

Community Education & Recreation Department

SCHOOL DISTRICT OF
MENOMONEE FALLS



Appendix I

July 2024

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Introduction

Welcome to The Community Education & Recreation Department (CE & Rec), a division of the School District of Menomonee Falls. We strive to provide well rounded recreational and educational activities that meet the needs of the entire community. We feel that you have the attitude, personality, and technical qualifications to be an outstanding team member.

You are not only responsible to CE & Rec to do the best job you can, but, most importantly, you are responsible to the citizens of Menomonee Falls. Never allow your attitude to become lax or complacent. We are a service agency, and it is imperative that we set the highest standards in the performance of our duties.

In addition to the SDMF Employee Handbook, this appendix provides additional information specific to CE & Rec employees. If you have any questions, contact your immediate supervisor.

Mission Statement

Enhancing the quality of life by providing recreational, educational, and social opportunities in partnership with schools, organizations, and the community.

Menomonee Falls Community Education and Recreation Department

Located in the Community Center
W152 N8645 Margaret Road
Menomonee Falls, WI 53051

Office Hours:
Monday – Friday
8:00 a.m. to 4:30 p.m.

Phone: (262) 255-8460
Fax: (262) 255-8411
Website: www.fallsrec.org

Program cancellation line:
(262) 255-8376

The School District of Menomonee Falls does not discriminate in employment, program opportunities, or delivery of services. WI Statute, 118.13

Office Staff

Jason Husslein, Director
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Lori Oertel, Older Adult/Volunteer
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Rachel Johnson, Administrative Assistant
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Conduct & Expectations

- Personal cell phone use including text messaging, social media, or internet use is prohibited during your shift. Phone calls should be for emergencies only, and kept to a minimum.
- If you cannot make your scheduled shift:
 - Contact your immediate supervisor
 - If immediate supervisor is not available, leave a message and contact the CE & Rec office.
 - Make every effort to find a replacement.
- Employees should know how to reach their supervisor in an emergency. Keep the CE & Rec office, program coordinator's, recreation supervisor's and director's phone numbers with you.
- Become familiar with the facility you will be using prior to the start of your first class.
- Employees needing access to locked areas (ball boxes, cabinets, closets) will be provided with the appropriate key and/or access badge. All keys and badges must be returned upon the completion of the program.

The School District of Menomonee Falls does not provide accident insurance for program participants. If you are injured during your regularly scheduled work day, please notify your supervisor immediately, and call the Nurse Advantage hotline to start a report.

Coordinators / Site Supervisors / Head Instructors

Materials/Supplies

A request for special equipment or supplies needed for your class should be indicated on your class proposal. All purchases made by an instructor/coordinator must be pre-approved by the CE & Rec Office. prior to ordering, or reimbursement for purchases will not be given.

Prior to Class Start Date

All staff is responsible for contacting the CE & Rec Office. at least one week prior to the start of the program to make arrangements for pick-up of class attendance sheets, rosters, accident and incident reports, evaluation sheets, first-aid kits, and any other needed equipment.

Access to Registration Information

If applicable, an instructor profile will be created for you which will allow you to check class enrollment, print class rosters, and communicate with class participants.

Payroll Information

Payroll Schedule

- Employees are paid on the 15th and the last business day of each month.
- Time cards must be signed by the employee and turned in, or submitted electronically, to the CE & Rec Office no later than the 1st and 16th of the month.
- Hours worked between the 1st and the 15th of the month will be paid on the last business day of the month.
- Hours worked between the 16th and 31st of the month will be paid on the 15th of the following month.
- Employees will not be compensated for cancellations due to inclement weather, low enrollment, or other uncontrollable circumstances.

Supervision Responsibilities

Supervision of Participants

Instructors are expected to arrive at their program site approximately 10 minutes prior to class start time to supervise arriving participants. Students must be supervised from the time they are dropped off until they are picked up. **Under no circumstance should an employee of the CE & Rec Dept. leave a child unsupervised at a site, or transport a participant in their vehicle.**

If a student is not picked up on time, every effort should be made to contact a parent. If you are unable to contact a parent after 15 minutes, contact the following, in the listed order.

1. Direct Supervisor
2. Recreation Supervisor or Director
3. MF Police Department
 - a. Non-Emergency but need a police response 262-446-5070
 - b. Non-Emergency inquiry 262-532-8700

Please notify your supervisor if you experience a consistent problem with a parent/guardian picking their child up late.

Incident Report

An incident report must be completed to document harassment, vandalism, theft, or participant activity that is unusual, disruptive, may need further investigation or follow-up, and does not require first aid. If first aid is needed, an accident report is required.

Accident Report

An accident report **must** be completed in full detail, any time an injury occurs to a class participant or guest. The report must be turned in to your supervisor, or the CE & Rec Office within 24 hours.

