



Program Handbook

2019 Summer & 2019-2020 School Year

Wisconsin Youth Company Program Handbook

Table of Contents

Page	Section
1	Introduction
2-3	Who We Serve
	Non-Discrimination
	Inclusion and Accommodations
	Religious Education and Holidays
4-5	Confidentiality
	Account Access
	Requests for Information
	Referrals
	Research Studies
	Photo Release Policy
6	Parent Involvement
	Special Events
	Parent and Child Surveys
	Parent Concerns
7-13	Health and Safety
	Health History and Emergency Care Plan
	Program Preparedness
	Program Facilities
	Child Illness
	Communicable and Contact Diseases
	Injuries and Accident Response
	Emergency Procedures
	Medication Management and Storage
	Attire and Weather Chart
	Sunscreen and Insect Repellent
	Hygiene
	Snack and Nutrition
	Allergies and Special Diets
	Animals
	Transportation
14	Child Abuse, Neglect and Bullying
	Mandated Reporters
	Cyber-Bullying and Harassment
15-16	Child Guidance
	Staff Role in Child Guidance
	Progressive Guidance Procedures
	Enrollment Termination Procedures
	Staff and Child Involvement Outside of Program

Wisconsin Youth Company Program Handbook

Table of Contents

17-19	Enrollment
	Required Information for Enrollment
	Health History and Emergency Care Plan
	Enrollment and Confirmation Process
	Cancellations and Changes
20-21	Attendance
	Attendance Message Line
	Unexpected Absences and Attendance
	Arrival and Departure
22-24	Fees and Payment
	General Fee Policies
	List of Fees
	Payment Options
	Payment Schedule
	Year End Statement
	Joint Accounts
	Tuition Assistance
	Flex Spending Accounts (FSA)
25-29	Before and After School
	Program Description
	Licensing, Accreditation and YoungStar
	Staffing and Supervision
	Madison-Out-of-School Time Coalition
	What to Bring to Before and After School
	Before and After School Regular Enrollment
	Before and After School Drop-in Enrollment
	Before and After School Arrival and Departure
	Early Release Days
	Last Day of School
	All Day and Break Programs
	School Cancellations and Closings
	Before and After School Fee Structure
30-31	4K Wrap
	Program Description
	Licensing and YoungStar
	Supervision and Staffing
	What to Bring to 4K Wrap
	4K Wrap Arrival and Departure
	Early Release Days
	Last Day of School
	4K Wrap Fee Structure

Wisconsin Youth Company Program Handbook

Table of Contents

32-35	Summer Day Camp
	Program Description
	Licensing, Accreditation and YoungStar
	Supervision and Staffing
	What to Bring to Summer Day Camp
	Summer Day Camp Arrival and Departure
	Field Trips and Aquatic Policies
	Summer Day Camp Fee Structure
36-37	Immersion Camp
	Program Description
	Supervision and Staffing
	What to Bring to Immersion Camp
	Immersion Camp Arrival and Departure
	Field Trip Policies
	Immersion Camp Fee Structure
38-41	Middle School U
	Program Description
	Supervision and Staffing
	What to Bring to Middle School U
	Middle School U Arrival and Departure
	Field Trips and Aquatic Policies
	Middle School U Fee Structure
42-44	Wander Wisconsin
	Program Description
	Supervision and Staffing
	What to Bring on Wander Wisconsin Adventure Trips
	Wander Wisconsin Arrival and Departure
	Field Trips and Aquatic Policies
	Wander Wisconsin Fee Structure
45	Contact Us

Introduction

Welcome to Wisconsin Youth Company (Wisconsin Youth), where kids thrive beyond the school day. Our mission is to engage youth in opportunities that encourage them to be their best selves. We know that you have options and we appreciate you choosing our programs. Since 1974, we have been operating as a non-profit in this community serving children and families with high-quality enrichment programs. We are pleased to welcome you as part of our community.

This handbook is intended to be a guide in answering questions regarding program practices and policies. Within this handbook we use the term Parents. Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren). We value all types of families.

If you have any questions regarding our policies and practices, please seek clarification by contacting one of the administrative offices. It is important that families understand the parameters within which our programs operate. Wisconsin Youth reserves the right to change current policies and practices. Changes to policies will be communicated to Parents.

Who We Serve

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Non-Discrimination

Wisconsin Youth Company (Wisconsin Youth) does not discriminate against children or families on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parent status, sexual orientation or source of income.

Wisconsin Youth facilities are operated in accordance with federal law and U.S. Department of Agriculture Discrimination Policy which prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parent status, sexual orientation, or all or part of an individual's income that is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6163 (Spanish).

Inclusion and Accommodations

Wisconsin Youth is committed to serving children of all abilities. Wisconsin Youth staff are expected to make every effort to provide respectful accommodations that will meet the needs of children within the physical limitations of program sites, the availability of program resources and within normal child to staff ratios.

All registration forms that indicate a child may need a respectful accommodation plan or have health concerns, will be reviewed to determine necessary supports that will best meet the needs of the individual child in an effort to provide a safe and successful environment for every child. Wisconsin Youth will work with Parent(s) to create a plan that meets the needs of the child. This plan will be shared with staff.

All Wisconsin Youth staff are trained in proper procedures to respect and protect the family's right to confidentiality. **All child and family information is kept confidential. Information may only be shared when a signed release is obtained and used for the purpose of guarding the child's health and safety.** All persons with access to children's records are instructed not to discuss or disclose personal information regarding the children and facts learned about the children and their relatives.

Religious Education and Holidays

In order to maintain the respectful environment, we strive to create at each individual site, customs and celebrations from a variety of cultures are included in program delivery. At times holidays that have a religious significance for some are celebrated as cultural traditions within the program environment. Please contact the program supervisor if your family celebrates a holiday or has a custom that they would like to share with the group.

Wisconsin Youth Company Program Handbook

Who We Serve

Wisconsin Youth does not offer a religious education program or curriculum and does not include religious instruction or practices as a part of the daily schedule. Prayers are not said as a group at any time during the program. Please discuss any individual religious practice that you want your child to observe during program with the program staff.

Confidentiality

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

At Wisconsin Youth Company (Wisconsin Youth), we strive to provide the best possible program for our children. We will keep all child and Parent information confidential unless a signed release is obtained and used only for the purpose of guarding the health and safety of our children. All staff with access to children records are trained to not discuss and/or disclose personal information regarding the children and Parents. It is our goal to protect our children and Parents' rights to confidentiality.

Account Access

In order to protect the privacy of our Parents and ensure the safety of our children, Wisconsin Youth restricts access to account information. Only authorized account holders and designated account users (all as listed on the parent portal account) may access information that is not publicly available through our website and marketing materials. Account holders are liable for the account and are able to request information and make changes to the account. Authorized users are individuals authorized by the account holder to access information only. Authorized users may not make changes to the account.

If account holders wish to authorize a user or another account holder on their account (including a spouse) written authorization must be sent to their administrative office. Parents may send an email using the email address we have on file. Wisconsin Youth may request that additional paperwork be completed. Parents who are not designated account holders may not manage an account. Any individual responsible for a child, even a Parent, that does not have the designated access as described above will not have any information disclosed to them.

Accounts holders and authorized users requesting information over the phone for an account will be required to provide their account password (telephone authorization code) to access the information. In the event an authorized person is unable to provide the password; a security question must be correctly answered.

Requests for Information

Requests for information about a child from outside agencies or organizations, including the school, require Parent account holder permission. Requests without the account holder's authorization are denied unless court-ordered. Parents should contact their administrative office for more information and the required permission form.

Referrals

Staff persons who feel that a child would benefit from assistance through another agency or would like assistance in working with a child at the program site are instructed to follow the Progressive Guidance Policy, discussing the concern with their supervisor and soliciting Parents involvement.

Research Studies

Occasionally, local universities or colleges will request that Wisconsin Youth allow students to participate in a research study. All research studies using enrolled children as subjects require specific approval from the executive director and Wisconsin Youth will provide advance notification to Parents. Parents will have the option of declining participation in any research study. In no case will a study release confidential information about children or their Parents.

Photo Release Policy

A photo release must be authorized during registration to grant Wisconsin Youth permission to publish a child's image in its brochures, displays or other printed material and on its websites, Wisconsin Youth social media sites, or Wisconsin Youth group emails for purposes of promoting the programs. Parents 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. Parents may request, in writing, removal of their child's image from Wisconsin Youth's website, social media sites and promotional material, in which case his/her image will be removed no later than seven days from receipt of the request. Email image removal requests or other comments and concerns about photos to socialmedianetwork@wisconsinyouthcompany.org. The photo release also includes parent's permission to allow photos to be taken for site uses only (e.g. bulletin boards in the room, art project or newsletters). As part of the photo release parents release Wisconsin Youth, its employees, officers, directors and successors from any liability or claim related to the publication or disclosure for which they grant permission. Consent for the photo release options is completely voluntary.

Parent Involvement

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Wisconsin Youth Company (Wisconsin Youth) believes that a strong partnership with Parents is essential to best meet the needs of each child. Parents are encouraged to visit the programs prior to enrollment by contacting their administrative office to arrange a visit. Additional information concerning Wisconsin Youth programs and events can be accessed on our website at wisconsinyouthcompany.org.

As an orientation to Wisconsin Youth programs, Parents are asked to review all program policies and procedures and contact the program supervisor for clarification if they have questions or concerns. Once the child is enrolled, Parents are welcome to visit at any time unless access has been denied by court order. Each program location is also managed by a program manager whose name and phone number are posted on-site on the Parent table. If Parents continue to have questions, they should contact their administrative office.

Special Events

Special events and family gatherings are occasionally held to encourage Parents' involvement. Programs will have Parent communication boards that are set up next to the Parent table, please check this daily for program related communications. Families will also receive communication through email directly from Wisconsin Youth and/or Constant Contact.

Parent and Child Surveys

Parent and child surveys are distributed at the end of each year and provide an opportunity for Parents and participants to provide feedback on our ability to meet the expectations of Parent and children. Information is also used in the on-going evaluation and development of the staff and leadership personnel. Survey results are available upon request through the administrative office.

Parent Concerns

Parent feedback is greatly appreciated as it helps us to continually improve the quality of our programs. Parents may bring their concerns to any program staff. Program locations also provide Parent comment forms, located at the Parent table.

Parent concerns that are unresolved after communication with program staff should be directed to the appropriate program manager. Program manager contact information is located at the Parent table. Concerns or issues that continue should then be discussed with the program director. If the resolution is unsatisfactory or to appeal an administrative decision, Parents may direct a written request for review to the executive director. The executive director will then review the decision in a timely fashion. Space is available at the administrative offices for Parents and staff to hold confidential meetings and conversations. Parents wishing to contact the board with an unresolved compliment or complaint may contact the Board of Directors. Please see our website for more information.

Health and Safety

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Health History and Emergency Care Plan

When registering child(ren) and prior to the first day of attendance, Parents must provide a completed health history and emergency care plan form. This information must be updated at least annually to ensure that information such as immunizations and current health conditions are up-to-date. Completed health history and emergency care plan forms are kept on-site in a locked container and accompany the child throughout the day.

