

# Family Handbook



## Before and After School Care Program 4K Wrap Around Program Grades 4K – 5

**CE&Rec**  
Community Education & Recreation

W152 N8645 Margaret Road  
Menomonee Falls, WI 53051  
Phone: 262-255-8460  
FAX: 262-255-8411

[www.fallsrec.org](http://www.fallsrec.org)

**Welcome to Kids INC!**  
**Grades 4K - 5**

**Kids INC is sponsored by the School District of Menomonee Falls  
Community Education and Recreation Department**

We are pleased that you have selected our program for your child. Our goal is to create Individualized Nurturing Care for your child while creating an environment that compliments your child's school day.

The 4k Wrap program is inclusive to students with differing abilities. If your child has special needs, please make sure to provide all pertinent information on the enrollment form.

The staff will make every effort to provide a fun and safe experience for all. However, due to the nature of the program, staff cannot provide one-on-one support or individual care to a child. Students need to be potty trained and independent in the bathroom.

The Kids INC program provides convenient before and after school care at the school your child attends in a safe and supervised environment. Kids INC encourages physical, emotional and social growth through play and recreation. Activities in the program include homework assistance, reading, sports and games, arts and crafts, field trips and so much more!

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**Mission of Menomonee Falls Community Education & Recreation**

Menomonee Falls Community Education and Recreation enhances the quality of life by providing recreational, educational, and social opportunities in partnership with schools, organizations and the community.

# Kids INC Sites

## School Year Sites

### **Ben Franklin**

N81 W14701 Franklin Drive

Kids INC Phone: (414) 651-2048

School Phone: (262) 255-8470

### **Riverside**

W153 N8681 Margaret Road

Kids INC Phone: (414) 587-3271

School Phone: (262) 255-8484

### **Shady Lane**

W172 N8959 Shady Lane

Kids INC Phone: (414) 651-1133

School Phone: (262) 255-8480

### **Valley View**

W180 N8130 Town Hall Road

Kids INC Phone: (414) 587-3270

School Phone: (262) 250-2620

## Drop Off and Pick Up Location

### **Ben Franklin Lower Level**

Please use the main office entrance located on the North side of the building. Parking in the fire lane is prohibited.

### **Riverside Cafeteria**

Please use the entrance located between the Community Center and Riverside School.

### **Shady Lane Cafeteria for 5K-5 & Lower Level for 4K**

Please use the new main entrance on Roosevelt.

### **Valley View Gymnasium**

Please use the entrance located off of the playground.

## **Parent Involvement**

We strongly encourage your input and involvement. Parent involvement greatly impacts the success of the program. Your suggestions and concerns are always welcome.

### **Communications to Families**

We will make every effort to keep an open line of communication with families through the use of e-mail, the website, and information posted at the sites. Registration deadlines, notes from staff, field trip information and more will be posted at your child's site. Please be sure to check the announcements at your child's site on a daily basis.

### **Communicating with Staff**

Your ideas, suggestions, concerns and feedback help us to make continual improvements to our program. You can share your ideas and concerns by:

- Speaking with the staff working at your child's site.
- Contacting the Community Education & Recreation Department at (262) 255-8460.

### **Questions**

If you have questions or concerns regarding the program, please start by discussing the issue with your site supervisor. If this does not provide you with the necessary information or response, please contact the CE and Rec office.

# Important Registration & Fee Information

## How to Register

### Annual Registration Fee Required:

The annual registration fee is required each year, and **is separate from the Summer Kids INC Annual Registration fee**. The Kids INC Annual Registration form can be completed and turned into the CE & Rec office, or registration can be completed online. Once the school year begins, online annual registration is no longer available and must be done in person in the CE & Rec office. **The annual registration fee of \$30 per child for grades 5K – 5, or \$55 per child for the 4K Wrap Around Care Program, is required prior to registering for individual calendar days.**

### Paperwork Required:

If completing School Year Kids INC Annual Registration online at [www.fallsrec.org](http://www.fallsrec.org), all the required information and payment will be gathered during the online registration process. If registering in person, the **Kids INC Annual Registration Form** can be downloaded from our website or picked up at the CE & Rec office, and must be submitted with your payment to the CE & Rec office.