Supervision of Facilities

As an employee, you are asked to observe the surrounding areas of your program facility periodically to check that participants are not in danger of injuring themselves or are in non-compliance of rules/policies (i.e. smoking, vandalism, etc.) Please make the custodians and/or the CE & Rec Office aware of any potential safety hazards within the facility.

Program Cancellations Due to Inclement Weather

Indoor Programs

When the School District cancels school, evening activities, or has early release due to winter weather or other conditions, all CE & Rec Dept. programs are canceled. Cancellation information will be communicated via social media, and indicated on our information line (262-255-8376).

Outdoor Programs

On-site coordinators should attempt to make a decision in regards to outdoor programs 30 minutes before the start of each class. Every effort should be made to hold outdoor classes if possible.

Once the decision to cancel has been made, coordinators or lead staff should do the following:

- Seek shelter for any remaining participants and staff until they are picked up.
- Contact the CE & Rec Office to alert them of the cancellation.
- Make sure supplies and equipment are properly stored.

Lightning

Staff should delay all outdoor activity when lightning is detected, and immediately seek shelter. No activity may resume until 15 minutes after the last detected strike.

Heat and Humidity

After a Heat Advisory (heat index of 105 or more) or Heat Warning (heat index of 115 or more) is issued by the National Weather Service, the following actions by supervisors will take place.

1. Approximately 30 minutes prior to the start of any outdoor activity; temperature, humidity, and approximate heat index readings should be taken from the National Weather Service.
 - **Heat Index of 80-89 (Low to Moderate Risk)**
Proceed with scheduled outdoor activity. Monitor participants carefully for necessary action. Encourage additional fluid intake.
 - **Heat Index of 90-104 (Moderate Risk, Use Caution)**
Fluid/shade/rest breaks should be taken every 20-25 minutes. Activity should be modified for less exertion. Consider reducing program length.
 - **Heat Index of 105-114 (High Risk, Use Extreme Caution)**
Fluid/shade/rest should be taken every 15-20 minutes. Reduce program length to no more than 60 minutes per class. Additional instructor breaks. Consider cancelation of youth and senior programs or high exertion activities.
 - **Heat Index of 115-130 (Very High Risk, Cancel all outdoor activities)**
2. Please note that some discretion is granted to supervisors in making decisions as programs with abundant shade, water and frequent breezes may not require above modifications.

Medical Emergencies/Injuries

When calling 911 from a school district phone you must dial 9-911

1. Evaluate the accident scene.
2. If the scene is safe, proceed to victim.
3. If accident is minor - Provide first aid as trained to do so. If you are not trained in first aid, contact additional help. Attempt to contact parent or emergency contact before calling 911.
4. If accident is severe - Call 911.
5. Complete an accident report – Fill in all information in a neat & legible manner.
6. Notify supervisor if there is an emergency, or the injury is significant.

Emergency Procedures

1. The first person to aid a victim at the scene of an accident directs a second person to go for professional help. The first person remains with the victim and provides care, as trained to do so, until professional help arrives.
2. The person in charge will also clear the area of people and any other interference.
3. For the protection of yourself and the victim, be sure to wear gloves in any emergency situation.
4. When 911 has been called, you should contact your supervisor, a CE & Rec Supervisor, or the Director of CE & Rec as soon as possible. This means at home or on their cell, if necessary.
5. If the emergency involved a staff member providing first-aid care involving direct exposure to body fluids, it is crucial that the staff member involved receives medical care within 24 hours of the exposure incident.
6. Never give out any information regarding an emergency situation to participants or the public. All inquiries should be directed to the CE & Rec Office.

Other Policies/Procedures

Fights

Do not physically intervene if physical harm can come to you. Follow the appropriate steps

1. Address any injuries and assist in medical attention; if appropriate call 911.
2. Notify parents, guardians, or emergency contact person.
3. If appropriate, notify police.
4. Administer appropriate discipline action.
5. File incident/accident report.

Missing Person

1. If during school hours, contact the main office to announce the missing person's name over the P.A. system.
2. Search building for missing person.
3. Contact missing person's parent or other family member.

4. After reaching parent or other family member, advise them to contact police if missing person doesn't appear at home.
5. If police arrive at the building, advise them on all known facts relating to the missing person.
6. If person is located, contact parent or other family member.

Power Outage

1. Instructors and class should remain in classroom/gymnasium until further instructions are given.
2. Try to contact custodian, who in turn will contact WE Energies.
3. If evacuation is required, follow evacuation procedures.

Emergency Procedures

Please see the Emergency Procedures on page 9 of this Appendix.

Registration Information

Activity Guide

The CE and Rec Activity Guide is sent out to the community three times per year.

Summer - end of March

Fall - beginning of August

Winter/Spring - end of November

Every effort should be made to become familiar with the current guide, as it contains important information such as: class descriptions, refund policies, registration information, and residency requirements.