We understand that for religious, health or personal reasons, Parents may elect to not immunize their children. In these situations, Parents must complete required documentation in order to enroll their child in the program.

Program Preparedness

Wisconsin Youth is committed to the prevention of and preparation for events that could negatively impact the health and safety of all program participants. Policies and procedures that outline proper practices to reduce or eliminate risk have been developed through collaboration with our risk management director and are a part of every employee's training. Annual inspection of each program location, monthly procedure review and on-going training ensure compliance at each program site. Risk management practices that relate to the health and safety of program participants are available for Parent review at each program location. In addition, the following practices help support preparedness at Wisconsin Youth locations:

- Completed health history and emergency care plan forms are available on-site and accompany the group at all times.
- Wisconsin Youth complies with state guidelines regarding CPR and first aid training for all staff.
- Accommodation plans for children with special health concerns will be kept confidential beyond being shared with and accessible by all staff assigned to care for that child through the on-site registration binder.
- Each staff member will receive information on universal precautions, the use of and disposal of gloves, handling bodily secretions, providing first aid and the location of available supplies as a part of orientation.
- A first aid kit is maintained at all program locations and is available at all times.
- The inside building temperature will be monitored to be not less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, fans or other means will be used to provide circulation.
- The emergency medical facility and location is posted.
- Each program is equipped with communication devices (cell phones and/or two-way radios) that will support the ability to communicate within the program and also in an emergency outside of the regular program space.
- Wisconsin Youth provides a second adult that is available within five minutes for emergencies at each program. This information is posted on the licensing board.

Program Facilities

Many Wisconsin Youth programs are held in local schools and community centers. We comply with all applicable state licensing standards regarding the facility where programs are held and the maintenance of facilities and equipment.

When we leave our main program location to go elsewhere, like on a field trip or to the playground, staff will leave a sign posted to let families know where they are. Please look for these signs if you come into our program area and we're not there.

Child Illness

Upon their arrival at the program each day, children will be observed by the staff for signs of illness. If a child arrives or becomes ill at the program, the following procedures will be followed:

- A staff member will spend time with the child, assessing the nature of the problem.
- If the child is obviously ill and unable to participate fully in program activities a staff member will contact the child's Parents and ask them to pick the child up as soon as possible. The child will be placed in a quiet area, separated from the other children, but within sight and sound of a staff person, and with appropriate toys, books or quiet diversions for comfort until the Parent arrives.
- If the Parent cannot be reached, a staff member may call an emergency contact to pick up the child.
- Children who have not been in school due to illness are not allowed in the program that day.

When children have any of the following conditions, they may not attend or remain at program. The child should be symptom free for 24 hours before returning to program.

- Fever: temperature of 100°F or 38°C or greater
- Diarrhea: five or more loose, watery stools within 24 hours
- Vomiting
- Sore throat or difficulty swallowing
- Headache or stiff neck
- Lice (including nits)
- Undiagnosed rash or spots on skin
- Severe itching
- Mouth sores
- Cloudy eye discharge
- Unusual nasal discharge
- Significant tiredness, irritability, crying
- Uncontrolled coughing
- Difficulty breathing, wheezing
- Any communicable disease

In all cases a physician's note may be required stating that the condition is not contagious or a risk to others and the child may return to program.

We recognize that having a child become ill on a work day can be very challenging for Parents. We will do our best to care for children should they become ill at program. However, please remember that bringing a sick child to program may jeopardize the health of the other children and staff. Please plan for back-up child care for your child if you are unable to leave work.

Parents should obtain a note from the child's physician or clearly indicate on the child's registration if they have a chronic or seasonal condition which is not contagious but may resemble a cold or eye infection.

Communicable and Contact Diseases

Each staff member receives information regarding childhood illnesses during orientation. When a suspicion of communicable or contact disease exists in regard to one of the children enrolled in a program, the staff will:

- Make the Parents aware of suspicion or observation related to communicable disease and any specific requirement to have the child seen by a physician and/or the need for physician's approval before the child returns to the program.
- Notify the health department as applicable if the child has a reportable communicable disease.
- Notify the Parents of all children in the program that a possible exposure has occurred. The identity of the ill child will not be discussed as a part of this notification.
- Observe other children in the program for signs of illness during the course of the incubation time.

Injuries and Accident Response

Staff will contact 911 in the event of all life threatening emergencies or injuries.

The following steps will be taken when a non-life threatening emergency or injury occurs:

1. Administration of first aid and comfort to the child; superficial wounds shall be cleansed with soap and water and protected with a bandage or adhesive type strip.
2. Immediately notify Parent and follow the instructions of the Parent in the event of any injury to the head or injury that may need additional medical attention.
3. If Parents cannot be reached and additional medical attention is needed, an emergency contact person specified by the Parents is notified.
4. If no contact with the Parent or emergency contact is made, staff will monitor the child. If additional or immediate medical attention is necessary, staff will call 911.

Each site will maintain a medical/behavioral log that conforms to Wisconsin Department of Children and Families (DCF) requirements:

The bound medical/behavioral log will have lined and numbered pages and all entries recorded in ink. No spacing will be allowed between entries.

1. All injuries, no matter how minor, and all medications administered, will be recorded in this log and signed by the person making the entry.
2. Parents will be informed of minor injuries by receiving a copy of the completed accident report form.
3. Parents shall sign the form before being given their copy. When this is not possible, a staff member will record how notification was done (phone call, form sent home, etc.)
4. When a child's injury requires medical attention, the program manager shall be informed and a state accident report form shall be completed by the staff and submitted to Wisconsin DCF within 48 hours.
5. Program supervisors will review log entries with site staff monthly to consider preventative measures that will minimize future occurrences.
6. A program manager or risk management director will review all medical log entries a minimum of three times during the school year and two times during the summer.

Emergency Procedures

• Planning for Emergency Situations

- Staff will create plans in case of fire, tornado or civil disturbance. It is the responsibilities of the program supervisor to see that evacuation or shelter plans are complete and in place.
- Emergency plans are posted at each camp location in a conspicuous and visible area to all staff, children and Parents.

• Planning for Evacuation in the Event of Fire

- The program supervisor will ensure that fire evacuation plans are reviewed and/or practiced each week and that these practices include exits from all the various rooms that the program may use during program hours.
- These plans will designate a primary and an alternate escape route as well as the location of the nearest fire extinguisher and fire alarm box.
- During orientation, the staff will be trained in the use of the fire extinguisher as well as in how to evacuate children in case of an emergency.
- Documentation of these practice drills will be made on the fire and safety checklist, which is posted at site.
- Children will be taught during these practice drills that if they become separated or scattered, they should meet outside at a specific location away from the building.

- **Planning for Severe Weather**

- Program supervisor will designate a tornado shelter area in the safest possible part of the facility.
- Each site has a weather radio which remains on during program hours so staff may be alerted about severe thunderstorm and tornado watches and warnings.
- Tornado drills will be practiced and/or reviewed periodically in compliance with DCF requirements and to ensure children reach the designated tornado shelter in a timely fashion in the event of an actual tornado.
- Staff members will know their duties in the event of severe weather, including how to respond to severe weather while on field trips away from the program facility.

- **Planning for Civil Disturbance**

Wisconsin Youth have emergency procedures in place in the event a situation becomes unsafe for children to remain in regular program space. Staff are trained on these procedures and plans are practiced regularly.

Medication Management and Storage

Medications may only be administered if:

- There is a physician's prescription label on the medication packaging with a long-term authorization.
- The medication is part of an emergency care plan authorized by a physician.
- The medication is for short-term use only as directed on the packaging, with a time limited authorization.

All authorized medications would require:

- A signed and dated written authorization by the Parent is on-site.
- The medication is in the original packaging and labeled with the child's name, name of medication, dosage and directions for administering.

All prescription medications and other medications shall be stored in an area inaccessible to children. The quantity of medication is recorded upon receipt from, and upon return to, the Parent. All medication administered to children shall be recorded in the medical log and signed by the person administering it. Medications for individual children that may be needed for emergency care will be available at all times in the first aid kit. These medications would include but are not limited to medications needed in the treatment of asthma, diabetes and severe allergies. To protect the safety of all children, individual children may not carry or store personal medications.

Attire and Weather Chart

AFTER SCHOOL Weather Chart



Sunscreen and Insect Repellent

We like to spend as much time outdoors as we can, especially during the summer. To help children enjoy time outdoors, Wisconsin Youth will provide Rocky Mountain SPF 30 sunscreen and Cutter All Family Pump Spray (7% DEET).

We require authorization from Parents to apply sunscreen and insect repellent. If a child requires a different strength or brand of sunscreen or insect repellent, Parents may complete the authorization(s) to administer sunscreen and/or insect repellent. If Parents provide alternatives to sunscreen and insect repellent, they will be required to drop them off the first day of program and pick it up on the last day of program.

Hygiene

Children and staff shall wash their hands with soap and water after using the restroom and before eating or preparing snack and after eating snack. Food shall be served in bowls and cups, or on napkins and paper towels, and under no circumstances on bare tables or floors. Toys and equipment will be cleaned when they become soiled. Eating surfaces will be washed and sanitized before and after each use. Wet or soiled clothing will be placed in a bag and set aside for Parents.

Snack and Nutrition

Snack routines will vary based on the age level of the children. Children will have opportunities that will encourage self-serving, helping with set-up, clean-up and an emphasis on the use of table manners. Wisconsin Youth will not utilize withholding of food as a disciplinary strategy.

We work within the guidelines suggested by the U.S. Department of Agriculture (U.S.D.A.). We also encourage parents to follow these guidelines when providing lunch or an alternate snack for your children due to medical or dietary restrictions.

- Snacks are chosen and provided in appropriate portion for the age of the children.
- Snack will include two items from two of the following groups:
 - o Milk or milk alternative
 - o Meat or meat alternative
 - o Fruit or vegetable
 - o Whole grain

For the convenience of Parents, a copy of the U.S.D.A. guidelines are available at each program location. Parents can also contact the administrative office or visit the 'Resources' tab on our website, wisconsinyouthcompany.org.

Allergies and Special Diets

It's vitally important that any and all allergies to food be communicated during the registration process. Based on the health history and the emergency care plan form, accommodation plans, if needed, will be created to fit the individual needs of children. Parents are responsible for providing the items necessary for the accommodation plan.

A special diet, not based on a medical condition but including nutrient concentrates and supplements may be served with written instruction from the children's physician and written permission from the Parents. Parents are responsible for providing all food if the child requires a specialty menu (vegetarian, Kosher, etc.) and Wisconsin Youth requires a written request from the Parents for this accommodation.

Animals

Wisconsin Youth does not allow privately owned animals on our program premises. When picking up or dropping off children, Parents may not bring pets into the program site or to areas where children are playing outside. Any unintentional contact with animals will be handled by staff. Staff may ask the person in control of the animal to

remove it from the area where the children are playing (on-site or off-site) and explain our animal policy. If the animal is not removed from the program area, staff will either move children inside or to another area. In cases of loose or stray animals, staff will bring children inside and (if necessary) contact animal control.

