



Drop-In Information 2017-2018

Waukesha County

All Day Programs, Before & After School-including early release days

Request drop-in program dates beginning October 2 until the end of the school year.

Children are eligible to attend all day and break programs if they have been attending our regular AFTER SCHOOL program during the school year, as a drop-in or a regularly enrolled child.

Fees: fees are per day, per child

Drop-In Registration Processing Fee: \$25

(one-time fee, per child)

Please Note: requests for drop-in dates may only be made after drop-in enrollment is confirmed. Payment of fees for program dates are due when the request for the date is confirmed by our office. Please call our office to request dates. You may call our office starting two weeks prior to the program date. All day program date requests may be made until 5 p.m. four business days prior to the program date. Once confirmed, fees for program dates are non-refundable and non-transferable.

Before School:

Kettle Moraine: \$12

Merton: \$15

Waukesha: \$9.50

After School: (including early release dates)

Kettle Moraine: \$18.50

Merton: \$17

Swallow: \$20

Waukesha: \$16.50

All Day Program

\$60

Additional \$6 activity fees are noted, if applicable

Please Note: on all day and break program days, parents, or other adults authorized by parents, must sign children into and out of program.

Please visit the "Before & After School" program page on our website for before and after school program start and end times, www.wisconsinyouthcompany.org. Please see your school calendar for early release dates.

Families who have children regularly enrolled in before or after school programs receive priority registration consideration until two weeks prior to a program date. At that time, registration is open to drop-in registrants on a space-available basis.

Separate drop-in enrollment registration forms must be completed for each child you wish to enroll. A one-time drop-in registration processing fee of \$25 is required per child.

You may submit a drop-in enrollment online or mail completed registration form with the \$25 drop-in registration processing fee payment to the regional office, 1130 James Drive Suite 103, Hartland, WI 53029.

What to bring: (all day, break programs and early release days)

Children must bring a nut-free lunch not needing refrigeration or microwaving each day of program.

Milk/water will be served with lunch and a snack will be served in both the morning and afternoon.

See page two for list of all day program schedule and early release days.

2017-2018 All Day Program Schedule

Dates and times are subject to change depending on their school's district calendar. For more information on all day and break programs, please visit the "All Day and Break Programs" program page on our website.

District & Program Time	Program Dates & Themes	Location(s)
Kettle Moraine 6:30 a.m.-6 p.m.	All Day Programs Friday, October 6 Furry Friends Monday, October 9 Game Time Monday, November 6 Explore Our Solar System Monday, January 22 Under Construction Friday, February 23 Ancient Olympiad Friday, May 25 Wet N' Wild	Cushing Elementary
Merton & Swallow 6:30 a.m.-6 p.m.	All Day Programs Thursday, October 26 Furry Friends Friday, October 27 Game Time Friday, January 26 Explore Our Solar System Friday, February 16 Under Construction Monday, February 19 Ancient Olympiad	Merton Intermediate
Summit View 7 a.m.-6 p.m.	All Day Programs Thursday, Oct. 26 Furry Friends Friday, Oct. 27 Game Time Monday, January 22 Under Construction Tuesday, January 23 Explore Our Solar System Friday, February 23 Ancient Olympiad	Summit View Elementary

2017-2018 Early Release Schedule | Dates and times are subject to change depending on their school's district calendar.

District	Fall Semester	Spring Semester
Kettle Moraine	Thursday, Oct. 5 Thursday, Oct. 12 Thursday, Oct. 19 Thursday, Oct. 26 Thursday, Nov. 2 Thursday, Nov. 9 Thursday, Nov. 16 Thursday, Nov. 30 Thursday, Dec. 7 Thursday, Dec. 14 Thursday, Dec. 21	Thursday, Jan. 4 Thursday, Jan. 11 Thursday, Jan. 18 Thursday, Jan. 25 Thursday, Feb. 1 Thursday, Feb. 8 Thursday, Feb. 15 Thursday, Feb. 22 Thursday, March 1 Thursday, March 8 Thursday, March 15 Thursday, March 22 Thursday, April 12 Thursday, April 19 Thursday, April 26 Thursday, May 3 Thursday, May 10 Thursday, May 17 Thursday, May 24 Thursday, May 31
Merton	Friday, Dec. 1	Thursday, Jan. 25 Friday, March 9
Swallow	Friday, Oct. 20 Friday, Nov. 17 Friday, Dec. 15	Thursday, Jan. 25 Friday, March 16 Friday, April 20 Friday, May 18
Waukesha	Friday, October 5	Thursday, February 22 Thursday, March 29

Part I WYC School Year 2017-2018: Drop-in Registration Form



_____ Child's Name		_____ Birthdate	_____ Age	_____ Start Date	
_____ Gender	_____ Grade in Fall 2017	_____ School Attending in Fall 2017		_____ Program Location (if different from school location)	
_____ Parent/Guardian 1			_____ Relationship to Child	_____ Parent/Guardian 2	
				_____ Relationship to Child	
_____ Home Address			_____ Home Address		
_____ City/State/Zip		_____ Home Phone		_____ City/State/Zip	
				_____ Home Phone	
_____ Work Phone		_____ Cell Phone		_____ Work Phone	
		<input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home Best Phone # During Program Hours		<input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home Best Phone # During Program Hours	
_____ Best Address During Program Hours			_____ Best Address During Program Hours		
_____ Email Address			_____ Email Address		

Child resides with: Mother Father Guardian
Invoices and program information will be emailed. I prefer the information be mailed.

