



Heyer Elementary School **Rec-Ed Guide**

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Heyer Elementary School Cool Afterschool, Before School and "Day Off" Program



Heyer Elementary School and Waukesha Parks, Recreation & Forestry Department are partnering to bring you the Heyer Cool Afterschool Program. This program will offer a healthy balance of academics, recreation & social activities after regular school hours. The program will be offered on every school "teaching" day, including early release days. A full day program will be offered on non-teaching days. Registration will be done on a monthly basis, parents may register their children for the entire school year by using the WPRF payment plan.

Afterschool: This program will offer a healthy balance of academics, recreation & social activities after regular school hours. The program will be offered on every school "teaching" day, including early release days.

- Hours: Basic School Days – 3:25 – 6:00 pm (parent may pick up their child(ren) anytime before 6:00 pm)
 Days: Program will run Monday – Friday during all "teaching" days; non-teaching days are separate offerings
 Location: Program will be based in the Heyer Gym and use additional rooms as needed – "Day off" Activity Days will be held at the Schuetze Recreation Center, 1120 Baxter St. Waukesha
 Schedule: 3:25 – 3:45 pm – Snack/Restroom Time
 3:45 – 4:15 pm – Outside/Gym Time (group games and/or free time)
 4:15 – 4:50 pm – Homework Club / Quiet Time (homework, tutoring, reading or drawing)
 4:50 – 5:30 pm – Healthy Choices (active group games/sports, arts/crafts, specialty activities)
 5:30 – 6:00 pm – Free Choice (parents picking up children)

Before School Kid Fit Program: One of the primary goals of this morning program is to make exercise a priority among our students and to get students moving before the academic classroom day begins. Studies show that students that exercise on a regular basis before school are more alert, have a quicker response time and are engaged in classroom learning. This program will feature fun, fitness activities, nutrition education and 10 minutes of silent reading before school. **Students must bring a brown bag breakfast. 7:00 – 8:30 am**

"Day Off" Activity Days: Activity days at the Schuetze Recreation Center, 1120 Baxter Street, will be theme based and give your child something exciting and different to look forward to. The Schuetze Building's proximity to downtown and park amenities create many fun possibilities. Specific information on themes will be available the beginning of September.

Specialty Classes: Specialty Class opportunities will be offered on Tuesdays throughout the school year for an additional fee. Afterschool specialty classes are opportunities that can change your life by opening up endless, hands on, learning experiences. Specialty class offerings will include: science, technology, creativity, innovation, teamwork, critical thinking and fun. Information on specialty classes will be available at a later date.

Registration: Registration will be done on a monthly basis, parents may register their children for the entire school year by using the WPRF payment plan. Early Release Day options are also available.

<u>Sessions</u>	<u>Day(s)</u>	<u>Program #</u>	<u>Fee</u>	<u>Notes</u>
Afterschool – 3:25 pm to 6:00 pm				
Session A: September 1-30	21 Basic days*	3400.650	\$130	*includes early release on 9/21/11
Session B: October 3–26	18 Basic days	3400.652	\$108	
Session C: November 1-30	19 Basic days	3400.657	\$ 114	
Session D: December 1-22	16 Basic days	3400.660	\$ 100	*Includes early release on 12/01/11
Session E: January 3-31	20 Basic days	3400.662	\$ 120	
Session F: February 1-29	19 Basic days	3400.665	\$ 114	

Session G: March 1-30	22 Basic days	3400.669	\$136	*Includes early release on 3/8/12
Session H: April 2-30	15 Basic days	3400.671	\$ 90	
Session I: May 1-31	22 Basic days	3400.673	\$132	
Session J: June 1-7	5 Basic days	3400.675	\$ 30	