### When to Register for Individual Days of Care

Registration is due by Wednesday. Once annual registration has been completed, you must register your child through the CE & Rec office by 4:30 PM, or online by 10:00 PM, by the Wednesday prior to the week you wish to have your child participate in the program. Registration received after Wednesday will include a \$5 late fee per option. Online registration closes on Sunday at 10:00 PM for the following week.

**There will be a \$10 fee for SAME DAY registration, per instance.**

### Where to Submit My Kids INC Calendar / Registration

1. Online - Please see online registration instructions on page 5. **Note!** Online registration must be completed by 10:00 PM Wednesday for the following week to avoid late fees. Online registration closes on Sunday at 10:00 PM for the following week.
2. Drop box / In person / FAX - Paper Kids INC registration calendars are used if you do not register online. Calendars are available at the CE & Rec office or can be printed from the website. Fees must be turned in with your calendar. Cash, check, or credit card is accepted. **Calendars and payments are not accepted at the Kids INC sites.**



**Students will not be accepted at the Kids INC sites if they are not registered for that day.**

### Registration Fees

1. **Regular Rate – Registration is due by Wednesday.** Register your child through the CE & Rec office by 4:30 PM, or online by 10:00 PM by the Wednesday prior to the week you wish to have your child enrolled in the program to receive the Regular Rate.
2. **Late Rate** - Registrations received after Wednesday prior to the week you wish to have your child enrolled in the program will include a \$5 late fee per option. **Online registration closes Sunday at 10:00 PM for the following week. Day of registration fees will be an additional \$10 per option.**
3. **Late Pick Up Fees** - There will be a charge of \$10 per 15 minutes, or any portion of 15 minutes, starting at 6:00 PM, per child, when children are picked up after 6:00 PM. If children are picked up late more than once, they may be dropped from the program. If you have an emergency and will be late, please notify the Kids INC staff immediately. If your child is not picked up, and you or the other contacts listed cannot be reached, the police may be called.

## Kids INC Fees

### Grades 5K – 5

***The Annual Registration Fee of \$30 per child must be submitted prior to registering your student for individual dates.***

School Year		Minimum of 2 days per week required.	
<b>Before School</b>	<b>After School</b>	<b>Wednesday Early Release</b>	<b>Full Day Care (days when there is no school)</b>
6:30 AM – 8:45 AM	3:45 PM – 6:00 PM	2:30 PM – 6:00 PM	6:30 AM – 6:00 PM
<b>\$10.00 per day</b> \$15.00 if late	<b>\$11.00 per day</b> \$16.00 if late	<b>\$12.00 per day</b> \$17.00 if late	<b>\$39.00 per day</b> \$44.00 if late <b>BF &amp; RS students must attend BF SL &amp; VV students must attend SL</b>
Breakfast can be purchased through the school lunch program for an additional fee.	Includes snack provided by the School District Food Service. Your child may bring an additional snack. <b>No peanut products please.</b>	Includes afternoon snack. Your child may bring an additional snack. <b>No peanut products please. Families may utilize this option only, but must still submit their annual registration form and fee.</b>	Student must bring a lunch. There is no access to refrigerators, microwaves or other heating elements. Morning and afternoon snack is provided. <b>No peanut products please.</b>

### 4K “Wrap Around” Care

***The Annual Registration Fee of \$55 per child must be submitted prior to registering your student for individual dates.***

**Please note: If you will need to drop your child off prior to 8:45 AM, you must also register for the Before School care option, as well as your “Wrap Around” care. If you will be picking up your child after 3:45 PM, you must also register for the After School care option.**