Emergency Contact/Pick-up Authorization Information: *(For safety, any changes during the school year must to be made in writing to the administrative office.)*
 Authorized pick-up persons may be asked to present a photo I.D. All individuals authorized to pick up must be at least 18 years of age. Parents wanting anyone under 18 years of age to pick up their child must select the independent departure option below. Emergency contacts need to be fluent enough in English to provide basic information and understand emergency information given to them by program staff. **Primary and secondary contacts listed above are considered authorized pick-up persons and emergency contacts unless otherwise noted.**

In addition to primary and secondary persons listed above, **list a minimum of one emergency contact (REQUIRED)**. In an emergency, if no contact can be made to those listed here, the police department may be notified. Add additional authorized pick-up and/or sign-in persons here, if applicable.

Name (First & Last)	Best Phone # During Program Hours	Complete Home Address	Relationship to Child	Emergency Contact Person	Authorized Pick-up Person
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Arrival/Departure Authorization: Please check below the arrival/departure authorization applicable to your child's enrollment. For safety, any changes during the school year must be made in writing to the administrative office. Please give a specific time for arrival and departure times for each program, if applicable.

Before School

Arrival: I acknowledge my child will:
 arrive with a parent or another adult authorized to sign-in my child
 arrive independently by walking, biking or alternate transportation - a.m. arrival time: _____ (This includes walking independently from the parking lot.)
 Departure: I acknowledge my child will:
 depart independently from program to their school classroom

After School

Arrival: I acknowledge my child will:
 walk from their classroom to the after school program location
 arrive independently by walking, biking or alternate transportation from _____ (location) at _____ (time)
 Departure: I acknowledge my child will:
 wait for an authorized pick-up person, listed above (**must be 18 years old**).
 depart independently by walking, biking or alternate transportation - p.m. departure time: _____

Elver Park Neighborhood Center Only: I authorize my child to leave by way of provided transportation. See shuttle authorization form for details. Yes No

Office Use Only - Fees: Processing _____ Deposit _____ Amt Pd _____ Ck # _____ Date Received _____ Received by _____



Child's Name _____

Child's Program Site _____

Attendance and Enrollment

1. I understand I will not be able to schedule any program dates until my drop-in registration is completely processed and confirmed by the administrative office.
2. I understand that drop-in attendance is on a space available basis and that regularly enrolled families have priority registration up until two weeks prior to a program date. I understand I may request drop-in attendance through the administrative office starting two weeks prior to a program date. I understand that I may request all day program attendance until 5 p.m. four business days prior to the requested program date and break program attendance until 5 p.m. four days prior the first day of the break program dates offered.
3. I understand I must receive confirmation from the administrative office prior to sending my child to an AFTER SCHOOL program.
4. I understand I must call the attendance message line in the event my child will be absent from a confirmed day.
5. I understand AFTER SCHOOL will make every effort to provide reasonable modifications that will accommodate the needs of children within the limitations of program sites while maintaining required staff ratios, program resources and the safety of all children in program.
6. I understand that I, or an adult I authorize, must sign my child into program upon arrival and sign my child out of program upon departure of each all day and break program date, and that the arrival and departure authorizations for regular school days are superseded by this agreement.
7. I understand if severe weather, facility problems or other emergencies exist in the community surrounding the program location or the facility itself, program may not operate or may relocate to an alternate site. There is no credit for fee reduction for program closing.

Parental Consent

1. I give my consent for AFTER SCHOOL to act on my behalf to obtain emergency care and treatment if deemed necessary for my child.
2. I give my consent for my child's participation in any field trips scheduled as part of his/her enrollment and consent for my child to be transported to and from any scheduled program activity for which transportation is provided. I understand AFTER SCHOOL adheres to state licensing regulations and agency policy regarding supervision of children while on all trips.
3. If enrolled in the before school program, I give my consent for my child to leave for class unescorted.
4. If enrolled in the after school program, I give my consent for my child to arrive at program unescorted at the end of the school day.
5. I understand that if my child does not reside in my household full-time, and the other parent guardian wishes to register my child in a Wisconsin Youth Company program, I must agree to have a joint account with the other parent/guardian (see parent handbook for more details).
6. I understand that only those persons signing this agreement will be acknowledged account holders, having full account access. I understand that account holder(s) may designate additional authorized user(s) who may receive account information, but not make any changes to account or registration information.

For Madison Program Locations Only:

Madison program sites are accredited by the City of Madison. During this review and evaluation process, children's relevant information may be used to improve the quality of the program and support for the child. This is a voluntary authorization and does not affect enrollment.

- Yes, I hereby authorize the release of confidential information of my child to the Madison Accreditation Program.
- No, I do not authorize the release of confidential information of my child to the Madison Accreditation Program.

Photo Release

I grant Wisconsin Youth Company (WYC) permission to publish my child's image in its brochures, displays or other printed material and on its websites, WYC social media sites, or WYC group emails for purposes of promoting the programs. I understand that children's names are not used when their images are displayed on our website or social media or in widely distributed print materials. I understand that if I request, in writing, removal of my child's image from WYC's websites his/her image will be removed no later than 7 days from receipt of my request. Also, I release WYC, its employees, officers, directors and successors from any liability or claim related to the publication or disclosure for which I have hereby granted permission.

I understand that the consent I grant here is completely voluntary.

- Yes, I accept the photo release. No, I do not accept the photo release. Photo release for program site use only

 Parent/Guardian Signature: _____ Date: _____

Agreement Signature

I have read, completed and understand parts I, II, III and IV of the registration packet.

Parent / Guardian (Primary Account Holder) - Please Print Name

Secondary Account Holder - Please Print Name

 _____
Signature of Parent / Guardian (Primary Account Holder) Date

 _____
Signature of Secondary Account Holder Date