:30 – 9:00 am and then in the afternoons from 2:30 – 6:30 pm with extended hours on Wednesdays from 11:00 – 6:30pm (approx.-according to school dismissal and longer hours for K4 Program). This program runs Monday through Friday for the duration of the Kenosha Unified School District school year.

Parents/guardians must complete all required forms and pay fees before child(ren) is admitted to program.

A Registration fee and transportation fee (if Applicable) are required. All registration and Transportation fees are non-refundable.

FILES:

All information regarding each child, including phone numbers, addresses, names of guardians and medical information will be kept secure. Only authorized staff, emergency medical staff, licensing staff, and respective parents will have access to the above-mentioned information.

ARRIVAL TO THE PROGRAM:

If your child will be attending the AM enrichment program, please walk them into the **RecPlex** each morning and sign them in accordingly. For safety, we cannot deviate from this policy.

PICK-UP FROM THE ENRICHMENT PROGRAM:

Our Enrichment program ends promptly at 6:30pm everyday. If you find that you are unable to pick up your child on time, please call the RecPlex at (262) 947-0437 to let them know you will be late. We will make arrangements to stay with your child until someone picks them up.

Late fees will be applied and need to be paid before the next week of care. No child will be left unattended and is subject to being turned over to Village of Pleasant Prairie Family Services or Pleasant Prairie Police if RecPlex is closed.

SIGN-OUT POLICY:

All participants MUST be signed out everyday by the person picking them up. Parents/Guardians must physically sign-out with one of the counselors and take their child. **NO PARTICIPANT WILL BE RELEASED WITHOUT BEING SIGNED OUT!** If there is someone you do not want picking up your child, you need to notify the program director in writing. If a counselor is not familiar with the individual picking up your child, he/she may ask to see identification before releasing your child. Please inform all those picking up your child of this. If you know that multiple people will be picking up your child, please provide these names on the participant information form. Your cooperation with

this policy is of utmost importance. Without it, your child's safety may be in jeopardy. **As a safety precaution, your child will not be released to anyone we have not been informed of.**

Our staff will be the sign in person when your child is picked up from school or dropped off by bus.

STATEMENTS:

Payment statements are available at the end of the year or by the 15th of each month by request. Statements are not mailed but available by request. For tax purposes the Village of Pleasant Prairie, RecPlex tax identification number is: **39-6006058.**

FINANCIAL AGREEMENT:

The RecPlex registration form is a contract for childcare for specific days of the week. The registrant (parent or legal guardian) is legally responsible for the cost regardless of whether or not the child attends. There is no credit given for absences, vacations, or holidays. The registrant is responsible for payment of all days and weeks indicated on the registration form or subsequently added.

By completing and signing the Registration Form, the registrant understands and agrees to the terms set forth in the program policies and registration form. The registrant also agrees to be responsible for all costs incurred with collecting debts more that 30 days past due, including but not limited to, fees for late payments, returned payments, uncollected payments, court costs, interest, and attorneys fees.

PAYMENT:

Payment is due no later than the Friday prior to the first day of attendance each week. Payment made on the second day of attendance is considered one week late and may be subject to a \$10 late and \$5 per day for any daily enrollment. Returned checks or denied credit card payments will incur a \$25 fee.

If registrant falls one (1) week behind in tuition payments, the child may not be allowed to attend the Recplex program. In the event that the child shows up at RecPlex after being dismissed from the program, he/she will be escorted to guest services and the RecPlex Manager on Duty will notify the parent/guardian to come and pick up the child. In order to return to the program, the registrant will be required to pay the outstanding balance in addition to one week's tuition in advance.

Program Credits/Refunds:

There are no credits given unless a child misses three or more days in a row and it is for medical reasons, a Doctor's note must accompany the Household Credit form (available at the Guest Services Desk).

DROP IN SCHEDULE:

A drop in attendee is required to pay the registration fee and transportation fee (if applicable). No refunds are given for either fee in any case. The parent/guardian is responsible for registering in person or online no later than the Friday prior to the first day of attendance each week. Payment is due no later than the Friday prior to the first day of attendance each week. **Automatic payment is not available for this type of program use. The RecPlex**



BEFORE AND AFTERSCHOOL PROGRAM POLICIES

is not responsible for ensuring pick up of children not registered the Friday prior to first day of attendance each week. It is **STRONGLY** suggested that rotating parents do call the program when registering online, to ensure pickup.

SCHEDULE CHANGE/WITHDRAWAL FROM PROGRAM:

A minimum of one week's advance notice, in writing, is required to change a child's permanent schedule or withdraw a child from the program during the school year (August through May). If one week's written notice is not given, the registrant will be responsible for one additional week's tuition. Excludes winter break and spring break.