School Year		Minimum of 8 options per month required.	
<b>Before School</b>	<b>Afternoon “Wrap Around”</b>	<b>After School</b>	<b>Full Day Care (days when there is no school)</b>
6:30 AM – 8:45 AM	11:30 AM – 3:45 PM 10:50 AM – 2:30 PM Wed	3:45 PM – 6:00 PM 2:30 PM – 6:00 PM Wed	6:30 AM – 6:00 PM
<b>\$10.00 per day</b> \$15.00 if late	<b>\$30.00 per day</b> \$35.00 if late	<b>\$11.00 per day</b> \$16.00 if late <b>\$12.00 on Wed</b> \$17.00 if late	<b>\$39.00 per day</b> \$44.00 if late
Breakfast can be purchased through the school lunch program for an additional fee.	<b>Student must bring a lunch.</b> There is no access to refrigerators, microwaves or other heating elements. <b>No peanut products please.</b>	Includes afternoon snack. Your child may bring an additional snack. <b>No peanut products please.</b>	Student must bring a lunch. There is no access to refrigerators, microwaves or other heating elements. Morning and afternoon snack is provided. <b>No peanut products please.</b>

# Registering Online for Kids INC

**Register online by Wednesday 10:00 PM for the following week.**

- Visit [www.fallsrec.org](http://www.fallsrec.org).
- Select **Register** from the top horizontal menu bar.
- Sign In with your username, which is your email address, and password by clicking the blue **Sign In** box on the right side. If you have not yet created an account, please select **Create an Account** and follow the prompts. You must create an account for the adult first, and then add your child/children one at a time by selecting **Add a Family Member**. If you do not remember your password, select the **Forgot Password** button.
- Search for your activity. It is recommended you search using the name of the building and Kids INC. Example: Shady Lane Kids INC.
- You may sort your list of Kids INC date offerings by using the drop down menu on the right and selecting **sort by first meeting date**.
- Select the week you wish to enroll your child and select **Enroll Now**.
- Select the name of the child from the drop down menu and select **Continue**.
- Click on the box under each individual date of the option you want to register for during this week and then select **Add To Cart**.
- Follow the prompts and continue through the screens to check out process. You will have the option to continue shopping, register another child for this same activity, or check out.
- Check **Your Daily Schedule** to be sure dates selected are correct. (Directions below)

## Check Your Daily Schedule



Would you like to double check if you registered for the correct Kids INC dates?

- Sign in to your account with your email address and password
- From your **Account Options** page, scroll down and on the right side click on **View Family Members Schedule**
- Enter the date range you are looking for
- From the list of Available Family Members, select the name(s) of the family member(s) you wish to view a schedule for, and select the right arrow to move them to the box on the right
- Under Available Schedule Details, select **FlexReg** to view Kids INC registrations, and click on the box with the two arrows (>>) to move the selected name to the box on the right
- You can also select **Activities** to view any other classes you may have registered for
- Select **View Schedule**.

## Need a receipt or dollar amount for your flexible spending account or taxes?

### Kids INC Registration – Print Tax Receipts

- Sign in to your account following the registration directions listed above.
- Select **My Account**
- Under the **Account Activity** heading select **Print Tax Receipts**
- Select the **Tax Year**
- From the list of Available Family Members, select the name of the adult/parent
- Click on the box with the two arrows (>>) to move the selected name to the box on the right
- Select **Run Report** (This report calculates for the entire calendar year)

### Kids INC Registration – View Account Payment Details

- Sign in to your account following the registration directions listed above.
- Select **My Account**
- Under the heading: **Account Payments Include**, select **View Account Payment Details**
- Select **FlexReg** for Kids INC registrations

- Enter the date range and *Submit* (This report allows you to select a specific date range)

**Federal Tax ID Number: 396003374**

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## **Illness Identification Procedure & Sick Policy**

Children with rashes, fever of 100 degrees or above, vomiting and/or diarrhea, deep cough or respiratory issues should NOT be sent to camp. The parent is responsible for keeping their child home if they have any of those symptoms. Children must stay home until the following happens:

- No sign of fever for 3 days (without use of any medication)
- Cough or breathing problems have subsided
- Vomiting and/or diarrhea has stopped for 2 days

If a child becomes ill during camp time, the parent or authorized person will be called to pick up the child. While waiting for a parent to arrive, the child will be taken to a separate area away from the main activity area with a staff person and made comfortable.