Registration/Attendance

Anyone participating in a CE & Rec program MUST be properly registered in the class. In order to provide a safe and conducive class environment for all, students must meet the age, grade or skill level requirements described in the activity brochure. Please notify the office if you suspect a student does not meet required class criteria.

All registrations are completed online, including registrations that are sent to the office by mail, fax, or are dropped off.

If a participant is not on the roster, or does not have a copy of their receipt, contact the office as soon as possible. Do not tell non-registered students you will make room for them if a class is full. Participants may not register at the program site, and instructors are not allowed to take money for registration purposes. All registration and class transfers must be done through the CE & Rec Dept.

Participants who do not attend class on the first day will not automatically be dropped from the class, unless specifically requested by the individual. The office will contact individuals on waiting lists if openings do occur.

EMERGENCY PROCEDURES

WHEN YOU SEE IT, CALL IT



RESPONSES WILL BE DEPENDENT UPON THE SITUATION

LOCKDOWN: LOCKS, LIGHTS, OUT OF SIGHT

Active and immediate threat of great bodily harm

Move indoors to the nearest room
Lower window coverings and turn off lights
Possibly barricade door with furniture
Move away from doors and windows and hide
Evaluate before responding to fire alarm or knock at door
Do not open doors
Maintain absolute silence



LOCKOUT! SECURE BUILDING

Potential threat outside building or disturbance within building

Move indoors
Close and lock doors
Continue activities as normal
Do not open doors until instructed
Follow additional instructions from staff



EVACUATE

Fire or other incident requiring evacuation of building

If instructor led program, instructor lines up participants
Proceed quickly to the nearest emergency exit
Close doors
Move away from the building
If instructor led program, instructor takes attendance
Leave all belongings behind
Follow additional instructions from staff or emergency personnel



SHELTER

Example: Tornado or Hazmat Situation

Tornado

Shelter within building
Move away from windows
Kneel on floor, head down,

Hazmat

Stay in room
Listen for instructions





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262-255-8460 • Fax 262-255-8411
www.fallsrec.org

SAMPLE ACCIDENT REPORT

This report MUST be completed and returned to the Menomonee Falls Community Education and Recreation Department within 24 hrs.

Location Village Park Date 6/25/10 Time 1:00 p.m.

Name Of Injured Person Jake Robinson Sex M Age 8

Address W122 N6382 Westminster Ct. H) Phone 414-882-2299
Menomonee Falls, WI 53051 W) Phone N/A

Describe in detail the nature and extent of the injury Blunt trauma to head and a 1 inch laceration above right eye.

Coordinators Action: Iced, controlled bleeding, contacted Mom.

State cause & type of accident, describing in detail where and how it happened: Jake was sitting on top of the monkey bars when he fell off and hit the ground. No suspected spinal injury.

Did any defect in the area or equipment cause or contribute to the accident? No
If so, describe and indicate what steps have been taken to prevent a similar accident.
N/A

WITNESSES:

Name David Peterson Phone Number 262-251-1416

Name _____ Phone Number _____

Additional Comments: Mom came to pick up Jake and take him to the doctor.

Signed Sophia Troller Date 6/25/10 Time 3:00p.m.

If Injured was a child: Was Parent Notified yes By Whom Sophia Troller Date/Time 6/25/10 @ 1:15 pm



SAMPLE INCIDENT REPORT

Date 6/24/12 Program Name Summer Kids INC Location/Room _____
 Incident Occurred Shady Lane Gym

Incident Date 6/24/12 Incident Time 2:14 p.m.

Problem (check one)

- Abusive Language
 Disruptive Behavior
 Theft Vandalism
 Other

Please explain Incident / Vandalism / Theft / Other in detail. Arnold was throwing water balloons at Kids INC leaders after being told numerous times that water balloons are dangerous and not allowed.

Name of Individual(s) Involved	Age	M/F	Please indicate: Spectator / Participant / Other	Address: Include City & Zip Code	Phone
Arnold West	10	M	Participant	W621 E Park Place	262-251-1112
Mary Northland	29	F	Supervisor	W162 N220 Pine Street	262-256-8448
Bob Hart	20	M	Leader-witness	N81 W6665 Oak Ct.	262-251-8888

Action Taken Water balloons were taken away, Arnold was put in a 10 minute time out.

If others witnessed this incident please list their names: See above

Where was Supervisor / Instructor when incident occurred? On Shady Lane Playground

Was Accident Report completed? Yes No

Report prepared by Jessica Olynic Signature Jessica Olynic Position Youth Program Supervisor
(Please Print)

Was Parent Notified No By Whom N/A Date/Time N/A Name of Parent N/A

School District of Menomonee Falls
 Organizational Chart
 Division – Community Education & Recreation