EARLY DISMISSAL/ DAYS OFF:

Recplex follows KUSD schedules but also tries to be flexible for other districts that we serve. We cannot guarantee that every day off or every half day from the 22 schools we serve will always be available. We will strive to do our best. KUSD has early release on Wednesday and is included in the weekly fee. If a child is signed up to attend Early Release/ Half Day or Days off only, it is the responsibility of the parent to register the Friday prior to the first day of attendance for that week. If registering online, it is suggested that a phone call is made to the Youth Director.

SNOW DAYS:

Recplex is an emergency shelter and will be open for KUSD snow days. Additional fees will apply. RecPlex will try to accommodate other school districts but parents must call to ensure care is

available. **NO REFUNDS WILL BE GIVEN FOR SNOW DAYS**

SCHOOL DAYS OFF:

Recplex follows KUSD schedules and will be open on school days off. We also try to be flexible for other districts that we serve, as well. We cannot guarantee that every day off or every half day from the 22 schools we serve will always be available. We will strive to do our best.

A full day rate is charged regardless of length of time a child attends. A minimum number of children are required for the program to be available. If a child needs care on these days, it is the responsibility of the parent to register the Friday prior to the first day of attendance for that week. If registering online, it is suggested that a phone call is made to the Youth Director. If a child registers and does not attend, no refund will be given.

Further, if a field trip is scheduled and a child is absent for any reason, neither the field trip fee nor the tuition is refundable. If the sign up deadline is missed the parent may call the director to see if space is still available (late fees may apply).

Prepayment is required for Winter and Spring Break.

HOLIDAYS:

Recplex before and after school will be closed on the following Holidays: New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day.

Parents/Guardians are required to pay for Memorial Day, Labor Day, and Thanksgiving and the Day after, if the holiday falls on a

day of the week the child normally attends.

FIELD TRIPS:

Occasional field trips are part of the school year. The field trip fee, which is in addition to the full-day tuition, covers the cost of the activity and the transportation.

Parents/guardians will be notified in advance if a field trip is planned for a school day off. By signing the Registration Forms, the parent/guardian is giving RecPlex permission to take the child(ren) on field trips.

DOUBLE CHECK POLICY:

Every Monday morning, participant rosters are faxed to the respected schools. The names that appear on the rosters are those children that are sent from the school to the RecPlex. **If the name does not appear on the roster, the child will not be shuttled.** Payment to the program must be made by Friday before the next week of care in order for the participant to be included on the roster list. Automatic payment option is placed on a permanent roster and weekly registration is not required.

ABSENCES:

RecPlex follows a rigorous attendance procedure. If your child is going to be absent from our program **PLEASE** call the RecPlex before 7:45am at (262) 947-0437. If you know in advance that your child will not be attending please send a note to the director of the program informing him/her of the absence if you know in advance. **NO REFUNDS ARE GIVEN FOR ABSENCES.**

If your child becomes ill during the course of the school day and is sent home, please notify the RecPlex so that we may inform the staff upon PM pick-

up that your child will not be present.

PERSONAL BELONGINGS:

Please make sure to mark all of your child's belongings that he/she may bring to the programs. RecPlex is not responsible for lost items. **PLEASE DO NOT BRING PERSONAL VALUABLE ITEMS (GAMEBOYS, YU-GI-OH CARDS, OTHER PERSONAL TOYS). THESE ITEMS WILL NOT BE ALLOWED WITHIN THE PROGRAM AND RECplex IS NOT RESPONSIBLE FOR LOST OR BROKEN PERSONAL ITEMS.**

DISCIPLINE/BEHAVIOR OF PARTICIPANTS:

Abuse of fellow participants, as well as staff, verbally and/or physically **WILL NOT BE TOLERATED ON ANY LEVEL.** The staff reserves the right to suspend a camper if improvements are not made after several attempts to address the behavior problem(s) with the participant. Parents will be notified **EVERY TIME** their child has been involved in any type of situation and, if necessary, a conference will be held. Rules are to be followed by every participant. Parental cooperation with enforcing these rules is imperative and most welcomed.

The discipline system has three stages.

- 1 verbal warning
- 2 loss of activity & behavior report given to parent
- 3 parent/director meeting

First, every participant will receive a verbal warning the first time they break a rule. Second, the participant will lose time off of activities up to three times, consisting of five-minute increments. If time is



BEFORE AND AFTERSCHOOL PROGRAM POLICIES

taken away from their participation in an activity the child will be re-directed to another, more quiet activity. After the first fault a staff member will speak to the participant and after each time-off period the staff member will speak to the individual. Last, if the participants continually break the rules, they will be forced to meet with the Director who will set up a meeting time in order to discuss the actions of the participant. Dependant on the situation and severity of behavior/challenge, discipline will occur accordingly.