Before School Kid Fit Program – 7:00 am to 8:30 am

Session A: September 1-30	21 Basic days	3400.651	\$ 105	
Session B: October 3–26	18 Basic days	3400.656	\$ 90	
Session C: November 1-30	19 Basic days	3400.659	\$ 95	
Session D: December 1-22	16 Basic days	3400.661	\$ 80	
Session E: January 3-31	20 Basic days	3400.664	\$ 100	
Session F: February 1-29	19 Basic days	3400.668	\$ 95	
Session G: March 1-30	22 Basic days	3400.670	\$ 110	
Session H: April 2-30	15 Basic days	3400.672	\$ 75	
Session I: May 1-31	22 Basic days	3400.674	\$ 110	
Session J: June 1-7	5 Basic days	3400.676	\$ 25	

“Day-Off” Activity Days – Held at the Schuetze Recreation Center 7:30 am to 6:00 pm

October 27	3400.653	\$25	Schuetze Rec. Center
October 28	3400.654	\$25	Schuetze Rec. Center
October 31	3400.655	\$25	Schuetze Rec. Center
November 23	3400.658	\$25	Schuetze Rec. Center
January 20	3400.663	\$25	Lowell/North High School
February 23	3400.666	\$25	Schuetze Rec. Center
February 24	3400.667	\$25	Schuetze Rec. Center

**After careful consideration of the price and daily management/planning of program, the decision has been made not to pro-rate the program. Children need to be registered for the full monthly program and parents should make afterschool staff aware of any days their children will not be in attendance. A complete Parents Afterschool Handbook will be distributed in mid-summer.

For additional information, call WPRF at 262-524-3737.



Heyer Elementary School Specialty Classes

Afterschool specialty classes are opportunities that can change your life by opening up endless, hands on, learning experiences. Specialty class offerings will include: Science, technology, creativity, innovation, teamwork, critical thinking, and fun.

Children currently enrolled in the Afterschool program are automatically registered for specialty classes that fall within the registered time frame.

Students will check-in with our Afterschool staff in the gym, have a quick snack and will be walked to the program area. Please note: Participants that are only registered for specialty classes may be picked up after the program or stay and attend the Afterschool program (until 6:00 pm).

If you choose to participate in a specialty class independent from the Afterschool program, you must complete a registration form and mail, drop off, or fax your form to:

City of Waukesha Parks, Recreation and Forestry Department
1900 Aviation Dr.
Waukesha, WI 53188
Fax: (262)524-3713

24 hour drop box – 1900 Aviation Dr., Waukesha WI (drop box is located near the flagpole).

GPS - Geocaching

Hunt, search, explore, and find! Come join us as we explore the world of Geocaching with the use of handheld GPS units and our own little twist on this fun and exciting activity. Participants will learn how to use a GPS unit, find treasures on site and create high tech treasure hunts for other participants.

CLASS #	DATE	DAY(S)	TIME	FEE
3401.550	11/29 & 12/6	Tu	3:45 – 4:45 pm	\$12.00* (*no charge to Afterschool participants)
Location: Gymnasium			Min: 1 Max: 20	
Instructor: WPRF Staff				

Design Challenge: Recyclable Sled Race

Ready, Set, Go! Sled Race participants will be working together as a group to assemble the fastest and most creative sleds made only of recyclable materials (cardboard, tape, and rope)! Kids will work with their Sled Design Specialist to learn about the physics principals behind sledding and apply them to their design. Then, on Friday, January 20th at 5:30 pm, join us at the Waukesha JanBoree where students will race their sleds against five other Afterschool Sites!

Please note:

- Friday, January 20th is a “Day Off” (Teacher Record Day) – The “Day Off” Theme is Winter Wonderland – Students may participate in this all day program for \$25.00 (must pre-register). All Students will meet at the Heated Lowell Park Shelter for a day of fun (Tobaggan Runs, Broom Ball, Snow Sculpting Competition, Hot Chocolate, Hot Dog/Chips/Cookie for Lunch, Crafts, Board Games, and More).
- Participants can attend the race with their parents or other adult – recommended arrival time 5:00 pm (no fee for participation in the race).
- Day Off participants will have the option of being involved with a Live Channel 4 broadcast with John Malan.

