



# 2024 – 2025 Parent/Guardian Handbook

*Revised 7/26/24*

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*Dear Parents and Guardians,*

*Welcome to Marinette After School – a new partnership between the Marinette Recreation Department and Marinette School District. Our goal is to create a fun and safe recreation environment for your student(s) to not only learn in, but to thrive in. We believe fully in the philosophy of **education through recreation**. Our recreation program utilizes hands-on, specialty, and academic activities that will keep your student(s) busy and active during their time with us. It is our hope that your student(s) will look forward to coming and not want to leave.*

*This is a school year program that operates Monday through Friday on all Marinette School District school days, we are not in session during school closings, weather closings, or planned days off. Please see our separate program for our "Day Off Day Camp" offerings. To keep fees affordable to everyone and for consistency to our students, we offer a monthly after school program. Our program is offered in monthly sessions throughout the school year.*

*Our Marinette After School is a recreation-based program and looks and feels different from a traditional day-care environment. The information in this handbook will help prepare you and your student(s) for a great school year and help you determine if this program is the right one for your student(s).*

*Please review our Behavior Contract policy with your student(s). It is imperative that all students comply with the Behavior Contract policy to make the program enjoyable to everyone.*

*Please understand due to the nature of our programming all students must be independent with bathroom use and potty-trained. Our Program operates with a one staff to 15 student ratio for students 4K – 4th grade on most days. Due to the nature of our programs, we cannot support a one adult to one student ratio.*

*We will follow all public safety orders issued by our Federal, State and Local Government. The offerings, policy and programs are subject to change at any time pending Government Orders.*

*Thank you, and we are looking forward to a great semester*

*Sincerely,*

Adrienne Lacy  
Recreation Superintendent  
alacy@marinette.wi.us

Katelyn Drust  
Recreation Program Coordinator  
kdrust@marinette.wi.us

## **Welcome to Marinette After School!**

### **Program Location:**

**Community REC Center  
2501 Pierce Ave.  
Marinette, WI 54143  
715.732.2006**

**Cost: \$100/month for first student for  
Before or After School  
\$75/month for each additional student in  
the same household**

**\$150/month for both Before and After  
School  
\$125/ month for each additional student in  
the same household**

**Fees should be paid at the Community REC  
Center or online at [marinette.recdesk.com](http://marinette.recdesk.com)**

**In order to be fully enrolled, the following  
forms must be on file at the REC Center:**

- Child Information Form (can be done online)
- Parent/Camper Behavior Contract
- Authorization to Administer Medication Form (if applicable)

# What is Marinette Before and After School?

## **Before and After School Program**

The before and after school program includes activities that promote health and wellness, academics, enrichment, and recreation.

Marinette Before and After School is for Marinette School District Children in Grades PreK through 4<sup>th</sup> grade. (PreK students may attend, but there will not be transportation midday.)

Students will be bused from Marinette High School to their school at 7:10 am. Students at Marinette Primary and Intermediate Schools will be bused to Marinette High School after school in order to participate in the program.

## **Program Goals**

The goal of our program is to provide students with a healthy, safe, enjoyable, and fun environment. We accomplish this by offering a balance of academics, recreation and social activities focused on healthy choices. The program is designed to enhance physical, social, emotional, and intellectual wellbeing.

## **Daily Schedule**

3:00 – 3:30 pm - Check-in/Snack/Restroom  
3:30 – 4:00 pm – Snack and Homework Time (Grouped by grades)  
4:00 - 4:30 pm – Rotation 1 (Grouped by grades)  
4:30 - 5:00 pm –Rotation 2 (Grouped by grades)  
5:00 –5:30 pm – Large Group Games (all grades)

## **What to Bring**

**Attire:** Please have your student wear appropriate shoes for active games. We also go outside daily, so please plan for the weather.

**Please note:** Marinette Before and After School cannot be held liable for any lost, stolen, damaged or missing items, including any electronic devices such as iPads, cell phones, laptops, etc. Please exercise caution when sending your student to the program with these items. If you need to check the school lost and found, please speak to one of our staff and they can escort you to the lost and found at pick up.

## Activities

### **Homework/Reading**

Typically, 20-30 minutes will be dedicated to homework/reading time for students. Students who do not have homework will play learning games, mind benders and other literacy activities. Staff will help and encourage students to complete their homework.

### **Recreation**

Play is important for the emotional, social, cognitive, and physical development of students. In addition to being critical for general health and a preventative against obesity, play develops life skills for students and communication skills among peers and family members. Each day students will have the opportunity to explore and play different games.