For educational or display purposes, the local zoo or humane society may bring in animals if they provide evidence of general liability insurance and Wisconsin Youth is named as an additionally insured on their policy. Parents will be notified in advance of any animals being brought into program. Field trips may include animal petting areas. If children come into contact with animals on field trips, children will be closely supervised and will wash their hands with soap and water, before and after contact with the animals.

In the unlikely event that an animal bites a child, 911 will be called in order to secure the animal and verify rabies shots. Staff will also notify Parents. Staff will provide first aid and will document the bite.

Transportation

Wisconsin Youth complies with all state guidelines when providing transportation for children. Transportation options include: chartered bus, city bus and Wisconsin Youth owned buses or 15 passenger vans with approved company driver. Staff are not permitted to transport children in personal vehicles.

School buses or a Wisconsin Youth bus or van are the preferred means of transporting children in the program. Documentation of adequate liability insurance must be on file with Wisconsin Youth if the services of an independent transportation company are used. In an emergency, privately-owned vehicles may be used only with the prior approval of the risk management director, provided that the following rules are met:

1. Written Parent consent has been obtained.
2. The driver must hold a valid Wisconsin driver's license.
3. The driver must be at least 21 years of age and have at least two years' experience as a licensed driver.
4. Wisconsin Youth has documentation of adequate automobile liability insurance coverage on file.

When children are regularly provided transportation from home or school to a licensed program, or from a licensed program to home or school the following will be documented on-site and in the vehicle:

1. Authorization from the Parent to transport the child between home or school and the program, or the program and home or school.
2. A list of the children being transported along with each child's registration forms.
3. The transportation route and scheduled stops.

Any vehicle transporting children in the program must be:

1. Licensed in accordance with the laws of the State of Wisconsin.
2. Clean, uncluttered and free of obstructions on the floors, aisles and seats.
3. Enclosed.

Bus rules and safety procedures will be communicated to the children. Children and adults must wear seat belts if available. While the vehicle is in motion, children should not be allowed to speak loudly, argue, roughhouse, etc. If necessary, the driver shall stop the vehicle until an acceptable driving atmosphere exists.

Any vehicle used to transport children must have its doors locked at all times while the vehicle is moving. A seat having a minimum of 13 inches shall be provided to each child. Each adult shall have a minimum of 20 inches. Children may not be left unattended in a vehicle. If there are more than three children in the vehicle whose disability would require special assistance in an emergency, a second adult in addition to the driver should be present in the vehicle. There shall be no more than 12 children in a vehicle without an additional adult present. The driver or adult rider shall be responsible for seeing that all children remain seated. A staff member will check the vehicle to make sure that all children have exited the vehicle.

Child Abuse, Neglect and Bullying

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Wisconsin Youth recognizes the serious local, state and national problems associated with child abuse and neglect. As an organization, Wisconsin Youth recognizes its legal responsibility for reporting suspected cases of child abuse to the properly constituted state, county, or local authorities.

Staff are in a unique position to identify potential cases of abuse or neglect of children. Through recognition and understanding of a problem, knowledge of reporting procedures, and participation in staff development programs on the subject of child abuse and neglect, staff will act responsibly in these situations.

Mandated Reporters

Staff are all mandated reporters. This means that our staff are legally required to report knowledge or reasonable suspicion of child abuse or neglect. Guidelines for reporting suspected child abuse and neglect are printed in the staff manuals and provided to each staff member. Wisconsin Youth has adopted guidelines based on legal requirements and moral commitments which provide direction for the program staff to help in identifying and reporting cases of suspected child abuse and neglect.

It is the policy of Wisconsin Youth to keep records of reported suspected child abuse and neglect confidential.

- Wisconsin Youth staff will accuse no individual when reporting suspected child abuse or neglect.
- Wisconsin Youth staff do not investigate abuse reports.
- Wisconsin Youth staff **CANNOT** wait until a suspicion has been confirmed before reporting.
- If a Wisconsin Youth staff member or volunteer is suspected or accused of child abuse or neglect, the incident will be reported immediately and go directly to the county department of social services.
- Procedures and expectations for reporting an incident in which a staff member may be involved are the same as for all other incidents.

Any changes to this policy will be made, as necessary, to be current with changes or revisions to state statutes.

Cyber-Bullying and Harassment

We want children's time in our programs to be fun and meaningful, and we hope they will make good friends with other children in our programs. Children may want to exchange contact information with program friends and may keep in touch outside of program. Wisconsin Youth encourages Parents to view the online profile that their child may have created for sites like Instagram and Facebook and discuss with their child the dangers of online predators. We encourage children to report any instances of cyber-bullying or harassment to Parents or staff.

Child Guidance

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Wisconsin Youth Company (Wisconsin Youth) provides progressive child guidance that is designed to resolve or eliminate behaviors that are not safe or compromise an inclusive caring environment for children and staff. The procedure is based on the individual needs of each child in order for the child to succeed and thrive within the program.

Wisconsin Youth supports quality programming through effective child guidance beginning with developmentally appropriate and exciting activities and choices, proper staff-to-child ratios and consistent supervision, positive modeling and reinforcement of appropriate behavior, and environments designed to be fun and educationally enriching.

Staff Role in Child Guidance

Wisconsin Youth encourages the development of self-control, self-esteem and respect for the rights of others. Staff members serve as examples in their treatment of others and maintain self-control and respect when guiding or helping to support resolution of conflict. The staff are trained in methods of group management, conflict resolution and normal child developmental characteristics. When behaviors occur that compromise the positive community of program, the Parents may be called and asked to pick up the child immediately.

Progressive Guidance Procedures

Communication with Parents is critical to children's success. When staff observe inappropriate behavior, they are instructed to document the situation, and concerns are communicated to parents.

Possible strategies are determined by taking into consideration the child's age, maturity, safety and protection of other participants. Staff trainings provide guidance in the use of these strategies.

Strategies could include:

- Reconsideration and investigation: ask questions
- Allowance for natural consequences
- Modification of the environment
- Encouragement of positive behaviors
- Focusing responsibility for choices and behavior on the child
- Use of "I" statements to convey expectations
- Clarification of the rule or message to provide rationale
- Redirection or offering a choice
- Active listening
- Providing direction
- Loss of a privilege
- 'Taking a break' not to exceed five minutes
- Development of a behavior plan
- Immediate Parent pick-up

If additional guidance is necessary, the program manager reviews the situation and may recommend additional actions, including but not limited to:

- Referral to additional resources that may support family
- Providing training and information on additional behavior management techniques
- Soliciting community and school resources (with prior parental permission)
- Parent meeting to create an agreed upon plan for continued behavior modification
- Short-term suspension from program and immediate parent pick-up

In the event a behavior plan is unsuccessful, the program manager will consult with the program director to determine further actions which may include:

- Continued communication with Parents
- Revision of a behavior plan
- Short-term suspension from the program of two or three days
- Reduction or change in attendance or transferring attendance to another site
- Termination of enrollment (refer to termination procedure)

Wisconsin Youth believes that clear and meaningful consequences may be necessary when redirection strategies are not successful. The following strategies or threats of using these strategies are **prohibited**:

- Actions that are humiliating or frightening to children
- Corporal punishment (spanking, hitting, shaking, etc.)
- Verbal abuse or any derogatory remarks made about a child or his/her family
- Physical restraint (except in case of immediate danger to themselves or others)
- The withholding of meals or snacks, or remarks alluding to such actions
- Allowing children to have disciplinary power over other children
- Taking a break of more than five minutes

Enrollment Termination Procedures

Enrollment may be terminated for the following reasons if attempts fail to resolve or eliminate the actionable problem:

1. A child who presents needs that cannot be satisfactorily met within the constraints of the program, due to harmful behavior. Immediate termination results from violent, unsafe behavior where child is a danger to self, staff or other children in the program.
2. Continual two or more payments behind.
3. Repeated early drop-off and/or late pick-up of a child or consistent failure to follow Wisconsin Youth policies.
4. Suspended short-term enrollment - if a child is suspended by Wisconsin Youth, parents may be charged.
5. Repeated lack of communication about the child's daily schedule i.e. - absences due to activities or illness are consistently not reported to attendance message line.

When termination of enrollment occurs, Parents will be notified by phone and through written communication of the effective date when the child will no longer be able to attend the program. Parents can appeal the decision to terminate their child's enrollment through written request to the executive director. Parents with an unresolved appeal may contact the Board of Directors. Please see our website for more information.

Staff and Child Involvement Outside of Program

We hire and train staff for our programs who provide a safe and nurturing experience for children. Your child will develop relationships with staff at our programs and may wish to continue contact with them outside of our programs. Wisconsin Youth does not condone nor encourage contact between children and staff after program or outside of program. The built-in structure and safeguards that are available in the licensed program environment may not be present. This includes contact via email, text messages, instant messaging, cell phone, social media, personal websites or blogs. We also recommend that you not invite program staff to join your family for social activities. Parents cannot name a staff member as an authorized pick-up person for their child, even with Parent permission.

Enrollment

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Required Information for Enrollment

We collect information about children enrolling in our program, their Parent(s), and at least one emergency contact. We collect this information to be in compliance with Department of Children and Families (DCF) requirements, to provide quality program and to help ensure the safety of children in our program. Required, completed information must be obtained before children can attend program. (Signatures may be digital or manual.)

Parents may register online at wisconsinyouthcompany.org. Paper registration forms can be downloaded from the website, picked up at our administrative offices or mailed by request.

Child Information

We collect basic information about each child, their health history and specific information regarding enrollment in our program. More information about the Health History and Emergency Care Plan process can be found in the following section of the program handbook.

Basic Child Information

- Full name
- Gender
- Birth date
- Swim level (summer only)
- T-shirt size (summer only)

Health History

- Child's immunization record or waiver
- Contact information of child's physician or clinic
- Authorization for use of sunscreen
- Authorization for use of insect repellent
- Behavioral and physical health diagnosis
- Necessary accommodations

Program Information

- Child's grade
- Child's school
- Program location
- Program start date
- Program attendance schedule
- Arrival and departure procedure

Parent Information

We collect Parent contact information and other account information. More information about account access and privacy can be found in the Confidentiality section of the program handbook.

Parent Information

- Full name
- Relationship to child
- Home address
- Best address during program hours
- Email
- Phone number(s)
- Best phone number during program hours
- Indicate who the child resides with

Account Information

- Account password
- Account security question
- Financial assistance source (if applicable)

Emergency Contact and Authorized Pick-up Person Information

A minimum of one emergency contact is required. Emergency contacts must be 18 years of age or older and be available during program hours. Emergency contacts need to be fluent enough in English to provide basic information and understand emergency information given to them by program staff. In an emergency when Parents and listed emergency contact persons cannot be reached, emergency dispatch (911) will be called.

Authorized pick-up persons must be 18 years of age or older. Parents wanting anyone under the age of 18 to pick up their child must authorize an independent departure. Parents will be considered authorized pick-up persons unless otherwise noted. Program staff may not be an authorized pick-up person.