DATE	DAY(S)	TIME	FEE
1/3 – 1/19	M-F	3:45 – 5:00 pm	*no charge to Afterschool participants
<i>Those wishing to participate in this design challenge must register for the January Afterschool program.</i>			

Location: Gymnasium
Instructor: WPRF Staff, Sled Design Specialist
Min: 1 Max: 20

Project Wet and Wild Workshop

If you love nature, you will love what the “WILD” teachers have to offer. Join us for a fun, energetic, interactive workshop that will assist participants in their awareness, knowledge, skills, responsible behavior, and constructive action for wildlife, water, and the environment.

Topics will include: The appreciation of wildlife; human values and wildlife; wildlife and ecological systems; wildlife conservation; cultural and social interactions with wildlife; wildlife issues and trends and wildlife and responsible human actions.

CLASS #	DATE	DAY(S)	TIME	FEE
3401.551	2/7-2/28	Tu	3:45 – 4:45 pm	\$24.00*

(*no charge to Afterschool participants)

Location: Gymnasium

Min: 1 Max: 20

Instructor: Nick Bieschke and Theresa Jashinsky, Department of Natural Resources Certified Project Wet and Project Wild Instructors

Kids Can Knit

In this program, participants will discover the art of knitting in a kid-friendly environment. Not only will they explore their artistic side but they will also learn a life long hobby that improves dexterity, focus, concentration, math skills (patterns, proportions, geometric possibilities of shaping), science (dyeing, techniques for identifying unknown fibers, botany of bast fibers, elasticity), and increases knowledge of global environment (global resources, third world handwork methods).

CLASS #	DATE	DAY(S)	TIME	FEE
3401.552	4/3-4/24	Tu	3:45 -4:45 pm	\$30.00*

(*no charge to Afterschool participants)

Location: Gymnasium

Min: 1 Max: 20

Instructor: Michele Steinbacher, Community and Private Knitting Instructor

Design Challenge: Milk Carton Boat Regatta

Students will create boats using milk cartons. This challenge will encourage students to use science, math and industrial arts applications to design, test, and build their boat, while also fostering leadership, responsibility, teamwork, creativity, and motivation. On Thursday, June 7th students will enjoy an evening of camaraderie, pride, and sense of accomplishment as the designs are tested at Buchner Pool. We hope your whole family will put on their suits, dust off the pom poms, and join us for the 1st annual Milk Carton Regatta.

Please note:

- Thursday, June 7th is the last day of school. We will hold the Regatta/family open swim from 6:30 to 8:00 pm at Buchner Pool (no charge).
- Students will race their boats against five other Afterschool Sites.
- Participants must have a parent or other adult present to participate in the Regatta – siblings are invited to attend.

DATE	DAY(S)	TIME	FEE
5/1-6/6	M-F	3:45 – 5:00 pm	*no charge to Afterschool participants

Those wishing to participate in this design challenge must register for the May/June Afterschool program.

Location: Gymnasium (Buchner Pool 6/7)

Min: 1 Max: 20

Instructor: WPRF Staff, Boat Design Specialist

Cool Afterschool and Before School Kid Fit REC program

Welcome to the 2011/2012 Waukesha Parks, Recreation and Forestry Department Cool Afterschool “Rec” program held in cooperation with the Waukesha School District. We are excited to offer this opportunity!

This handbook has pertinent information regarding the program. This information will help prepare you and your child for a great school year! If you have any further questions after reading this handbook, please feel free to contact us at anytime.