### **Social Emotional Learning (SEL)**

Research shows that SEL not only improves academic achievement, but it also increases prosocial behaviors (such as kindness, sharing, and empathy), improves student attitudes toward school, and reduces depression and stress. At after school, we weave social emotional learning through all areas of the program, through intentional books, activities, art, and games.

### **Specialty**

We will bring in outside entities to introduce new concepts and activities to the students.

## Registration

### **Enrollment Completion**

In order to be fully enrolled in Marinette Before and After School, a student must have the following completed:

- Child Information Form (can be done online)
- Guardian/Student Behavior Contract
- Authorization to Administer Medication Form (if applicable)
- Payment for the current month (a student may not attend without the current month's fees paid in full)

## **Payment Plan**

If registering online, all program fees must be paid in full. If registering at the Community REC Center, the first month's fees must be paid. The remaining fees must be paid before the first of the next month's session. If a student is not paid for the month, they will not be guaranteed a spot that month and their spot could be lost if there are students on the waitlist.

Additional child discounts are NOT available online and must be done by phone or at the REC.

**You may cancel your registration** at any time throughout the year by submitting a written letter of withdrawal to the department. Withdrawal letters may be emailed to [alacy@marinette.wi.us](mailto:alacy@marinette.wi.us) or 2501 Pierce Ave, Marinette, WI 54143. There are no refunds once a month's session has started.

## **Tuition Payment Deadlines**

***We will not provide programming for your student if they are not registered for the session.*** Due to the safety of students, if your student is not on our roster for the month, we will not receive them from school. They will remain in the school office and a school administrator will contact you for immediate pick up.

***We will not pro-rate the program.*** Student must be registered for the full session program and parents/guardians must make staff aware of any days their student(s) will be absent.

## **Program Policies & Requirements**

Due to the nature of our recreation after school program activities we require all persons be **toilet trained, independent with all bathroom needs, and able to work in a group setting and in compliance with our Behavior Contract.**

### **Allergies**

All known allergies or any special dietary needs based on medical condition must be noted on your child's Registration and Health Form. Staff will be notified of all allergies.

## **Behavior**

Children are expected to exhibit appropriate behavior at all times. The following guidelines have been established to ensure Marinette After School is safe and enjoyable for all participants:

- Show respect to all participants and staff.
- Treat others as you would like to be treated.
- Refrain from using profanities and/or derogatory language/nonverbal expressions.
- Physical aggression toward all participants and/or staff is prohibited.
- Do not destroy or damage equipment and supplies.
- Participants are expected to do as they are asked, upon the first request.
- Play hard. Play fair. Have fun.

## **Child Abuse Policy**

The After School staff are trained to spot signs of child abuse, know the appropriate procedures for responding to the suspicion of abuse, and will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the Director will be notified immediately and a report will be made to the appropriate authorities.

## **Code of Conduct for students and their families**

**Unacceptable Conduct** – Such conduct includes but is not limited to the following actions: Defiance of authority, disorderly or disruptive conduct, fighting, foul or abusive language or gestures, illegal gambling, harassing, threatening or intimidating others, loitering, possession of weapons or dangerous articles (as defined by local police/state statutes), possession or use of tobacco in any form, misuse or destruction of any equipment or facilities, setting fires, sexual harassment or assault, repeated tardiness, theft, robbery or extortion, use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance, vandalism, willful disobedience, arrests or convictions in the community, such as an ordinance violation, a misdemeanor, a felony, or a traffic violation on or adjacent to school property, related to person safety or contrary to the program environment, use or possession of laser pens and/or pointing devices, hazing, and bullying.

## **The following procedures will be used in handling discipline situations:**

- **Verbal warning** (with reasons as to why the behavior is inappropriate) and/or redirection of behavior will be the immediate action in correcting inappropriate behavior.
- **Behavior/Incident Report** will be filled out with a detailed



description of the incident and behavior. Staff will document the strategies employed to correct the behavior and this form will be shared with the parent/guardian and program coordinator. Conversations with Program Coordinator, After School staff and Parents/Guardians may take place to identify success strategies and positive reinforcement strategies.

- The **severity of the student's behavior** will determine what actions need to be taken – dismissal from the program. This may include partnering with the Marinette After School team and additional community resources to seek alternative tools and strategies for your student's behavior.
- **In effort to keep all our persons safe, running from staff (leaving without permission) and physical aggression to staff or other students will not be tolerated and will result in immediate dismissal from the program.**

Our approach is to work as a team with day school teachers and staff, Marinette After School staff, Program Coordinators, and Parents/Guardians to work towards appropriate behavior and interactions. Our goal is to ensure that your student is successful within our program setting. We will keep an open line of communication with you regarding your student and ask that you do the same with us. Please feel free to communicate any issues, concerns, strategies, etc. to help us promote the success of your student in the Marinette After School program.

