



2017/2018 BEFORE AND AFTER SCHOOL CARE 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

New this year are payment plans. If you know your child will need care through out 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 6:00 - 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.



QUESTIONS???

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

Village of Hartland Recreation Department

Before and After School Program - Registration / Emergency Form

Before School Care is held on all scheduled days of school from 6:00 - 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 kellyy@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 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.) _____

2017 / 2018

**Village of Hartland Recreation Department
Before and After School Program**

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.

Date: _____ AM _____ PM _____	Fee	Cash _____ Check _____ (payable to Village of Hartland)				
Date: _____ AM _____ PM _____		Credit Card _____ _____ Mastercard _____ Visa				
Date: _____ AM _____ PM _____		Expiration Date ____/____ Payment Amount _____ 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 _____

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, 6:00 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, 6:00 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.