Sincerely,

Mary Berg
Recreation Supervisor
262-524-3718

Brad Kuntz
Recreation Coordinator
262-524-3712

General Information – Registration Related Questions

City of Waukesha Parks, Recreation & Forestry Department
1900 Aviation Drive
Waukesha, WI 53188
262-524-3737 (phone)
262-524-3713 (fax)
www.ci.waukesha.wi.us

<p>Office Hours</p> <p>Monday – Friday 8:00 am – 4:30 pm</p>

Cool Afterschool “Rec” Cell Phone Numbers - Active from 3:15 to 6:00 pm (messages can be left for the leaders on these phones as well)

Bethesda Elementary School – 730 S. University Drive, Waukesha
Cell Phone: **262-993-2539**

Hawthorne Elementary School – 1111 Maitland Dr, Waukesha
Cell Phone: **262-993-5391**

Prairie Elementary School – 1801 Center Road, Waukesha
Cell Phone: **262- 993-5343**

Banting Elementary School- 2019 Butler Drive, Waukesha
Cell Phone: **262-225-7417**

Waukesha Stem Academy Randall Campus Elementary School-114 South Charles St. Waukesha
Cell Phone: **262-225-7418**

Waukesha Stem Academy – Saratoga Campus, 130 Walton Ave Waukesha
Cell Phone: **262-349-1576**

Heyer Elementary School – 1209 Heyer Dr, Waukesha
Cell Phone: **262-349-3738**

Mission Statement

The City of Waukesha Parks, Recreation and Forestry is responsive and committed to providing essential park, recreation and urban forestry services making our community a desirable place to live, work and play.

The Staff

The Cool Before and Afterschool teachers are men and women, college age, parents, and or college graduates who truly enjoy working with children. They all have experience working with students in a school setting, attend training prior to the program, and are certified in CPR and First Aid. Teachers are responsible for planning and supervising all after school activities.

Program Goals & Structure

The primary goal is to provide the children with a healthy, safe, enjoyable, and fun environment. This goal is accomplished by offering a balance of academics, recreation, and social activities focusing on healthy choices. The program is designed to enhance your child(ren) physically, socially, emotionally, and intellectually.

Daily Schedule: (Different activities will be introduced on a weekly basis)
Please note activities are subject to change in the event of inclement weather.

Bethesda, Banting, Prairie, Hawthorne, Heyer:

3:25 – 3:45 pm - Check In, Snack and Restroom Time

3:45 – 4:15 pm - Outside/Gym Time (Group Games and/or Free Time)

4:15 – 4:50 pm - Homework Club/Quiet Time (homework, tutoring, reading or drawing)

4:50 – 5:30 pm - Healthy Choices (Active Group Games, Arts and Crafts and Specialty Activities)

5:30 – 6:00 pm - Free Choice (parents picking up their children)

Randall:

2:45 – 3:00 pm – Check-In, Snack/Restroom Time

3:00 – 6:00 pm – Rotations: Outside/Gym Time (group games, healthy choices and/or free time), Homework Club / Quiet Time (homework, tutoring, reading or drawing).

Early Release Days

Specialty programs will be held on Early Release days (included in monthly fees).

Themes:

9/21 - Soccer Stars

12/1 - It's better to give than receive

3/8 - Wild, Wild, West

Non-school Days

Specialty programs (listed below) will also be held on non-school days. These programs will run from 7:30 am until 6:00 pm at the Schuetze Recreation Center, 1120 Baxter St. for an extra fee of \$25. Pre-registration required- this is **NOT** included in monthly fee.

- 10/27 - Willy Wonka
- 10/28 - Fall Festival
- 10/31 - Fall Festival (Carnival Games)
- 11/23 - A Day of Thanks
- 1/20 - Winter Wonderland

Please Note: Winter Wonderland will be held at Lowell Park (2201 Michigan Ave)

- 2/23 - Magic Workshop
- 2/24 - Magic Workshop

Specialty Classes

Afterschool specialty classes are opportunities that can change your life by opening up endless, hands on, learning experiences. Specialty class offerings will include: Science, technology, creativity, innovation, teamwork, critical thinking and fun.