***\*Any violent or physical actions will receive an automatic dismissal from the group and parent/guardian discussion. The City of Marinette Recreation Department reserves the right to dismiss a person whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop.***

### **Confidentiality**

We will strive to keep information about a child or about an incident involving one of our students as confidential as possible. However, the Recreation Department is part of a municipality which is covered by the public records law and certain documents may be required to be released upon request or upon order of the court. We will not discuss incidents involving your child with other program participants or their families unless it is required by law. If that is the case, information on your child will only be shared to the extent necessary to provide necessary information to the other parent/guardian.

### **Early Release Days**

Marinette After School will not operate on early release days.

### **Health/Emergency Information**

It is the responsibility of the parent/guardian of the program person to complete the Student Information Form prior to your student(s) beginning the program (located at the end of the handbook).

Please inform the leaders of any medical (physical or mental) condition that requires consideration by the staff. It is crucial that any special needs/accommodations are communicated with staff for everyone's protection, staff, other persons, and the individual. We will respect your confidentiality.

If your student is injured or ill at Marinette After School and requires more than basic First Aid, we will attempt to contact the parent/guardian or listed emergency contacts. All steps will be taken to assure the safety of your student. If your student is injured and transported to the local hospital, an instructor will stay with your student until you or an emergency contact arrives. The Marinette Recreation Department does not provide medical/hospital insurance coverage for persons participating in sponsored activities and cannot assume responsibility for injury to any persons.

### **Inclement Weather and School Closings**

Marinette After School follows the direction of the Marinette School District during inclement weather closings. When school is called off in the early morning hours, before students arrive, **we will not hold** Marinette Before and After School. When the school district cancels activities during program hours and students are already in the program, we will continue to operate programming, however, we strongly encourage parents/guardians to pick up students immediately following the end of the school day. This is to ensure that all staff and families can get home safely. In the event students are sent home early due to weather closings or for another reason, we will not provide after school programs.

### **Late Pick-ups**

If your child has not been picked-up by 5:30 pm, a late fee **will** be applied. Your child will not be allowed to attend Marinette Before and After School until late pick-up fees are paid in full. If a child is picked-up late from After School on three (3) occurrences, that child will not be permitted to attend any further Marinette Before and After School programs. If your child has not been picked-up after 31+ minutes and the staff has been unable to contact parents/guardians, the proper authorities will be

notified.

**Late Pick-up Fees:**

- 1-15 minutes late: \$10 charge per child
- 16-30 minutes late: \$15 charge per child
- 31+ minutes late: \$25 charge per child

We understand emergencies may occur, if you find yourself in a predicament, please call the Marinette After School phone. This courtesy will alleviate anxiety on the part of the staff and your student.

**Medication Policy**

- Medication will be stored in locked storage box.
- Guardian consent must be on file with staff before medication is administered.
- Medication will be given to student in private by staff.
- Staff will hand student the medication, observe them take it, and look in their mouth to be sure it is swallowed.
- Staff will then document that the medication was taken. Epi-Pen will only be distributed by staff that has been trained in distribution.
- Prescribed medication must be in the original package with the student's name, dose, medication name and physicians name on the bottle. This information must match what is listed on the Authorized to Administer Medication Form signed by the parent/guardian.
- Over the counter medication must be in the original package. Staff will only administer the dosage amount on the package unless the medication is attached to physician orders and signed by the student's physician. The information must match what is listed on the Authorized to Administer Medication Form.
- We cannot administer and do not have access to medication left for the student at the school. Our program is separate from the day school.
- If your student attends our "Day off Day Camp", you must bring the medication with you to that program. Marinette Recreation staff will not transport medication.

***NOTES ABOUT MEDICATION:***

- It is the Parent/Guardian's responsibility to ensure that the medication is available for distribution at the site.
- On "Day off Day Camp" days it is the parent/guardian's responsibility to provide the medication on that day. Marinette After School instructors are not authorized to transport medication

to the REC Center.

### **Non-Discrimination Policy**

The Marinette Recreation Department complies with the Americans with Disabilities Act and will make reasonable accommodations to support inclusive recreation participation. Please contact the REC at 715-732-2006 in advance of participation regarding special accommodation needs.

The Marinette Recreation Department will provide equal access to programs for all participants and will not discriminate against any participant based on sex, race, color, creed, disability, sexual orientation, national origin, or ancestry.

### **Photography Policy**

Please be aware that Marinette After School persons may be photographed or taped for promotional purposes, (i.e., newspapers, Facebook, Twitter, etc.). **Please let the staff know in writing if you do not want your student photographed.**

### **Pick Up Location**

Students can be picked up at the Community REC Center front desk between 3:30 and 5:30 pm. You will sign your student out and they will be brought to the front desk area for you. For the safety of everyone, please do not enter the school itself.