Emergency Contact and Pick-up Person Information

- Full name
- Relationship to the child
- Best email during program hours
- Best phone number during program hours

Health History and Emergency Care Plan

Prior to confirmation of registration, Parents will provide completed health history and emergency care plan information. Parents are required to review and update this information annually (each school year) including immunizations and current health conditions. Please note that in the event of changes to your child(ren)'s health or an accommodation plan, it is the responsibility of the Parent of the child(ren) to contact their administrative office to update child(ren)'s information, i.e. change or addition of medication, injury to child, IEP.

Parents who decline to have their child immunized for religious, health or personal reasons must complete required waiver documentation in order to enroll their child in the program.

Enrollment and Confirmation Process

Only Parents may enroll children in the program. Other adults interested in enrolling a child should contact the office for assistance.

After a registration is received, the information is reviewed for completion and accuracy, and Parents may be contacted for additional information. The following are required for enrollment:

- Signed payment of fees agreement
- Signed account access authorization (optional)
- Signed release of information to Madison Accreditation Program (Madison only, participation optional)
- Signed photo release (participation optional)
- Signed registration agreement
- Signed emergency medical care or treatment release

Start dates in the program will be confirmed for registrations that have completed information and required payment of registration fee. Children may not participate in the program without this confirmation. Parents are notified by email or by phone of their child's confirmed enrollment into the program and will receive a welcome packet by email (or by mail if no email address is provided).

Registrations are processed in the order in which they are received, and children are enrolled in programs on a first-come first-served basis, as determined by enrollment type (regular or drop-in enrollment). It may take up to two weeks for registrations to be processed.

Cancellations and Changes

Requests for schedule change or withdrawal of enrollment must be received in writing (email is sufficient) by the administrative offices by the end of the business day Friday (5 p.m.) six business days prior to the start of a new billing period. Effective dates of schedule changes must coincide with the start of billing periods. Requests to increase schedule mid-billing cycle will be accommodated with added days on a space-available basis until the next billing cycle begins. Fee adjustments will not be made for a schedule reduction in days occurring mid-billing cycle.

In order to protect the confidentiality of your information, changes to health information must be made through the administrative/regional office. Parents are also to inform the office in writing of any changes in address, home or work numbers, emergency contact and/or authorized pick-up information, and all other registration information.

This information cannot be updated online through the parent portal once a registration is submitted.

Attendance

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Attendance Message Line

If a child is ill or will for another reason be absent from the program, Parents are required to call the 24-hour attendance message number at 608-276-9898 (Dane County) or 262-547-2326 (Waukesha County). Information will be forwarded to the child's site at program time. **Do NOT CALL the program location to report absence.** Parents should not rely on their school's office to notify any Wisconsin Youth Company (Wisconsin Youth) program of an absence.

Unexpected Absences and Attendances

Unexpected Absences

If a child does **NOT** arrive at the Wisconsin Youth program within a reasonable amount of time, and the staff has not received a message that the child will be absent, program staff will follow these steps:

- Contact the school office and verify school attendance when able (if applicable)
- Contact Parents at all available phone numbers
- Contact emergency contact persons specified on the registration forms
- Contact a program manager who will determine if further action is to be taken
- No further attempts to locate the absent child will be made at the site level

To conserve valuable staff time and ensure the safety of all children, it is important that Parents call the attendance message number whenever there is a change to their child's attendance. Repeated failure to notify the Wisconsin Youth office of absences may result in a fee of \$25 for each infraction.

Unexpected Attendance

If a child comes to program and is not registered for that day or is **NOT** confirmed to attend, a staff person will call the Parents and take the child to the school office to await pick-up.

Arrival and Departure

Each time the child arrives or departs from a program, the person responsible for signing the child in and/or out will note the time and sign the attendance form immediately each day upon entering. Only authorized persons specified on the registration form and who present photo identification upon request may pick up a child, as we will not release a child to any other persons without written permission. **Children must check-out with staff before departing for the day.** Staff may not be used as an authorized pick-up or drop-off persons. Program staff are not permitted to transport children from our programs in their personal cars.

In order to keep children safe and to make sure that they're going home with authorized adults, staff will ask to see the photo I.D. of the person picking up the child until the staff is familiar with the pick-up person to know them on sight. Please have your photo I.D. available when picking up and make sure to tell anyone who is authorized the same.

Parents are requested to call the attendance line if an adult other than Parents who are included on the registration will be picking up so that our office can verify this person is authorized. This helps prevent an unauthorized person arriving at the program location site to pick-up. Parents may authorize up to eight individuals at a given time. Parents may authorize a one-time pick-up authorization if they do not wish to have the pick-up person added to the list for the entire school year. To be authorized to pick up, the person's full name, complete best address and best phone number during program hours and relationship to child must be provided.

Alternative departure procedures for children must be specified on the registration form. You may change the arrival and/or departure procedures for your child by notifying their administrative office in writing. Changes must be made in writing and an email is sufficient.

To authorize an independent departure after registration, please provide in writing to the administrative office the following information (email from the email address on file is fine):

- A statement that the independent departure is authorized
- Child's name and program location
- Specific departure time and date(s)

Fees and Payment

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

General Fee Policies

As a non-profit, we are committed to providing quality program at an affordable price for Parents. There are many expenses to running high-quality programs. It is important to us to maintain well trained, educated and highly qualified staff.

Program fees are presented as flat-rate fees. For more information about specific program fee structure please see the program chapter sections. Payment due date will be specified on payment calendars. Parents are responsible for paying for all scheduled days. No adjustment in tuition fees will be made if a child is absent or goes home from school due to illness. If a child unexpectedly misses more than a week of the program, parents may submit a written waiver of fees request form for special consideration of days missed past one week of program.

List of Fees

- **Annual Fees:** a registration processing fee is required upon registration in order to reserve space in the program. This processing fee is non-refundable and non-transferable.
- **Early Drop-off and Late Pick-up Outside of Program Time:** Parents, or other adults who are authorized, who are dropping off children prior to the start time for programs, or picking children up after the program closing time will be recorded, and the account will be charged a fee of \$25 per child for each 15-minute increment or portion thereof. If pick-up must be delayed, parents are asked to contact their program site and let the staff know as soon as possible. Repeated infractions may result in removal from the program.
- **Late Payments:** Parents that are late with payments will be notified and their account will be assessed a \$20 billing fee for payments not received by Monday prior to the billing period according to the payment schedule's specific dates. Continued non-payment of fees is cause for termination of enrollment from the program.
- **Non-Sufficient Funds:** credit cards and checks that cannot be processed will incur a \$35 NSF (Non-Sufficient Fund) fee, this includes auto-pay cards.
- **Failure to Notify of Absences:** repeated failure to notify the Wisconsin Youth office of absences may result in a fee of \$25 for each infraction.
- **Repeated Schedule Changes:** schedule changes exceeding three per year will incur an administrative fee of \$5 for each additional change.
- **Archive Copies Request:** copies of archived information may be requested for a fee of \$30 per program, per child. (Current running programs are not considered archived until after their end date.) All requests must be submitted in writing (an email is sufficient). Families should allow at least two weeks for processing requests for archived information.

Payment Options

Wisconsin Youth is happy to receive payments by cash, check, credit, debit, or auto-pay.

Cash: change back for cash payments is not available. Please bring exact amounts to the administrative office if paying in cash. Parents are cautioned not to send cash through the mail.

Checks: checks should be made payable to Wisconsin Youth Company.

Debit and Credit: one-time card payments may be processed through your parent portal, by calling the administrative office, faxed, or mailed and must include:

- Name as it appears on the credit card
- Card number
- Expiration date

- Three-digit CVC code on the back of the card
- Street address and zip code of the card billing address

Auto-Pay: auto-pay payments are processed monthly, for two billing periods, according to the payment schedule. Auto-pay payments (via a bank issued VISA or MasterCard only) can be authorized by parents by using their parent portal or by completing the authorization at the end of each statement. Parents who have an active authorization must contact our Dane County office if they receive a new card; card expiration date and CVC codes are not automatically updated. Parents must notify our Dane County office in writing to discontinue use of their auto-pay card on file.

Payments are not accepted at program locations.

Payment Schedule

Payment schedules with payment due dates are available at wisconsinyouthcompany.org. Payment schedules are also sent through the confirmation of program process. Parents will receive emailed payment reminders, unless their account is set up for auto-pay. Parents may also request invoices be mailed. Parents should rely on the payment schedule for payment due dates.

Year End Statement

A summary statement of what a Parent has paid for all programs offered through Wisconsin Youth over the calendar year is available to the Parents of all participating students by January 31. Parents may access yearly statements in their parent portal. An email will be sent to notify Parents when summary statements are available.

Joint Accounts

Parents may authorize that their account be split between Parents so that tuition fees can be billed and paid separately. Deposits for all day and break programs, as well as registration processing fees, are not split by Wisconsin Youth. Parents with joint accounts have separate statements and separate parent portal access. If a child does not reside in one household full-time, and the other Parent wishes to register the child in a Wisconsin Youth program, both Parents must agree to have a joint account with the other Parent. Parents should contact their administrative office for more information and to initiate the process for creating a joint account. *(Please note: continual delinquent payments on either side of a joint account may result in termination from program.)*

Tuition Assistance

Child care funding may be available from the city, county or any third party funding source for Wisconsin Youth programs. Third party sources include, but are not limited to:

- WI Shares
- City of Madison
- Child Care Aware of America (for military families)
- Child Care Tuition Assistance Program (for UW-Madison student parents)
- Family Support Resource Center (Dane County)
- Porchlight/YWCA.

Parents are responsible for initiating and managing their funding source transactions. Parents must obtain authorization prior to the child's first day of program or will be responsible for making payments in accordance with the payment schedule. Once authorization is received from a funding source, our registration specialists will work with the parent to manage their account. It is the Parent's responsibility to follow program billing and funding activity and make timely payments for any remaining balances. In order to register, the registration processing fee must be paid by the Parent; if this fee is not reimbursed by a third-party funding source, Wisconsin Youth may waive the fee after the third-party funding authorization is confirmed. The payment of this fee will then become a credit on the account that will be applied toward payment of future co-payments due.

The Wisconsin Youth Company Scholarship Fund is intended to assist families experiencing financial difficulties paying for programs. Generally, if a child is eligible for free or reduced lunch, the family may qualify for between a 25-50% scholarship towards program fees. In order to provide an enriching experience for as many eligible children as possible, partial assistance is given on a semester basis. For more information, please contact our administrative office or visit our website's Resources page. The Wisconsin Youth Company Scholarship Fund is made possible in part by our generous supporters. If you are interested in donating in order to provide enriching opportunities for children in your community, please visit our website's Get Involved page.

Flex Spending Accounts (FSA)

Parents who have a flexible spending account through their employer for child care expenses may submit a claim form to our administrative office for signature. Our program staff at the school are not able to sign claim forms. Administrative staff may only sign forms that show our billing cycle(s) and/or program dates and the corresponding amount(s) paid per child for care, and these dates of care must either have been rendered or are no longer subject to cancellation or withdrawal. Due to our policies for withdrawals and schedule changes, we cannot sign-off on services for which payments are not yet due. Parents may also print statements from their parent portal to submit to their FSA provider. Parents who have a VISA or MasterCard debit card through their FSA provider may use it for payment.