1. A basic first aid kit with supplies will be located at each site.
2. Staff will wash hands before and after working with ill child.
3. Gloves and mask will be worn by staff that is examining the child.
4. Staff will assess and document the child's symptoms in a separate area away from other children.
5. A non-touch forehead thermometer will be available in the first aid kit. The thermometer will be cleaned with an alcohol wipe after every use and returned to the first aid kit ready for the next time it is needed.

NOTE-The Menomonee Falls Community Education and Recreation Department reserves the right not to admit people who pose a communicable disease risk to others.

## **Sign In – Sign Out Policy**

1. For the safety of each child, a parent or guardian must sign their child in and out of the program daily. This requires both your signature and the time you are signing in or out.
2. Your child will be released only to people listed on their Annual Registration Form unless staff has been notified otherwise in writing. Staff may ask to see a photo identification of someone picking up a child they do not recognize.
3. Students cannot be dropped off if they have not been properly registered in advance for the program on that day.
4. Although our staff arrives before the start time of the program to prepare for the day, they are unable to provide care for your child until the official 6:30 AM start time of the program.

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## Other Important Information

### Absences

If your child is registered for the after school or early release program and will not be attending, please call your child's Kids INC site and school office to notify them. It is especially important to notify the site if your child is picked up early from school for any reason.

If your child's name appears on an after school roster and they do not arrive at the program after school, Kids INC staff will investigate immediately by contacting the school office, you, and possibly your emergency contacts.

### Apparel

Children must be adequately dressed for outdoor play. Sandals, jelly shoes, and strapless crocks are not allowed for safety reasons. Boots, hats, gloves, snow pants and socks are required when snow is on the ground.

### Attendance Requirement

Children are required to attend the program a minimum of 2 options per week, for a minimum of 8 options per month, each month of the school year. Failure to comply with the required 8 options per month attendance minimum may result in dismissal from the Kids INC program.

### Field Trips During Full Day Kids INC

Field trips may be scheduled during Full Day Kids INC. By registering your child for the Kids INC program, you give permission for your child to participate in all onsite or offsite field trips planned for the individual Kids INC dates your child is registered for. If you do not want your child to participate in a field trip or special event, please do not register your child for that date. No staff will remain at the sites during field trips.

Admission fees are included in the cost of the daily Kids INC registration fee. Please do not send money with your child on field trip days unless it is noted they can do so. Kids INC staff are not responsible for money that is lost, or monitoring the use of it.

Registration must be submitted by Friday 4:00 PM in the CE & Rec office or via online registration by Sunday 10:00 PM the week before the field trip. Late registration for field trip days will not be accepted. A field trip schedule can be found on the Kids INC page of [www.fallsrec.org](http://www.fallsrec.org) as dates approach.

### Film Viewing

Occasionally movies are shown to students enrolled in the Kids INC program. Unfortunately, due to a changing society, there are not as many G rated films available as there once were. Today, most of the popular children's movies seem to have a PG rating, making it difficult to find G rated movies that hold everyone's interest.

If you have any questions, or are opposed to your child watching a PG rated movie, please speak directly with the Kids INC site staff or contact the CE & Rec office.

### First Aid

Our staff is trained in CPR and First-Aid, and they will act accordingly in emergency situations. If first-aid is administered to your child during the course of the day, such as an ice pack or band-aid, a staff member will notify you upon pick-up of your child. In the case of a more serious situation, you or the proper guardian will be contacted. **Please be sure that your child's emergency contact information is up to date at all times.**

### Full Day Kids INC When School Is Not In Session

During Full Day Kids INC, students who attend Ben Franklin or Riverside must register for the Ben Franklin Kids INC site. Students who attend Shady Lane or Valley View must register for the Shady Lane Kids INC site.



## **Lunch During 4K Wrap Around Care and Full Day Kids INC**

Lunch is not provided. Please send a cold lunch and beverage with your child. Please be advised that there is no access to refrigerators, microwaves or other heating elements.

