



2020/2021 BEFORE AND AFTER SCHOOL CARE & WEDNESDAY EARLY RELEASE INFORMATION PACKET

REGISTRATION FOR BEFORE AND AFTER SCHOOL CARE

The following criteria must be met in order for your child to attend care at Hartland South.

1. The attached Registration and Emergency Form must be filled out and returned back to the Hartland Recreation Department, 210 Cottonwood Ave, Hartland, WI. Before and After School Care staff **will not** accept any registration forms or payments.
2. Registration forms should be submitted to the Recreation Department, at a minimum, on a weekly basis. Registration forms should be turned in the Thursday before your child needs care.
3. The Hartland Recreation Department requires a credit card to be on file. If your child attends Before and After School Care on days for which they are not scheduled or paid for, you will automatically be charged **\$20.00 for each AM and PM session they attend**. This charge will be processed the Monday after care was provided.

PAYMENT PLANS

If you know your child will need care throughout the whole year, a payment plan can be set up. The Hartland Recreation Department will set it up where your card will be charged on a monthly or bi-weekly basis. In order to be put on the payment plan, Hartland Recreation Department will need to know how many days your child will be attending on a weekly or monthly basis. The total for Care for the whole year will be added up and divided by 10 months for the monthly payment and divided by 20 payments for the bi-weekly payment. If you would also like to set up a payment plan for a few months and not the whole school year, that may be done as well. For more information, please contact Kelli Yogerst, Recreation Director at kelly@villageofhartland.com.

REFUNDS OR SWITCHING DAYS

Once your child is registered for Before and After School Care, you will not receive a refund. You may also not switch days of care.

HOURS & DAYS CARE IS PROVIDED

Before School Care is held on all scheduled days of school from 6:30 - 8:30 am. After School Care is provided on all scheduled days of school and on Early Release Days. After School Care begins once the school day ends and goes until 6:00 pm. After School Care will not be provided on Friday, December 18, 2020 and Wednesday, June 9, 2021. Care in the morning will be provided.



QUESTIONS???

Any questions please contact Kelli Yogerst, Recreation Director, at kelly@villageofhartland.com or 262-367-0352.

WEDNESDAYS EARLY RELEASE

2020/2021

Mail or drop off Registration Form to
210 Cottonwood Ave., Hartland, WI 53029

REGISTRATION

Hartland Recreation Department will be providing care on Wednesdays. The fee for each Wednesday is **\$30.00 per Wednesday** afternoon. A separate fee is required for afternoon care on Wednesdays.

In order to attend Wednesday's Early Release, the Wednesday's Early Release Registration Form must be filled out if your child needs care for the Wednesdays that the schools are getting out at 12:30 pm. Please fill out the dates you need care for.

If your child is NOT attending Before and After School Care at South, but attending Early Release, please fill out the **REGISTRATION/EMERGENCY** form that is included in this packet. If your child is already attending Before and After School Care and the Registration/Emergency form is already filled out, you do not have to fill it out again.

MINIMUM ENROLLMENT

Minimum number of enrollment is 10 for Wednesday Early Release Care. If minimum is not met for one of the Wednesday's Early Release days, there is a possibility that that Wednesday Early Release Care may be canceled. Please sign up a week before care is needed so we can notify parents if a week has to be canceled. We will notify you **VIA EMAIL** on the Thursday before a Wednesday Early Release day will be canceled.

PAYMENT

Fee: \$30 per Wednesday

Weekly or monthly payment plans are available. You may also sign up month by month or week by week. We will not refund your child once they are registered. If you do not know your child's scheduled, please take advantage and sign your child up week by week.

PROTOCOLS FOR COVID

Early Release Wednesdays will follow the same COVID protocols as Before and After School Care does. Please see the protocols for COVID that are in this packet.

**All form of communication between staff and parents will be done via email.
Please provide your email so we can keep you up to date.**

BEFORE AND AFTER SCHOOL & WEDNESDAYS EARLY RELEASE CARE COVID POLICIES AND PROCEDURES

OVERVIEW

Our programs offer children the opportunity to participate in fun, enriching and supervised activities. Your child's safety is of utmost importance to us. We will be taking the following measures to address the concerns and spread of COVID-19 in our program. These measures may change during the school year based on directives we receive from our governing bodies, Wisconsin Health Services Department and local officials.

Drop Off and Pick-Up Procedures

Parents will not be allowed to come into the school to drop off or pick up their child.

Between 6:30 am - 8:00 am staff will meet participants at the door to let them in.

For pick up parents are asked to call or text the Before and After School Care phone at 262-844-8868 to notify staff that you are there to pick up your child.

Parents are to remain in their cars during drop off and pick up. If staff and parents need to talk to each other, it will be done outside by the car with the parent remaining in the car. Staff will be on the passenger side of the car and will wear a mask. PLEASE ALLOW FOR ADDITIONAL TIME TO CHECK-IN AND WHEN DROPPING OFF AND/OR PICKING UP YOUR CHILD. YOUR CHILD'S SAFETY IS OUR PRIORITY AND WE WILL NOT RUSH THE CHECK-IN OR PICK-UP PROCEDURES.