Children currently enrolled in the Afterschool program are automatically registered for specialty classes that fall within the registered time frame.

Students will check-in with our Afterschool staff in the gym, have a quick snack, and will be walked to the program area. Please note: Participants that are only registered for specialty classes may be picked up after the program or stay and attend the Afterschool program

If you choose to participate in a specialty class independent from the Afterschool program, you must complete a registration form and mail, drop off, or fax your form to:

City of Waukesha Parks, Recreation and Forestry Department
1900 Aviation Dr.
Waukesha, WI 53188
Fax: (262)524-3713

24 hour drop box – 1900 Aviation Dr., Waukesha WI (drop box is located near the flagpole)

Specialty Events

Recyclable Sled race- January 20th – Participants can attend the recyclable sled race at Lowell Park with their parents or other adult – recommended arrival time 5:00 pm (no fee for participation in the race)

Lowell Park address: 2201 Michigan Ave.

Milk Carton Boat Regatta - June 7th (the last day of school)- We will hold the Regatta/family open swim from 6:30 to 8:00 pm at Buchner Pool (no charge).

Buchner Pool Address: 223 Oakland Ave.

Payment Plans

Credit card payment plans are available for families. Families must complete the payment plan form, pay for the first month of the program and will be billed monthly on the date listed on the plan. A receipt will be sent to your home once your credit card is charged. You may opt out of the payment plan at any time throughout the year by submitting a withdrawal letter to the department.

Parents or guardians who have late payments on their payment plan more than three times during the school year, will be suspended from the payment plan and will be asked to register their child(ren) on a monthly basis with payment required at time of monthly registration.

Financial Assistance Program

Financial assistance is available for individuals that meet the department requirements. Please contact the department for more information (262)524-3737.

Homework Club/Quiet Time - Assignment Books

Program leaders will be reviewing the participant's assignment books and will work to help/encourage children to complete their homework. Please note: Participants may not be able to complete all their homework in the allotted time – please follow up with your child to make sure all homework is completed. Parents will need to initial assignment books and/or follow the procedures set forth by their child's teacher.

Assignment Books:

Grades 2-5 at **Prairie**

Grades 3-5 at **Hawthorne**

Grades 3-5 at **Bethesda**

Grades 2-5 at **Banting**

Grades 2-5 at **Waukesha Stem Academy Randall Campus**

Grades 2-5 at **Heyer**

Participant's that do not have homework assignments will silently read, play board games, cards, draw or craft in a separate area.

Health/Emergency Information

It is the responsibility of the parent/guardian of the program participant to complete the enclosed Child Information Form prior to your child(ren) beginning the program.

Please inform the leaders of any medical (physical or mental) condition that requires consideration by the Recreation Department staff. You need to identify these special needs for everyone's protection; staff, other participants, and the individual. We will respect your confidentiality.

If your child is injured or ill at Cool Afterschool "Rec" 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 and welfare of your child. If your child is injured and transported to the local hospital, a Cool Afterschool "Rec" staff person will stay with your child at all times until you or an emergency contact arrive.

The City of Waukesha Parks, Recreation & Forestry Department does not provide medical/hospital insurance coverage for persons participating in sponsored activities and cannot assume responsibility for injury to any participants in its recreation programs.

Medication Policy

1. Medication will be stored in locked storage box.
2. Parental consent and Physician Order must be on file with staff before medication is administered.
3. Medication will be given to student in private by staff.
4. Staff will hand student the medication, observe them take it, look in their mouth to be sure it is swallowed.
5. Staff will then document that the medication was taken.
6. It is the Parent/Guardian responsibility that medication is available for distribution at the site.

Epi-Pen will only be distributed by staff that has been trained in distribution.

Americans with Disabilities Act

We comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of disability. We will make reasonable accommodations for individuals with disabilities who meet essential eligibility requirements for the desired program. Individuals with disabilities are encouraged to contact the Parks, Recreation & Forestry Department.