SNACKS/MEALS:

Each afternoon your child will be provided a snack. Along with the snack they will also be given a drink. If your child does not want or like what we have to offer, you may send them with something from home. We do not encourage buying from the concession stand. **IF YOUR CHILD HAS ANY TYPE OF FOOD ALLERGY PLEASE NOTE IT ON THE ENROLLMENT FORM AND ALSO SEND IN A SNACK THAT IS SAFE FOR YOUR CHILD TO EAT.** Occasionally when it is a child's birthday, parents like to celebrate it by bringing in a special treat for everyone. If you choose to do so, that is OK. Please let the Director know in advance so that the snack schedule can be adjusted accordingly. We then can offer an alternative for kids who may not be able to eat the particular treat. Special snacks CANNOT be home-made. They must be store bought and in a sealed container.

On days when children are dismissed from school prior to eating lunch, **IT WILL BE THE**

PARENT'S RESPONSIBILITY TO PROVIDE THEIR CHILD WITH A LUNCH.

You can certainly send them with money to purchase something from the concession stand or simply pack them a lunch. It is recommended that you send it with a freezer pack to keep the items cool.

What if you forget? There are a couple of options. 1. We can call Mom and/or Dad to see if they can bring one by. 2. We can order them something from the concession stand and whoever picks-up the child that day will reimburse the RecPlex upon pick-up. Please understand that the second option is in emergency situations only. If this occurs more than 2 times, parent will be required to purchase a series sale of forgotten lunches at Guest Services.

CLOTHING:

Due to safety issues, all students should have tennis shoes on at all times while in our care. No flip-flops or backless shoes/sandals are allowed.

ACTIVITIES:

Each day, your child will have the opportunity to engage in multiple activities, both structured and unstructured. We offer assorted sports in the Field House, Art-N-Crafts, unstructured free time in the multi-purpose rooms, swimming two to three days a week, outdoor activities (weather permitting), ice-skating, and time for homework. Please refer to your monthly calendar for any special game days.

The scheduled activities, while creating social atmospheres, are designed to encourage individual and group learning. All children come from diverse backgrounds. Group activities

allow children to interact with each other, despite, race, color, sex, or religion. The diverse environment is reflective of the changing culture and make up, allowing children to be versatile and well rounded in their future.

RECREATIONAL SWIM: Your child will have the opportunity to swim while in our enrichment program. Please send proper swim attire each day your child attends (including a bag for the wet items). Also, please clearly mark their towels. Swimming is strongly encouraged, but not mandatory. Entering the water is strictly optional and with parental permission. If you do not want your child to swim, please discuss this in person with the director. You may need to provide written documentation of your decision.

If your child does swim, trained and certified lifeguards are on duty for your child's protection. The lifeguards have been trained by Ellis and Associates and will administer their duties accordingly.

It is your child's choice whether s/he skates or swims or participates in another activity however we reserve the right to not offer an activity if the area is not available to offer the activity.

HOMEWORK:

The first 35 minutes after a child arrives is designated homework time. Children do not have a separate room available to them for the purpose of homework completion. Unless you specifically DO NOT want your child to be working on homework prior to play time at RecPlex, each child will be expected to complete any

homework prior to participating in activity.

ACTIVITY ENVIRONMENT

Different activities take place in different environments. Depending on the weather and temperature activities may take place inside or outside. Your child will not be put in temperatures and environments seen as harmful. If outdoor temperatures and weather are insufficient, activities will take place inside where the temperature can be controlled and monitored.

INFORMATION AND NEWS: NEWSLETTER:

Bi-Monthly you will receive a newsletter providing you with important information, (i.e., snack for each day, any theme weeks, swim days, possible arts-n-crafts days, early release/no school days, etc.). Please feel free to ask the staff for a copy or look on the website.

www.Recplexonline.com. The newsletter will have the location of the participants at any time during the day. You are more than welcomed to observe your child during the day. The guest services desk can also assist in finding the location of the participant. Please request that a guest services associate attempt to locate your child with the Explorer program.

COUNSELOR APPRECIATION:

There are times when parents want to give the counselors gifts during the course of the Enrichment Program, (i.e. holiday time, end of the school year, etc.). They are always appreciated. Unfortunately, for some families, giving gifts is too costly. Therefore, we **STRONGLY DISCOURAGE** parents from giving counselors gifts of any kind.