Staff Precautions

Staff will be required to take their temperature at home daily prior to starting their workday.

Staff must report any indicated symptoms of illness to their direct supervisor.

Staff will be asked not to come to work if they are showing any symptoms of COVID or have been in contact with someone with symptoms of COVID until we know the staff member doesn't have it.

Staff Training

Staff will be trained in Personal Protective Equipment.

Staff will be trained per the CDC guidelines for cleaning recreation facilities and equipment.

Staff will be trained to instruct participants on proper handwashing and sanitization techniques.

Staff Communication

Staff will be wearing PPE when playing games and walking around with participants outside.

Staff will practice social distancing and utilize PPE when in close proximity with others. (i.e. participants, parents, public, outside groups, contractors, etc...).

Structure

While social distancing is practiced, the structure of Before and After School Care will enable the following structural changes. The Recreation Director and Before and After School Care Coordinator may modify these at any time based on the needs of the program.

Each day participants will be assigned a spot at the tables in the cafeteria. That will be their spot during their time at Care for that day.

No more than 4 participants will be assigned to each table. The tables are split into two sections. Two children will sit at each section on opposite side and 6ft apart. Participants of the same family may sit at the same table, section and side of table.

Activities that require physical touching of each other will not be held: tag football, basketball games and etc. Activities where the ball is passed and not touching, will still be held. Equipment will be cleaned before and after it's used.

Participants will sanitize or wash their hands before and after they play in the gym or go outside.

Supplies

All supplies will be disinfected daily and in-between uses.

If cards or board games are played, participants will be asked to wash or use handsanitizer before they play and after. Children will be required to wash hands and/or sanitize hands in-between activities and after using supplies.

Each child will have their own Arts and Craft supplies for the craft that is done for that day.

Participants' backpacks and belongings will be placed along the floor by the outerwall of the cafeteria. They are to be spaced 6ft apart for each other's.

Each camper will have their own designated craft supplies: markers, crayons, scissors that will be kept at care.

Masks

Participants will be required to wear masks. Staff will have masks available for camp participants to use.

Staff will wear masks all the time.

Contact Staff

These new guidelines and procedures are new to all of us, including all staff and Before and After School Care participants.

Please be patient with us throughout this process, as staff and participants adjust to this new normal.

If you need to talk to staff you may reach them by the camp phone, 262-844-8868 or at

care@villageofhartland.com. Both the care email and camp phone will be activated on Tuesday, September 1.

Kelli Yogerst, Recreation Director

Sherry Tischer, Before and After School Care Coordinator

Village of Hartland Recreation Department Before and After School Program

The following is a tentative schedule of what a morning and afternoon is like for your child at Before and After School Care. This schedule is subject to change.

MORNINGS, 6:30 AM - 8:30 AM

**PARTICIPANTS ARE TO REPORT TO THE CAFETERIA.
IF STAFF IS NOT THERE PLEASE INSTRUCT THEM GO TO THE GYM.**

Quiet Time, 6:30 am - 7:30 am

Quiet play, reading or homework time. The majority of our participants start to arrive between 7:00 am and 7:30 am. During this time, participants may read, play a game with the staff, color or do some form of a quiet activity.

Gym Time, 7:30 am - 8:30 am

Participants will play an organized activity and have free time in the gym.

Dismissal, 8:30 am

Participants will be dismissed to the playground in order to line up. For those who eat breakfast at school, they will be dismissed to the lunch room.

AFTERNOONS, 3:45 PM - 6:00 PM

STAFF WILL MEET THE PARTICIPANTS IN THE CAFETERIA

Snack Time, 3:45 - 4:15 pm

Participants arrive between 3:45 - 4:00 pm in. When they arrive, they will be able to have their snack that they brought from home. They may also start working on their homework. This is also when staff will check to make sure everyone that is signed up is there. If a child is on the roster, but has not checked in, staff will check with the school to see if they were absent from school. If the child was not absent and didn't show up staff will call home.

Playtime, 4:15 - 5:15 pm

Participants will, depending on the weather, go outside to the playground or the gym for free time and/or to play an organized activity.

Homework Time, 5:15 - 6:00 pm

Participants will be allowed to work on homework and get assistance from the staff if needed. If they do not have homework, they may play board games, color, read or do any other activity that is quiet and will not disturb those who are working on their homework.

Any questions in regards to the schedule may be directed to Kelli Yogerst, Recreation Director.
262-367-0352 or Kelliy@villageofhartland.com.

Registration / Emergency Form

Village of Hartland Recreation Department

Before and After School & Wednesday Early Release

Before School Care is held on all scheduled days of school from 6:30 - 8:30 am. After School Care is provided on all regularly scheduled days of school and on Early Release Days. After School Care begins once the school day ends and goes until 6:00 pm. Registrations need to be taken or mailed to Village Hall, 210 Cottonwood Ave, Hartland. Any questions please contact Kelli Yogerst, Recreation Director, at kelly@villageofhartland.com or 262-367-0352.