Before and After School

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Description

Before and after school programs are designed to meet the needs of elementary children who are aged 5 to 12 and attending school. In schools with Wisconsin Youth 4K wrap programs, 4K students may attend before and after school programs. In other schools, children enrolled in 4K may be accommodated to join before and after school programs. Accommodations may only be made with director approval, and the child must be 5 years old the first day of attendance. Please refer to our website or program registration materials for the ages served at specific locations. For more information about 4K wrap programs, please see the 4K wrap section of this handbook.

Wisconsin Youth Company (Wisconsin Youth) operates before and after school programs in ten school districts in Dane and Waukesha Counties. In addition to these programs, we also offer all day and break programs on non-school days. Our programs are all licensed and accredited.

Licensing, Accreditation and YoungStar

Madison Accreditation

Madison program sites are accredited by the City of Madison. City of Madison accreditation personnel work with Wisconsin Youth staff to review and evaluate before and after school programs at Madison sites. 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. Parents may provide a voluntary authorization during registration, which does not affect enrollment.

YoungStar and State Licensing Postings

State licensing standards are available for review at each licensed program location. The terms of applicable licenses and any licensing violations are posted within the program. Most programs are participating in YoungStar, a quality rating system implemented by the state of Wisconsin. Information about YoungStar can be found at dcf.wisconsinyouth.gov/youngstar/.

Daily Physical Activity

Wisconsin Youth adheres to the quality standards set forth by YoungStar (quality rating system) and the Department of Children and Families (DCF) State of Wisconsin Licensing Regulation in regards to daily physical activity offered to children participating in our programs. Children will be offered a minimum of 20-30 minutes each day for large motor activity outdoors, weather permitting and when the temperature is above 0 degrees Fahrenheit in the winter months. Children may use the gym spaces within our schools during inclement weather when available.

Staffing and Supervision

Wisconsin Youth strives for the best staff-to-child ratio possible in order to support quality programs and at all times operates within applicable state licensing standards.

In the interest of safety and quality programming staff are required to know the whereabouts of each child at all times. All program locations use an organization-approved system to track children within the program that includes knowing the location, names and number of children in attendance. Parents are encouraged to become familiar with this system and to discuss questions and concerns with the program supervisor.

Wisconsin Youth Company Program Handbook

Before and After School

Staff Training

All staff working with children are trained on all Wisconsin Youth policies and procedures. In addition, staff meet all required background, health and orientation requirements that are mandated by DCF.

Madison-Out-of-School Time Coalition

Wisconsin Youth participates in a program to share information with the Madison-Out-of-School Time (MOST) coalition, in collaboration with the Madison Metropolitan School District (MMSD). In this program, Wisconsin Youth will be sharing attendance records from Madison only programs with MMSD. Eventually the data collected in this program will be used for program evaluation, quality improvement, improving student learning and school performance, and a city-wide analysis of out-of-school time programming. Information collected will only ever be shared in aggregate. No personally identifying information will be made public. Please contact the administrative office with any questions.

What to Bring to Before and After School

Appropriate Dress Attire

Wisconsin Youth asks that all children wear closed-toed shoes during program hours, so that they can safely and fully participate in all activities offered during program hours without danger of accidental injuries.

Appropriate clothing must be worn daily for the weather conditions, i.e. winter coat, hats, gloves, snow pants and snow boots. This is a requirement from licensing. Extra clothes and outdoor gear can be kept in your child's locker in case they are needed for after school. Please see the chart located in the Health and Safety section of this handbook for appropriate clothing needs.

Personal Property

Please make sure to label all items clearly with your child's name. Children are discouraged from bringing items beyond what is needed during program hours. Wisconsin Youth is not responsible for lost, stolen or damaged personal property, including clothing, cell phones, cameras and other electronic devices.

We don't allow the use of toys and equipment from home because of the effect it has on the community we are trying to build. If children bring items from home, it can create an environment of exclusion for other children. If you feel some toy or piece of equipment would enhance the program, please discuss the possible purchase with your site program staff.

Electronics in Program

- **Cell Phones:** Wisconsin Youth does not allow children to use personal cell phones or personal electronic devices when participating in our programs. Children carrying cell phones will be asked to place them in their backpack during program time.
- **Digital Photographs:** children and Parents may want to take photos of program activities and events. Wisconsin Youth is not responsible for the use of photos taken by participants or their families.
- **Computer Access:** computer access may be granted at individual programs and used only for academic purposes. Children will be limited to 20 minutes of screen time per day.

Before and After School Regular Enrollment

Children who are registered for regular enrollment are securing a set schedule in before and/or after school programs. There is a two-day minimum for regular enrollment.

Children who are not registered for all five days of the week may request added-days as needed. Unfortunately, we are unable to accommodate a rotating weekly schedule during the week. Parents have the option to add an additional day when program space is available and pre-payment for the day is made in full. Added-day fees vary by program location which can be found on our website. Once scheduled, added-day fees are non-refundable

Wisconsin Youth Company Program Handbook

Before and After School

and non-transferable. Added-days cannot be requested more than two weeks in advance. Parents may call your administrative office to request and schedule an added-day. Parents should notify their school office of any scheduled added-days.

There is an enrollment blackout period for regular enrollment two weeks prior to the start of the school year to allow time for heavy volume of processing. Only completed forms/online registration received before this date will be processed and confirmed to begin the first week of school, as space permits. Registrations received after this date will be processed as volume and capacity permit. Schedule change requests are not processed during this blackout period.

If space in the program is not available, Parents are contacted and offered a place on the wait-list. Parents who accept a place on the wait-list are then contacted if and when space becomes available.

In order to provide a quality experience for your child, we need to have sufficient enrollment to operate a program. If we are unable to offer the program you registered for, we will contact you to discuss possible alternatives.

Before and After School Drop-In Enrollment

Children can be enrolled in before and/or after school programs on a drop-in basis so that they may participate in program on regular school days, early release days and all day and break programs. Before drop-in days may be requested, a drop-in registration must be completed by a Parent, and enrollment must be processed and confirmed by the administrative office. A drop-in day can only be scheduled when program space is available and pre-payment for the day is made in full. Drop-in fees vary by program location and day, which can be found on our website. Once scheduled, drop-in day fees are non-refundable and non-transferable. Drop-in days cannot be requested more than two weeks in advance. Parents should notify their school office of any scheduled drop-in days in order for the school to assist with getting children to the right location. Parents may go to wisconsinyouthcompany.org to register online or to download registration forms for initial enrollment. Parents may also request forms be mailed or may pick them up at their administrative office. Drop-in enrollment and scheduling are available mid-October through June.

Before and After School Arrival and Departure

Children must be signed in by a Parent or authorized person aged 18 years or older when they arrive at the program space unless there is written authorization on file for a child's independent arrival. If Parents authorize their child to arrive independently (by walking or biking, including walking from the parking lot) to before school program, they must indicate an arrival time when registering. Parents must call program staff on the program site phone if their child will be arriving later than the time indicated. Staff will dismiss the children at the first bell, prior to the school day to walk unescorted to their classroom.

After School Programs

All children arrive unescorted from their classroom; all ages will check-in with staff upon arrival to the program. (Arrival procedures may differ at Merton and Mt. Horeb programs, where children may walk from another school building, and if children bus from a different school.) **A Parent or authorized pick-up person must sign children out when children are picked up, unless there is written authorization on file for a child's independent departure. Only authorized persons 18 years of age or older will be allowed to pick up a child from a program. Any parent wanting to allow a child to leave without an authorized pick-up person or someone under the 18 years of age must authorize an independent departure.** To do this Parents must provide the following information in writing to your administrative office (an email form the email address on file is sufficient):

- A statement that the independent departure is authorized
- Child's name and program location
- Specific departure time and date

Wisconsin Youth Company Program Handbook

Before and After School

When staff and children leave the licensed program space where regular programming takes place, a sign will be posted stating where they are, e.g. an off-site field trip location, gym, library, park or playground. Please refer to the sign posted at the Parent table to direct you to the location of program staff and children when they are not in their licensed program space.

Extracurricular Programs

An extracurricular permission form is required for all children who participate in extracurricular activities that occur during their scheduled program time in after school. The extracurricular permission form provides Wisconsin Youth with written Parent permission for children to leave the after school program (e.g., to help a classroom teacher, scouts, sports practice, music lessons, etc.). All children participating in an extracurricular activity will need to come to their after school program to check-in with staff prior to attending. This process helps to ensure that the child is properly checked out from after school and the ensures the safety of children. Forms are available on our website, wisconsinyouthcompany.org, under the Resources and Additional Forms, through their administrative office and at all program locations.

Wisconsin Youth is responsible for children only during the time they are checked into the program.

Early Release Days

On scheduled early dismissal dates as listed on the school calendar, programs will begin at the early dismissal time. For children regularly enrolled on days that the early dismissal occurs, no extra fees are incurred and children will be expected to attend. Children not regularly enrolled on the days of early dismissal may request an added day for an additional fee if space is available.

Please note: lunch is not included. Children attending early release days that start before school's scheduled lunch period should bring a nut-free lunch that does not require refrigeration or microwaving. Milk will be provided, as well as an afternoon snack.

After school programs may not be available on early release days that occur on the first day of the school year and will not be available on early release days that occur on the last day of the school year.

Last Day of School

On the last day of school if schools have early release, programs will not be offered after school, however; program will be offered before school. If the school has a full day (no early release) after school will run and fees will be assessed.

All Day and Break Programs

On non-school days due to teacher in-services, limited holidays and school breaks, all day programs may be offered at select locations. All day programs require separate registration and fees. Children must attend before or after school programs as a regularly enrolled or as a drop-in participant in order to attend all day and break programs. For children regularly scheduled on a non-school day, there is a pro-rated fee for the all day program.

Program enrollment minimums must be met two weeks prior to program start date in order to confirm program. When minimum enrollment is met, registration continues until four business days prior to program start date for all day programs. For winter and spring break programs, registration will close on one specified date to be predetermined each program year for all program days due to processing requirements. A \$10 deposit is required at time of enrollment and full payment is required prior to program date for regular enrollment participants. Deposits are non-refundable and non-transferable. Parents may cancel a program by providing written notice no later than two weeks prior to the program date. An email received by our office from an account holder from the email address on file by this deadline is sufficient. Within two weeks of the program date, fees for all day programs are non-refundable and non-transferable. If a program is canceled due to low enrollment Wisconsin

Wisconsin Youth Company Program Handbook

Before and After School

Youth will notify all Parents two weeks prior to the program start date and the program deposit will be credited back.

In order to provide a full day of engaging and fun activities, all day and break programs often include field trips. When taking children on field trips that require transportation, a week's notice will be provided to the Parents of all children, including date, times and destination. Staff carries first aid supplies, attendance and registration information, as well as a cell phone on all trips. Field trips are made in accordance with state licensing regulations as well as Wisconsin Youth policies.

Please note: lunch is not included. Wisconsin Youth is a nut-free company and children are asked to bring a lunch that does not require refrigeration or microwaving, and that is nut-free. Milk will be provided, as well as a morning and afternoon snack.