BEFORE AND AFTERSCHOOL PROGRAM POLICIES

PROGRAM FEES:

Registration Fee: There is a **one-time fee per child/per school year** for enrolling in the program. This fee is to secure your spot in the program. This fee is **NON-REFUNDABLE** and must be paid prior to enrolling your child into the program.

Transportation Fee: There is a **one-time fee per child/per school year** for providing transportation to/from the program. This fee is to secure transportation (if Applicable). Children bussed to the RecPlex from schools or that are driven by parents are not subject to this fee. This fee is **NON-REFUNDABLE** and must be paid prior to enrolling your child into the program.

HEALTH AND EMERGENCY EMERGENCY SITUATIONS

At times staff members may take the children to participate in activities where no other staff member directly related to the Explorer's Enrichment program exists. In case of an emergency another adult staff member may be needed. The RecPlex is equipped with phones in every room, which are easily accessible to any person. Staff members are located in all parts of the building and can also be easily reached. If the staff member is not in the RecPlex, but nearby at the pavilion or beach, phones are located in these areas making communication easy. Also, adult staff members are located around the park at Froggy's Landing or Lake Andrea's Beach. Each staff member will carry or have access to a walkie talkie, which allows them to communicate with other explorer staff and other staff at the RecPlex. Every staff

member has a ways of communication if in need of assistance.

Tornado:

All participants are taken to the family locker rooms or IcePlex locker rooms where they will remain seated with staff until the all clear is given.

Thunder and Lightning:

All outdoor activities are moved indoors or cancelled. All other indoor activities will remain indoors until 1/2 hour following the last sighting of lightning.

Fire:

Everyone evacuates the building. Staff will bring first aid kit. Program participants and staff will meet at Baby U to wait for further instructions. Staff will review roster and take headcount to ensure everyone is accounted for.

FIRST AID

All Enrichment program staff members are certified in First Aid, CPR and AED (Automatic External Defibrillator) for infant, children, and adults. All staff is required to wear gloves when administering first-aid and micro-shields when administering CPR. We want to assure you that your children are in good hands.

In times of emergency medical treatment, the RecPlex will send the child to the hospital listed on the medical form. The listed hospital destination will be suggested first, with the current state and conditions controlling the final destination.

SANITARY CONDITIONS

To ensure a healthy environment the staff and participants will practice sanitary conscious tasks. By simply washing one's hands with soap and warm running water can assist in the maintenance of a germ-free environment. These healthy precautionary measures help prevent the spread of disease, viruses, and illness.

CONTAGIOUS DISEASES

Contagious diseases are those that can be passed through the

community via common contact and may occur through contact while at the RecPlex. Examples of these include Chicken Pox, Mumps, Measles and Strep Throat. Participants and staff with these will need to alert Program Director immediately so that appropriate measures can be taken. This includes a note home to families alerting them that their child has come in contact with one of the above-mentioned diseases and that parents should monitor their child in the following days to watch for symptoms.

Precautions:

- Washing hands with soap frequently and always after using the restroom.
- Encourage participant to wash hands frequently and after using the restroom.
- Washing of hands and face before and after meal times.
- Daily disinfecting of door handles and phone handles by maintenance staff.
- If disease is suspected, have individual removed from group until parent/caregiver can pick him/her up. Person can return to program once a Doctor deems him/her no longer contagious.

UNIVERSAL PRECAUTIONS

Due to the spread of blood borne pathogens through bodily fluid, the staff is trained to assume all participants are infected. Because of this assumption, all staff is trained to use universal precautions when dealing with any bodily fluid (including blood, vomit, feces, or urine)

Precautions:

- Use of latex gloves when above bodily fluid is present.
- Disposal of towels and tissues used for clean up in own separate bag.
- Use of micro shield when administering CPR.
- Clean up of blood using bleach solution.

MEDICATION

Participants may need to take medication while in the care of RecPlex staff. Parent/guardian must fill out medication form and waiver that directs staff how to administer medication and at what times. For validation, a doctor's note must accompany this request. This form must be updated every 90 days.

Precautions:

- Only designated staff can administer medication.
- Medication is kept in a locked box for the safety of all participants when it is not being dispensed.
- Medication is only given if it is properly labeled and will only be given as directed by parent or guardian as stated in the medication form. Signed by the prescribing doctor.

MANDATED REPORTER

As a licensed facility, our staff is required by law to report any suspected signs of abuse. Abuse can be defined as physical, emotional, verbal, sexual abuse or neglect. As mandatory reporters, it is required of all Enrichment Staff to report any suspected child maltreatment when there is reasonable cause to believe that a child is being abused.