Payer Name _____

Address _____ State _____ Zip _____

Phone _____ Cell _____ Email _____

Student's Name _____

MALE or FEMALE (circle) Birth Date (MM/DD/YYYY) _____

Please circle yes or no. My student needs reasonable accommodations to enjoy this program: Yes or No.
If yes, would you like for us to contact you to share specific details. Yes, please contact me. No, you do not have to contact me.

Before / After School & Wednesday Early Release Program - Emergency Information

Allergies (medical or non-medical): _____

Pre-existing medical condition (applicable to program activities): _____

Medications: _____

Other: _____

Emergency Contacts:

Name:	Relation:	Phone Number:
1.) _____	_____	_____
2.) _____	_____	_____
3.) _____	_____	_____

Before and After School Program Village of Hartland Recreation Department

2020/2021

Mail or drop off Registration Form to 210 Cottonwood Ave., Hartland, WI 53029

Student's Name _____ Month _____

Payer's Name _____

AM OR PM PER CHILD		BOTH AM & PM PER CHILD		AM OR PM PER FAMILY		BOTH AM & PM PER FAMILY	
1 Day	\$13.00	1 Day	\$26.00	1 Day	\$23.00	1 Day	\$47.00
2 Days	\$24.00	2 Days	\$44.00	2 Days	\$43.00	2 Days	\$80.00
3 Days	\$35.00	3 Days	\$59.00	3 Days	\$63.00	3 Days	\$107.00
4 Days	\$44.00	4 Days	\$73.00	4 Days	\$80.00	4 Days	\$132.00
5 Days	\$53.00	5 Days	\$89.00	5 Days	\$96.00	5 Days	\$161.00

Per family rate is two children attending Before and After School Care that are from the same family. If there are more than two children attending Care, contact the Recreation Department for a discounted rate.

IMPORTANT: The Hartland Recreation Department requires a credit card to be on file. If your child attends Before and After School Care on days for which they are not scheduled or paid for, you will automatically be charged **\$20.00 for each AM and PM session they attend**. This charge will be processed the Monday after care was provided. A registration form must be submitted to the Recreation Department, at minimum, on a weekly basis. Registration forms are due the Thursday of the week before your child needs care. Any questions please contact Kelli Yogerst, Recreation Director, at kelly@villageofhartland.com or 262-367-0352.

After School Care will not be provided on Friday, Dec 18, 2020 and Wednesday, June 9, 2021. Before Care will be provided.

Date: _____ AM _____ PM _____	Fee	Cash _____ Check _____ (payable to Village of Hartland)				
Date: _____ AM _____ PM _____		Credit Card Information ____ Mastercard ____ Visa				
Date: _____ AM _____ PM _____		Expiration Date ____/____ Payment Amount _____ Card # _____ CVC # on back of card _____				
Date: _____ AM _____ PM _____		TOTAL:				

All participants are requested to sign the following release. Parent or guardians must sign for minors. I/We the undersigned, do hereby agree to allow the above named to participate in the activity indicated. I/We are aware of and understand that there may be potential risks inherent with participating in any recreational activities and that the Village of Hartland does not provide accident insurance. I/We assume all risks and hazards incidental to such participation including transportation to and from the activities and do hereby waive, release, absolve, indemnity and agree to hold harmless the Hartland Recreation Department employees, staff, and other persons for any and all claims, injuries, liabilities, damage or right of action directly or indirectly arising out of the use of Hartland Recreation Department facilities, equipment, and/or participation in Village of Hartland Recreation Department activities. In the event of medical emergency, I authorize the Recreation Department staff to obtain medical treatment for the above named. I give permission for myself or my child to appear in media/promotion materials approved by the Village of Hartland.

SIGNATURE _____

DATE _____

WEDNESDAYS EARLY RELEASE REGISTRATION FORM

Student's Name _____

Payer's Name _____

Please check the dates you will need care for.			
	September 9		February 3
	September 16		February 10
	September 23		February 17
	September 30		February 24
	October 7		March 3
	October 14		March 10
	October 21		March 17
	October 28		March 24
	November 4		April 7
	November 11		April 14
	November 18		April 21
	December 2		April 28
	December 9		May 5
	December 16		May 12
	January 6		May 19
	January 13		May 26
	January 20		June 2
	January 27		

Total (\$) _____ Cash (\$) _____

Credit Card Number: _____ Exp. Date _____ CVC # _____

Card Holder Signature: _____

All participants are requested to sign the following release. Parent or guardians must sign for minors. I/We the undersigned, do hereby agree to allow the above named to participate in the activity indicated. I/We are aware of and understand that there may be potential risks inherent with participating in any recreational activities and that the Village of Hartland does not provide accident insurance. I/We assume all risks and hazards incidental to such participation including transportation to and from the activities and do hereby waive, release, absolve, indemnity and agree to hold harmless the Hartland Recreation Department employees, staff, and other persons for any and all claims, injuries, liabilities, damage or right of action directly or indirectly arising out of the use of Hartland Recreation Department facilities, equipment, and/or participation in Village of Hartland Recreation Department activities. In the event of medical emergency, I authorize the Recreation Department staff to obtain medical treatment for the above named. I give permission for myself or my child to appear in media/promotion materials approved by the Village of Hartland.

SIGNATURE _____ DATE _____