## **Medications**

We realize that some children have medications to take. As we are not a day care, it is department practice that staff cannot administer or hold any medications. It is up to your child to keep it in his or her lunchbox or backpack, and give him/herself the medication. Staff can remind children to take the medication. Please make staff aware of the medications that your child might have to take. If your child has a "bee sting" epi-pen kit, please let us know on the first day so it can be stored in an easily accessible location, and all staff can be informed about the condition. Parents must complete a Medical Authorization to Administer form available in the CE & Rec office.

## **Missed / Cancelled Dates**

Credit is not given for days your child misses due to illness, disciplinary action, or other circumstances. Once registration has been submitted, credit is not given for canceled dates and fees cannot be transferred from one day to another.

## **Personal Property**

Students are not to bring their own toys to Kids INC. The Kids INC program is not responsible for lost or damaged personal belongings.

## **Snacks**

An afternoon snack is provided. Your child may bring an additional snack. **No peanut products please.**

## **Cancelations Due to Weather**

**If Menomonee Falls Public Schools are closed for the day** - Kids INC will also be closed. Please make alternate arrangements for your child that day. If the school year is extended, Kids INC will extend accordingly. A credit will be given for the closed day.

**If Menomonee Falls Public Schools have a delayed start** - Kids INC will be available from 6:30 a.m. until the start of school.

**When Menomonee Falls Public Schools are dismissed early** - Kids INC will be closed. Please make alternate arrangements for your child.

**When Menomonee Falls Public Schools end at their regularly scheduled time, but all after school activities are canceled** - Kids INC will be closed. Please make alternate arrangements.

### Kids INC Behavior Code of Conduct

In the Kids INC Program we promote positive behavior and treat all children and staff equally. Staff will attempt to avoid discipline problems by planning activities that are fun, educational and appealing, and by arranging the play spaces appropriately. Clear rules will be set. All of the children are expected to follow all of the rules. If a child chooses not to follow the rules, they also choose to have staff implement the behavior code of conduct. Each situation will be handled on a case by case basis. Because of the nature of our program, program staff cannot provide one-on-one support or individual care to a child.

#### Expectations

1. Respect one Another  
Encourage others rather than put them down.
  - Do not use offensive or negative language
  - Respect each other’s personal space
  - Show good sportsmanship and follow the rules
2. Respect the Staff  
Ask permission before switching activities.
  - Address the staff by name only
  - Trust the staff to make good decisions
  - Follow directions properly
3. Respect the Environment  
Always use equipment and furniture for the purpose it was designed.
  - Walk, do not run inside the building
  - Report all broken equipment immediately
  - Care for our outdoor and indoor surroundings

#### Implementation of the Code of Conduct

The following procedures will be followed when disciplining program participants.

- Parents/guardians will receive a verbal description of the behaviors. If the behaviors continue, they will be notified again, and an incident report will be completed.
- Staff will document and communicate the behaviors to the child, parent/guardian, site supervisor and recreation supervisor using the incident report. Parents are expected to discuss the behaviors and work collaboratively with their child and Kids INC staff to correct the behaviors.
- The child may be removed from the program temporarily, depending on the circumstances.
- The child may be removed from the program for the remainder of the year and future enrollment will be evaluated.

In the event that the parents, staff and child are unable to come to a mutually satisfying course of action, or the child’s behavior is deemed a safety concern, CE & Rec reserves the right to ask the parent/guardian to make alternative arrangements. Behavior that puts a child or others at a safety risk will be addressed following the process outlined above. Examples of dangerous behaviors may include, but are not limited to:

- Repeated defiance (not listening, ignoring directions, refusing to do what is asked)
- Leaving supervised areas
- Use of inappropriate language
- Causing physical harm to oneself of others

These types of behaviors could lead to immediate removal or temporary dismissal from the program.

I have read the Kids INC Behavior Code of Conduct and have reviewed and discussed it with my child (ren). I will support and encourage my child to abide by all of the rules and expectations of the Summer Kids INC program. I understand that if my child chooses to disregard the rules, action up to dismissal from the program may occur.

_____	_____
Child’s Name	Site
_____	_____
Child’s Name	Site
_____	_____
Child’s Name	Site
_____	_____
Child’s Name	Site

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date