### **Pick Up Policies and Procedures**

For your student's safety and security, we require families to physically sign their student out every day and walk them from the program. **A physical signature from the parent/guardian/authorized pick-up person is required at each pick up.**

You are welcome to contact the REC during the day to get messages to the After School staff. We ask that you please call-in advance if your student will not be attending the program, if someone who is not on the authorized pick-up list is picking them up, or if you are going to be later than 5:30 pm in picking up. You or anyone picking your student up will be asked to show a photo ID as well as crossed checked on the authorized pick-up list to ensure your student's safety. After School staff are not permitted to allow your student to leave with unauthorized adults. Please bring a photo ID with you when are picking up.

If someone who is not listed on the Student Information Form is picking up your student and you have not notified After School staff that your

student will be picked up by someone not listed, we will not release your student with that person until we can receive verbal or written (e-mailed) verification from you. This person will also be asked to show photo ID upon pickup.

### **Snacks**

Snacks will be served to persons daily. Water will be available always, and water breaks will be encouraged. Please indicate on the Student Information Form if your student has any food allergies

## **Day Off Day Camp Offerings**

Day off Day Camps are held when school is not in session for the Marinette School District. Students enrolled in Marinette After School will receive a \$5 discount each day they register for a Day off Day Camp that takes place in the month they are currently enrolled.

Students must be registered before the day of camp and must register in person at the REC in order to receive the discount. Day off Day Camp is held at the Community REC Center.

### ***What is the "Day Off Day Camp?"***

*This is a recreation-based program. Students enjoy a day of play and activity focused on a theme. Camp is from 6:30 am – 5:30 pm. Students must dress for the weather with play in mind - closed toe shoes are required. Due to the nature of our recreation-based program students must be potty trained and able to work independently in a group setting. **All Marinette Before and After School Policy and Procedures apply to this program.***

**"Day off Day Camp" - 24-hour advance-registration is required;** "Day off Day Camp" is **NOT** included in session fees. When the day falls on a Monday, you must be registered by the previous Friday at noon. This program has limited space and fills quickly, therefore, advance registration is required!

***All persons must bring a nonperishable bag lunch/water bottle for Day off Day Camp.***

# Guardian/Student Behavior Contract

The goal of Marinette After School is to provide a safe and fun atmosphere for all students.

**Please take time to read through and discuss our policies on proper character conduct as a family, then take time to sign the contract as this will serve as a guide to disciplinary actions for the school year.**

## Termination Procedure:

If an incident occurs where a camper conducts himself/herself in a manner that does not follow the behavior guidelines or that jeopardizes their safety, or the safety of others, the following steps will be taken:

**First violation:** A staff member will discuss the incident with the child. The child may be removed from part or a whole activity. The parent or guardian will be notified of the incident at the end of the after school day.

**Second Violation:** A staff member will document the incident via an incident report and discuss the incident with the child. The child may be removed from part or a whole activity. The parent or guardian will be notified of the incident at the end of the after school day and asked to sign the documented incident report.

**Third Violation:** A staff member will discuss and document the incident directly with the child. The parent or guardian will receive a phone call and be asked to pick up their child within the hour and the child will be suspended from Marinette After School for one day.

**Fourth Violation:** A staff member will discuss and document the issue directly with the child. The parent or guardian will be contacted immediately to pick up their child within the hour from Marinette After School. A conference will be scheduled with the Department Coordinator, After School Director, and the parent(s) or guardian to discuss a plan of action regarding the poor behavior. The child will be suspended from Marinette After School for up to a week.

**Fifth Violation:** Child will be dismissed and no longer allowed to participate in Marinette After School for the remainder of school year.

## **Circumstances for immediate termination:**

**Physical Violence** – A parent/guardian or emergency contact will be called to pick up their child immediately. A meeting may be necessary and will be determined on a case-by-case basis.

**Intentional Leave** – If a student leaves the program area or building intentionally without permission a suspension or termination may occur, based on the situation.

**Sexual or other harassment** – Parent/guardian will be contacted immediately. Student will be prohibited from future Marinette After School activities.

**Inappropriate Behavior** of a child or parent/guardian that endangers the participant, other children or staff.

**Late Child Pick-Up** (more than 3 occurrences).

**Please do not hesitate to talk to the site staff or recreation staff if you have questions or concerns. The City of Marinette reserves the right to start at the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> violation depending on the severity of the incident. There will be no refunds if a student is asked to leave Marinette After School.**

**Each case is different and all supervisory staff are approved to make appropriate judgment calls.**