School Cancellations and Closings

If school is cancelled, delayed or closed early due to bad weather, physical facility problems or other emergencies, before and after school programs will not operate. School closing announcements will be made on the radio, TV, email, incoming message and/or our website, wisconsinyouthcompany.org. In the event of inclement weather, if schools are open but the weather is worsening, after school will operate, but we ask that Parents pick up their child(ren) as early as possible.

Before and After School Fee Structure

Wisconsin Youth before and after school programs correspond with school district calendars and fees are based on operation costs for the entire school year. Our weekly fees are calculated based on the annual expenses of hours of program, number of days, facility fees charged by each district and support expenses. Winter and spring break periods are not included in this calculation. Current fees for specific sites are available on the before and after school program page on our website, under the fees and payment calendar. Weekly fees are consistent through the school year and do not change based on early release days, non-school days or holidays. Fees will not be pro-rated for missed days, non-school days, holidays, school closures (due to weather or other reasons) or schedule changes that don't coincide with billing period start dates. There will be no additional fees for early release days in which your child is regularly scheduled. Billing periods are bi-weekly. Payment is due on the Monday prior to the start of each bi-weekly billing period.

A 2.5% semester discount is available for Parents paying an entire semester's fees in advance by the due date on the payment schedule. This pre-payment may be made for one or both semesters. The discount for the pre-payment only includes tuition fees for the regular enrollment schedule. The pre-payment may not be used for all day and break program, added day or any other fees; payment of these fees will be due separately, if applicable. Pre-payment must be made for all children on the account in order to receive the discount. Semester discount pre-payments are estimated payments according to the school year calendar available at the time. Parents who make this pre-payment and increase their enrollment schedule afterwards may be required to submit an estimated pre-payment at the time of the schedule change in order to continue to receive the discount. Parents who withdraw or drop days from their child's enrollment schedule will receive a refund.

Before and after school program fees include a second child discount, where fees for additional children registered are less than the first child's fees. For billing purposes, the first child is considered to be the child with the most registered days in program.

4K Wrap

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Description

Wisconsin Youth offers 4K wrap programs for young learners to have opportunities to explore, create, and nurture their academic and developmental skills. Children must be four years old by the first day of attending school. 4K wrap programs are convenient and flexible for family's' schedules. Classrooms are in the school buildings, making transitions easy for the children. Daily activities consist of group time, stations, group games, outdoor active play and planned projects based on the children's interests.

Licensing and YoungStar

State licensing standards are available for review at each licensed 4K wrap location. The terms of applicable licenses and any licensing violations are posted within the program. Our 4K wrap programs participate in YoungStar, a quality rating system implemented by the state of Wisconsin.

Supervision and Staffing

Wisconsin Youth strives for the best 1:13 staff-to-child ratio in order to support quality programs while aligning with state licensing standards. All 4K staff working with children are trained on all Wisconsin Youth policies and procedures. Along with completing additional continuing education training annually, our 4K wrap staff meet all required background, health and orientation requirements that are mandated by Department of Children and Families (DCF).

What to Bring to 4K Wrap

Throughout the children's day in the 4K wrap program, there are a few items needed to be brought into the program. Children may bring a small pillow, blanket, comfort toy for rest time. Wisconsin Youth will provide sheets for rest mats. Rest items will be sent home regularly to be washed and returned to program. Parents will send extra clothes for the child to be kept at program. Depending on the school, Parents may sign-up for hot lunch or send a **nut-free** bag lunch that does not need to be refrigerated or microwaved.

4K Wrap Arrival and Departure

Each time the child arrives to the 4K wrap program, teachers are responsible for signing the child in on the attendance forms immediately each day upon entering the classroom. At the end of program children can either take the bus or an authorized person aged 18 years or older specified on the registration form who presents photo identification may pick them up in the classroom. Where applicable, 4K children are escorted to their classroom. Staff may not be used as an authorized pick-up or drop-off persons. Program staff are not permitted to transport children from our programs in their personal cars.

If Parents authorize their child to arrive independently (by walking or biking, including walking from the parking lot) to program, they must indicate an arrival time when registering. Parents must call program staff on the program site phone if their child will be arriving later and/or departing earlier.

Early Release Days

On scheduled early dismissal dates as listed on the school calendar, 4K wrap programs may be held if the school's 4K class is occurring. Children not regularly enrolled on the days of early dismissal may request an added day for an additional fee, if space is available. *Please note: lunch is not included. Please send a **nut-free** bag lunch that does not require refrigeration or microwaving.*

Last Day of School

If there is no 4K class held on last day of school, there will be no 4K wrap program. All personal belongings will be sent home on the last day of 4K wrap.

4K Wrap Fee Structure

Wisconsin Youth 4K wrap programs correspond with school district calendars and fees are based on operation costs for the entire school year. Our weekly fees are calculated based on the annual expenses of hours of program, number of days, facility fees charged by each district and support expenses. Winter and spring break periods are not included in this calculation. Current fees for specific sites are available on the Before and After School Programs page on our website, under the fees and payment schedule. Weekly fees are consistent through the school year and do not change based on early release days, non-school days or holidays. Fees will not be pro-rated for missed days, non-school days, holidays, school closures (due to weather or other reasons) or schedule changes that don't coincide with billing period start dates. There will be no additional fees for early release days in which your child is regularly scheduled. Billing periods are bi-weekly. Payment is due on the Monday prior to the start of each bi-weekly billing period.

A 2.5% semester discount is available for Parents paying an entire semester's fees in advance by the due date on the payment schedule. This pre-payment may be made for one or both semesters. The discount for the pre-payment only includes tuition fees for the regular enrollment schedule. The pre-payment may not be used for all day and break program, added day or any other fees; payment of these fees will be due separately, if applicable. Pre-payment must be made for all children on the account in order to receive the discount. Semester discount pre-payments are estimated payments according to the school year calendar available at the time. Parents who make this pre-payment and increase their enrollment schedule afterwards may be required to submit an estimated pre-payment at the time of the schedule change in order to continue to receive the discount. Parents who withdraw or drop days from their child's enrollment schedule will receive a refund.

4K wrap program fees do not include a second child discount.

Summer Day Camp

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Description

Summer day camp provides campers entering grades K-5 (ages 5-12) the opportunity to explore new weekly theme-based activities and enjoy a wide range of hands-on projects in a choice-based environment. Our day camps are state licensed, American Camp Association accredited and YoungStar rated. Summer day camps are located in Dane and Waukesha Counties.

Licensing, Accreditation and YoungStar

Wisconsin Youth day camp programs are licensed by the State of Wisconsin Department of Children & Families (DCF). Each day camp will have a copy of the applicable Wisconsin licensing rules available at the sign-in table. Our license includes results of the most recent licensing inspection, any notice of enforcement action, and any stipulations, conditions or exceptions that affect the license will be posted in a high-visibility area by the sign-in table at each camp.

Wisconsin Youth wants to ensure the best possible program and experience for your camper(s). With this in mind we have chosen to go through the process of having our summer day camp programs accredited by the American Camp Association (ACA). ACA accreditation verifies that a camp complies with 300 individual program quality and health & safety standards. This assures that our programs meet or exceed national standards. For more information about ACA, please visit acacamps.org.

Wisconsin Youth day camp programs have a four-star YoungStar rating. YoungStar is Wisconsin's child care quality rating and improvement system. To find out more information about YoungStar please visit dcf.wisconsin.gov/youngstar.

Supervision and Staffing

In the interest of safety and quality programming, staff are always required to know the whereabouts of each camper. Summer day camps use an organizational-wide system to track campers within the program that includes knowing the location, names and number of campers in attendance. Campers will be provided a "tag" on their first day of program which assists in this tracking. Parents and campers are encouraged to become familiar with this system and to discuss questions or concerns with the program supervisor.

Staff Training

Day camp staff receive 24+ hours of training prior to camp starting. Training includes Wisconsin Youth policies & procedures including orientation requirements that are mandatory by the DCF and American Camp Association.

Ratios and Regulations

As a state licensed facility, Wisconsin Youth day camps work under the regulations of the State of Wisconsin. We adhere to their required ratios which include:

- During camp hours, staff-to-camper ratios for campers ages 5-6 are 1:12
- During camp hours, staff-to-camper ratios for campers ages 7-11 is 1:18
- During swimming trips, staff-to-camper ratio is 1:8 for all age levels
- During field trips, staff-to-camper ratio is at most 1:12 for all age levels

Every group of campers will be led by a counselor. Two staff members must be present at the camp location whenever there are nine or more campers on-site. Staff are certified in CPR and first aid. Each camp location will

have a camp director, assistant camp director or lead counselor on-site at all times when campers are present. Parents will find a written delegation of administrative authority posted at each camp location, at the sign-in table.

What to Bring to Summer Day Camp

More information regarding what to bring (or not bring) to camp will be provided through the introductory letter; however, a few important items are below:

Personal Property

Please make sure to label all items clearly with your camper's name. Campers are discouraged from bringing items beyond what is needed for the camp day. Wisconsin Youth is not responsible for lost, stolen or damaged personal property, including clothing and electronics.

Appropriate Clothing

Watch the weather forecast and check the weekly welcome letter for the activities of the day to make sure that your camper is dressed appropriately whether it be for rain or heat. Campers will be running/moving around a lot and making more than a few messes. Please send your camper in appropriate clothing for messy activities. It's recommended that you send an extra set of clothing for your camper.

Footwear

Appropriate footwear for camp includes gym shoes with socks or sandals with a heel strap. **Please, do not send your camper to camp wearing flip flop sandals.** Flip flop footwear does not stay on, often breaks and can cause injury.

Lunch

Please make sure to pack a nutritious **nut-free** lunch every day that does not require refrigeration or microwaving. A sack lunch (completely disposable) is **required** on field trip days. Field trips are noted in the weekly welcome letters.

Field Trips

Camp t-shirts must be worn on field trips as well as swimming trips. Swimming suits and towels should be brought to camp on swimming trip days as well as days with on-site camp aquatic activities.

Electronics in Program

- **Cell phones and Personal Electronic Devices:** Wisconsin Youth does not allow campers to use their personal cell phones or electronic devices when participating in our programs. Campers carrying cell phones will be asked to place them in their backpack during program time.
- **Digital Photographs:** campers and Parents may wish to take photos of camp activities and events. Wisconsin Youth is not responsible for the use of photos taken by participants or Parents. Wisconsin Youth's photo release is stated under "Required Information for Enrollment" section.

Summer Day Camp Arrival and Departure

Sign-In

Please make sure to sign-in your camper(s) as soon as you arrive to camp. Campers must be signed into camp by Parents or other authorized persons at least 18 years of age or older.

Sign-Out

At the end of the day, or whenever it's time for campers to leave camp and the supervision of the camp staff, please make sure to sign-out of program with a signature and time of departure. Only authorized persons specified on the registration form and who present photo identification upon request, may pick up a camper, as we

will not release a child to any other persons without written permission. Parents and other authorized persons at least 18 years of age or older may pick up the camper and sign them out.

Independent Arrival and Departure

If the Parent chooses to have the camper arrive to camp without an authorized person to sign them in, or if the Parent chooses to have the camper to be able to leave camp without an authorized pick-up person, Parents must authorize an independent arrival and/or an independent departure at the time of registration. Campers who are authorized in writing to depart independently from camp will be signed out by a staff member at the time designated by the parent.

Field Trip and Aquatic Policies

Every week we will go on an aquatic trip to a local pool, beach or splash pad, and we will go on a field trip that coincides with the weekly theme. Field trip information such as dates, arrival and departure times, and destination will be included in the weekly welcome letter.

If a field trip needs to be changed due to weather concerns, construction, facility closure, etc., an email will be sent to Parents as soon as the trip is confirmed to change. If spontaneous walking trips are taken, staff will post information telling where the group is going and when they will return. On all field trips, staff will carry first aid supplies, attendance, registration information, emergency medications and a program cell phone.

Aquatic Policy

Please do **not** send your camper with life jackets, water wings or any other personal flotation device. We do not permit campers to wear them on our swim trips. Instead we use swim levels to keep the campers in the areas of the pool or beach that is best suited to their skills.

Swim Permission

In order to keep our campers safe, we break them up into small groups by their swim level of no more than eight. Each group will have a staff member who will supervise and play with the group while they are at the pool or beach. The groups will enjoy level-appropriate activities while at the pool or beach and will play together, as well as with other groups of the same swim level.

Here is a quick list of the swim levels:

White Level – Non-Swimmer: camper is not allowed to go in the water, but may play in a designated area away from the water.

Red Level – Beginner Swimmer: camper has little or no swimming experience. They can enter and exit the water unassisted and put his/her face into water. They must stay in water no deeper than waist level at pool or beach.

Yellow Level – Intermediate Swimmer: camper has intermediate swimming skills. They can tread water for at least 20 seconds; swim with arm action and some side breathing; and have been introduced to deep water. They may swim anywhere within the designated swim area of the swimming pool with water levels up to six feet. In a beach setting, they will be expected to remain in water no deeper than chest level. They may use water slides dropping into water up to six feet deep.

Green Level – Advanced Swimmer: camper has advanced swimming skills. They can tread water for at least one minute; swim for an extended period of time with arm action and side breathing; and are comfortable in deep water. They may swim in water deeper than six feet. In a beach setting, they will be expected to remain in water no deeper than chest level. They may use water slides dropping into water up to six feet deep.

Double Green Level – Advanced Swimmer with Diving Board & Deep Water Slides Permission:

camper has advanced swimming skills, as listed for 'Green Level.' If available, they may jump off low diving boards (feet first only and no flips). They may also use water slides dropping into water deeper than six feet.

Beach Swimming

From time to time camps will visit one of our local beaches for the swimming trip. When we do, we will always visit beaches that are actively lifeguarded. We will stay within the swim markers and play on the beach. Beginner swimmers will remain in water no deeper than waist level. Intermediate and advanced swimmers will go no deeper than chest level.

General Swimming Procedures

Wisconsin Youth will only swim at facilities and beaches with certified lifeguards on duty, whenever our campers are in the water. Pool safety equipment must be present and in working condition when campers are present.

Summer Day Camp Fee Structure

Deposits

During registration, a \$25 deposit per week is required to reserve space in the program. The deposit will be applied to the camper's weekly fee and is non-refundable and non-transferable.

General Fee Policies

The remaining amount of fees are due by the end of business day Monday (5 p.m.), five business days prior to the start of program. A \$20 fee will be assessed if payment is late. Fees repeatedly unpaid by the due date may result in the camper's removal from summer camp.

Immersion Camp

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Description

Wisconsin Youth offers immersion camps for theater and circus arts in Dane County. Immersion camps are a fun, enriching and educational experience for new and experienced campers entering grades 3-9. Activities are developmentally appropriate and offer an opportunity for campers to try something new and step outside their comfort zone. Campers work towards a final performance for family and friends at the end of each week.

Supervision and Staffing

Wisconsin Youth hires trained, experienced and engaging staff to work with performing arts experience. Wisconsin Youth takes pride in ensuring that our staff are presented with enrichment opportunities and plenty of training to prepare them for the summer.

Ratios and Regulations

During camp hours, ratios are often 1:12 or lower. Each group is led by a director, however, camp counselors provide additional support and supervision that allows for lower ratios for specific groups and activities. There will always be at least one staff member on site who is certified in first aid and CPR.

What to Bring to Immersion Camp

More information regarding what to bring (or not bring) to camp will be provided through the introductory letter; however, we will cover a few important items here:

Personal Property

Please make sure to label all items clearly with your camper's name. Campers are discouraged from bringing items beyond what is needed for the camp day. Wisconsin Youth is not responsible for lost, stolen or damaged personal property, including clothing and electronics.

Appropriate Clothing

Watch the weather forecast and check the weekly welcome letter for the activities of the day to make sure that your camper is dressed appropriately whether it be for rain or heat. Campers should wear comfortable clothing that allows freedom of movement. Campers may get messy; it is recommended that you send your camper with an extra set of clothing.

Footwear

Appropriate footwear for camp includes gym shoes with socks or sandals with a heel strap. **Please, do not send your camper to camp wearing flip flop sandals.** Flip flop footwear does not stay on, often breaks and can cause injury.

Lunch

Campers will be busy all day, please make sure to pack a nutritious **nut-free** lunch every day. Lunches must **NOT** require refrigeration or microwaving. A sack lunch (completely disposable) is **required** on field trip days. Field trips are noted in the weekly welcome letters. If your campers are only registered for a half-day program, they will not need to bring lunch.

Field Trips

Camp t-shirts must be worn on field trips.

Electronics in Program

- **Cell phones and Personal Electronic Devices:** Wisconsin Youth does not allow campers to use their personal cell phones or electronic devices when participating in our programs. Campers carrying cell phones will be asked to place them in their backpack during program time.
- **Digital Photographs:** campers and Parents may wish to take photos of camp activities and events. Wisconsin Youth is not responsible for the use of photos taken by participants or Parents. Wisconsin Youth's photo release is stated under Required Information for Enrollment section.

Immersion Camp Arrival and Departure

Sign-In

Please make sure to sign-in your camper(s) as soon as you arrive to camp. Campers must be signed into camp by Parents or other authorized persons at least 18 years of age or older.

Sign-Out

At the end of the day, or whenever it's time for campers to leave camp and the supervision of the camp staff, Parents will sign camper out of program with a signature and time of departure. Only authorized persons specified on the registration form and who present photo identification upon request, may pick up a camper, as we will not release a camper to any other persons without written permission. Parents and other authorized persons at least 18 years of age or older may pick up the camper and sign them out.

Independent Arrival and Departure

If the Parent chooses to have the camper arrive to camp without an authorized person to sign them in, or if the Parent chooses to have the camper to be able to leave camp without an authorized pick-up person, Parents must authorize an independent arrival and/or an independent departure at the time of registration. Campers who are authorized in writing to depart independently from camp will be signed out by a staff member at the time designated by the parent.

Field Trip Policies

Wisconsin Youth believes field trips and special activities away from the site are an important part of a quality program. Field trip information including dates, arrival and departure times, and destination will be included in the weekly welcome letter.

If a field trip needs to be changed due to weather concerns, construction, facility closure, etc., an email will be sent to Parents as soon as the trip is confirmed to change. On all field trips, staff will carry first aid supplies, attendance, registration information, emergency medications and a program cell phone.

Immersion Camp Fee Structure

Deposits

During registration, a \$25 deposit per week is required to reserve space in the program. The deposit will be applied to the camper's weekly fee and is non-refundable and non-transferable.

General Fee Policies

The remaining amount of fees are due by the end of business day Monday (5 p.m.), five business days prior to the start of program. A \$20 fee will be assessed if payment is late. Fees repeatedly unpaid by the due date may result in the camper's removal from immersion camp.

Middle School U

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Description

Middle School U (MSU) courses are designed to meet the needs of students who are entering grades 6-9. Students have the opportunity to develop skills and explore hobbies with hand-on courses. MSU provides the ideal environment for youth to develop their independence and build supportive relationships.

Supervision and Staffing

In the interest of safety and quality programming Middle School U staff are required to know the whereabouts of each student at all times.

Instructor to student ratios are course specific and range from 1:6 to up to 1:16. In addition to the course instructor, the program is staffed by a program coordinator, lead youth leaders and youth leaders. These staff members assist the instructors during course time and supervise the students during non-course time.

At least one lead youth leader or program coordinator will be on site at all times. Staff have been selected for their experience with and sincere interest in working with middle school age students.

What to Bring to Middle School U

More information regarding what to bring (or not bring) for the course will be provided through the introductory letter; however, we will cover a few important items here:

Personal Property

Please make sure to label all items clearly with your student's name. Students are discouraged from bringing items beyond what is needed for their course(s). Wisconsin Youth is not responsible for lost, stolen or damaged personal property, including clothing and electronics.

Appropriate Clothing

Watch the weather forecast and plan for the activities of the day to make sure that your student is dressed appropriately whether it be for rain or heat. Please send your student in appropriate clothing for the activities.

Footwear

Appropriate footwear for MSU includes gym shoes with socks or sandals with a heel strap. **Please, do not send your student wearing flip flop sandals.** Flip flop footwear does not stay on, often breaks and can cause injury.

Lunches and Snacks

It is very important that students start each day with a good breakfast prior to arriving at MSU, and bring with them a nutritious and satisfying lunch if they are staying with us for the whole day. As many children have allergies, it is recommended that students pack a **nut-free** lunch. A morning and afternoon snack, as well as milk for lunch, is provided daily. Wisconsin Youth snacks are nut-free.

Field Trips

Students should bring whatever is appropriate for their specific course field trip. Please see the course description for more information.

Electronics in Program

- **Cell phones and Personal Electronic Devices:** MSU does allow students to use personal cell phones or electronic devices during non-course time. Students carrying devices will be asked to place them in their backpack during course time. Wisconsin Youth is not responsible for lost, stolen or damaged cell phones or electronic devices.
- **Digital Photographs:** students and Parents may wish to take photos of MSU activities and events. Wisconsin Youth is not responsible for the use of photos taken by participants or Parents. Wisconsin Youth's photo release is stated under Required Information for Enrollment section.

Middle School U Arrival and Departure

Sign-In/Out and Independent Arrival/Departure

Due to the age of the participants served by MSU, students arrive at and depart from the program independently. Students are expected to be on time for courses and remain in the program until the end of their courses. It is very important that you arrive on time, especially if your course is off-site because buses will leave promptly at the start of the course. Buses will not be held for late arrivals. MSU is responsible for students only during the time they are signed into the program.

Arrival and Sign-In

All students are expected to check in with staff upon arrival and sign themselves in to the program on the attendance list. Time of arrival must be noted. It is imperative that students taking off-site courses be on time for the start of their courses. Buses will not be held for late arrivals.

Transition from A.M. to P.M. Courses

Students enrolled in an a.m. and p.m. course should sign-out of the a.m. course and immediately sign-in to the p.m. course during lunch time. Students enrolled in a morning course can arrive as early as 7:30 a.m. and can remain as late as 1 p.m. Students enrolled in an afternoon course can arrive as early as noon and can remain as late as 5:45 p.m. MSU staff members supervise free choice, independent activities before and after course time and during the lunch hour. There is no additional charge for this time.

Departure and Sign-Out

All students are expected to check out with staff before departing and sign themselves out of the program on the attendance list. Time of departure must be noted.

Field Trip and Aquatic Policies

Wisconsin Youth believes field trips and special activities away from the program location are an important part of a quality program. When taking students on field trips that require transportation, notice will be provided to the parents of all students, including date, times and destination. Staff carry first aid supplies, attendance and registration information, as well as a cell phone on all trips. Field trips are made in accordance with MSU policies.

Aquatic Policy

Some MSU courses include swimming in natural bodies of water or in swimming pools as well as other aquatic activities such as canoeing, kayaking and water park attractions in a variety of settings. Specific activities, as well as the swim level required for those activities, are outlined in the course descriptions.

Swim Permission

Students will be allowed to participate in water activities based on their swimming ability. All students participating in an aquatic course with MSU must have intermediate or advanced swimming skills.

Yellow Level – Intermediate Swimmer: student has intermediate swimming skills. They can tread water for at least 20 seconds; swim with arm action and some side breathing; and have been introduced to deep water. They may swim anywhere within the designated swim area of the swimming pool with water levels up to six feet. They can participate in canoe, kayak and stand up paddleboard activities, if applicable. They may use water slides dropping into water up to six feet deep.

Green Level – Advanced Swimmer: student has advanced swimming skills. They can tread water for at least one minute; swim for an extended period of time with arm action and side breathing; and are comfortable in deep water. They may swim in water deeper than six feet. They can participate in canoe, kayak and stand up paddleboard activities, if applicable. They may use water slides dropping into water up to six feet deep.

Double Green Level – Advanced Swimmer with Diving Board & Deep Water Slides Permission: student has advanced swimming skills, as listed for ‘Green Level.’ If available, they may jump off low diving boards (feet first only and no flips). They may also use water slides dropping into water deeper than six feet.

General Swimming Procedures

A certified lifeguard must be present at all times while students are swimming. Students will be checked in and out of the water with a buddy and under the supervision of a designated staff member. There will be at least one staff member for every eight swimmers. Students will remain within twenty feet of their buddy while in the water, and pairs will inform staff when they enter or leave the water. Buddy checks will be called regularly throughout the swim trip.

Pool Swimming Procedures

All pool rules will be enforced by the lifeguard and by all MSU staff. The capacity of the pool may not be exceeded. Pool safety equipment (extension poles, buoys, etc.) must be present and in working condition when students are swimming. A divider between the deep and shallow ends must be set up if typically used at occupied pool.

In addition to the pool's lifeguard, one other adult should be out of the water watching any group of more than twelve students in the water. MSU staff present may either be swimming or on the deck watching, but should and be ready to assist students as needed.

Beach Swimming Procedures

Students will only swim in those areas designated as safe by the municipality and county health departments. Students will only use beaches where lifeguards are on-duty is present. All students will stay within the roped off limits of the beach. All swimmers will stay in water no deeper than chest level. Middle School U staff may either supervise from shore or from in the water.

Boating Procedures

Only students who have the required swim level may participate in boating activities. Students will only participate in canoe or kayak activities when a lifeguard is present. PFD's (Personal Flotation Devices) must be worn by everyone when on all boats.

Middle School U Fee Structure

Deposits

During registration, a \$25 deposit per week is required to reserve space in the program. The deposit will be applied to the student's weekly fee and is non-refundable and non-transferable.

General Fee Policies

The remaining amount of fees are due by the end of business day Monday (5 p.m.), five business days prior to the start of program. A \$20 fee will be assessed if payment is late. Fees repeatedly unpaid by the due date may result in the student's removal from MSU.

Wander Wisconsin

Please note: families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Description

Wander Wisconsin offers daily field trips and adventure-themed activities for campers entering grades 3-5. Adventure trips provide an opportunity for children to challenge themselves and build self-confidence. Wander Wisconsin trips are based out of Madison and Waunakee. Wander Wisconsin also offers winter break programs based out of Madison.

Supervision and Staffing

All adventure trips are led by at least two adventure trip leaders. In the interest of safety and quality programming, Adventure trip leaders are always required to know the whereabouts of each camper. Adventure trips are small groups allowing for a typical staff-to-camper ratio of 1 to 7. Staff receive training prior the start of summer. Additionally, all trip leaders hold current lifeguard, first aid, CPR and AED certifications.

What to Bring on Wander Wisconsin Adventure Trips

More information regarding what to bring (or not bring) for the trip will be provided through the introductory letter; however, a few important items are below.

Personal Property

Please make sure to label all items clearly with your camper's name. Campers are discouraged from bringing items beyond what is needed for their trip. Wisconsin Youth Company (Wisconsin Youth) is not responsible for lost, stolen or damaged personal property, including clothing and electronics.

Appropriate Clothing

Watch the weather forecast and plan for the activities of the day to make sure that your camper is dressed appropriately whether it be for rain or heat. Please send your camper in appropriate clothing for the activities.

Footwear

Appropriate footwear for Wander Wisconsin includes gym shoes with socks or sandals with a heel strap. Some activities will require gym shoes (not sandals). This will be noted in the weekly letter. **Please, do not send your student wearing flip flop sandals.** Flip flop footwear does not stay on, often breaks and can cause injury.

Lunches and Snacks

It is very important that students start each day with a good breakfast prior to arriving at Wander Wisconsin and bring with them a nutritious and satisfying **nut-free** bag lunch that does not require refrigeration or microwaving. A morning and afternoon snack is provided daily. Wisconsin Youth snacks are nut-free.

Field Trips

Campers should wear their Wander Wisconsin t-shirt on aquatic field trip days. Swimming suits and towels should be brought on these days as well.

Electronics in Program

- **Cell phones & Personal Electronic Devices:** Wander Wisconsin does allow campers to use personal cell phones and electronic devices during transportation. Campers carrying these devices will be asked to place them in their backpack during the remainder of the day. Wisconsin Youth is not responsible for lost, stolen or damaged cell phones or electronic devices.
- **Digital Photographs:** campers and Parents may wish to take photos of Wander Wisconsin activities and events. Wisconsin Youth Company is not responsible for the use of photos taken by participants or Parents. Wisconsin Youth's photo release is stated under Required Information for Enrollment section.

Wander Wisconsin Arrival and Departure

Sign-In

Please make sure to sign-in your camper as soon as you arrive to Wander Wisconsin. Campers must be signed in by Parents or other authorized persons at least 18 years of age or older.

Sign-Out

At the end of the day, or whenever it's time for campers to leave, Parents will sign campers out of program with a signature and time of departure. Only authorized persons specified on the registration form and who present photo identification upon request, may pick up a camper, as we will not release a camper to any other persons without written permission. Parents and other authorized persons at least 18 years of age or older may pick up the camper and sign them out.

Independent Arrival and Departure

If the Parent chooses to have the camper arrive to Wander Wisconsin without an authorized person to sign them in, or if the Parent chooses to have the camper to be able to leave Wander Wisconsin without an authorized pick-up person, Parents must authorize an independent arrival and/or an independent departure at the time of registration. Campers who are authorized in writing to depart independently from Wander Wisconsin will be signed out by a staff member at the time designated by the parent.

Field Trip and Aquatic Policies

Wander Wisconsin programs consist of daily field trips. Parents will be provided dates, times and destinations of trips in advance. Staff carry first aid supplies, attendance and registration information, as well as a cell phone on all trips. Field trips are made in accordance with Wander Wisconsin policies.

Aquatic Policy

Many Wander Wisconsin courses include swimming in natural bodies of water or in swimming pools as well as other aquatic activities such as canoeing, kayaking and water park attractions in a variety of settings. Specific activities, as well as the swim level required for those activities, are outlined in the trip descriptions.

Swim Permission

Campers will be allowed to participate in water activities based on their swimming ability. All campers participating in an aquatic course with Wander Wisconsin must have intermediate (yellow) or advanced (green) swimming skills.

Yellow Level – Intermediate Swimmer: camper has intermediate swimming skills. They can tread water for at least 20 seconds; swim with arm action and some side breathing; and have been introduced to deep water. They may swim anywhere within the designated swim area of the swimming pool with water levels up to six feet. They can participate in canoe, kayak and stand up paddleboard activities, if applicable. They may use water slides dropping into water up to six feet deep.

Green Level – Advanced Swimmer: camper has advanced swimming skills. They can tread water for at least one minute; swim for an extended period of time with arm action and side breathing; and are comfortable in deep water. They may swim in water deeper than six feet. They can participate in canoe, kayak and stand up paddleboard activities, if applicable. They may use water slides dropping into water up to six feet deep.

Double Green Level – Advanced Swimmer with Diving Board & Deep Water Slides Permission: camper has advanced swimming skills, as listed for 'Green Level.' If available, they may jump off low diving boards (feet first only and no flips). They may also use water slides dropping into water deeper than six feet.

General Swimming Procedures

A certified lifeguard must be present at all times while campers are swimming. Campers will be checked in and out of the water with a buddy and under the supervision of a designated staff member. There will be at least one staff member for every eight swimmers. Campers will remain within twenty feet of their buddy while in the water, and pairs will inform staff when they enter or leave the water. Buddy checks will be called regularly throughout the swim trip.

Pool Swimming Procedures

All pool rules will be enforced by the lifeguard on duty and by Wander Wisconsin staff. The capacity of the pool may not be exceeded. Pool safety equipment (extension poles, buoys, etc.) must be present and in working condition when campers are swimming. A divider between the deep and shallow ends must be present.

Beach Swimming Procedures

Campers will only swim in those areas designated as safe by the municipality and county health departments. Campers will only use beaches where lifeguards are on-duty or when a lifeguard certified staff member is present. All campers shall stay within the roped off limits of the beach. Wander Wisconsin staff may either supervise from shore or from in the water.

Boating Procedures

Campers will only participate in canoe or kayak activities when a lifeguard certified staff member is present. PFD's (Personal Flotation Devices) must be worn by everyone when on all boats.

Wander Wisconsin Fee Structure

Deposits

During registration, a \$50 deposit per week is required to reserve space in the program. The deposit will be applied to the camper's weekly fee and is non-refundable and non-transferable.

General Fee Policies

The remaining amount of fees are due by the end of business day Monday (5 p.m.), five business days prior to the start of program. A \$20 fee will be assessed if payment is late. Fees repeatedly unpaid by the due date may result in the child's removal from Wander Wisconsin.

Contact Us

wisconsinyouthcompany.org

Dane County Administrative Office

1201 McKenna Boulevard

Madison, WI 53719

P: 608-276-9782 ext. 0

F: 608-276-4050

E: info@wisconsinyouthcompany.org

Attendance Message Line: 608-276-9898

Waukesha County Administrative Office

1130 James Drive, Suite 103

Hartland, WI 53029

P: 262-547-8770 ext. 0

F: 262-547-0394

E: waukesha@wisconsinyouthcompany.org

Attendance Message Line: 262-547-2326