Snacks

Snacks (pretzels, popcorn, crackers, etc.) and apple juice/lemonade will be served to participants on a daily basis.

Water will be available at all times, and water breaks will be encouraged.

Code of Conduct

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 or any WPRF 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 WPRF property, related to participant 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:

1. 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.
2. Time-outs will be given if behavior is not corrected. A second time out on the same day will result in a discussion with parents. (immediate supervisor should be notified)
3. The severity of the child's behavior will determine what actions need to be taken – possibly dismissal from the program.

*Any violent or physical actions will receive an automatic removal from the group and parent discussion. The City of Waukesha Parks, Recreation and Forestry Department reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop.

What to Bring

Attire: Unfortunately, we will not have access to the children's gym shoes. Please have your child wear appropriate shoes for active games.

Photograph Policy

Please be aware that WPRF participants may be photographed or taped for promotional purposes, (ie. WPRF activity guide, Channel 25, newspapers). Please let the staff know if you do not want your child photographed.

Transitions and Pick Up Procedures:

Transitions

- Staff will check students in
Hawthorne: Grades K-3 will be "picked up" from the classroom by one of the instructors.
Grades 4 and up come directly from their classroom to the program (special care will be taken with the children that are not attending on a daily basis).

Prairie: Kindergartners will be "picked up" from the classroom by one of the instructors.
Grades 1 and up come directly from their classroom to the program – north side of gymnasium (special care will be taken with the children that are not attending on a daily basis).

Bethesda: K-1 will be "picked up" from the classroom by one of the instructors.
Grades 2-6 come directly from their classroom to the program (special care will be taken with the children that are not attending on a daily basis).

Banting: Kindergartners will be "picked up" from the classroom by one of the instructors.
Grades 1 and up come directly from their classroom to the program – north side of gymnasium (special care will be taken with the children that are not attending on a daily basis).

Randall Stem Academy – Randall Campus: Kindergartners will be "picked up" from the classroom by one of the instructors.
Grades 1 and up come directly from their classroom to the program – gymnasium (special care will be taken with the children that are not attending on a daily basis).

Heyer: K-1 will be "picked up" from the classroom by one of the instructors.
Grades 2-6 come directly from their classroom to the program (special care will be taken with the children that are not attending on a daily basis).

Pick Up

- When picking up your child(ren), parents/guardians must walk to the designated “Meeting Area” and sign-out your child(ren)
Hawthorne: Weather dependant – Gym/Classroom #15 or Playground
Prairie: Gym or Outdoor shelter
Bethesda: Gym or Playground
Banting: Gym or Outdoor shelter
Randall Stem Academy – Randall Campus: Gym, Playground or Library
Heyer: Gym or Outdoor shelter
- Children cannot be dismissed without a parent/guardian signing them out, unless written permission is given by parent. We realize some children may be walking or biking home, which is fine, once we have written parental permission. If anyone other than the parent/guardian is picking up your child(ren) that person must be authorized to do so on the Child Information Form or written permission must be received prior to this special pick-up.

Late Pick Ups

We ask that you be observant of your pick up time and arrive before the program closes for the day. All children must be signed out on the daily sign-out sheet. Any parent that arrives late in picking up will be assessed a fee. This fee is \$5.00 for every 15 minutes or fraction thereof. This fee will be paid the day of.

We understand emergencies may occur, so if you find yourself in such a predicament, please call the Cool Before and Afterschool “Rec” phone. This courtesy will alleviate anxiety on the part of the staff and your child. Continuous late pick-ups will result in the dismissal for Late Pick-up care.

Cool Before and AferSchool “Rec” Phone Number

Please utilize the Cool After School “Rec” phone number when your child will be sick, or not attending the program. Your child’s safety, health and status are very important to us.

Kid Fit Before School Program

Program Goals & Structure

Bethesda, Banting, Prairie, Hawthorne, Heyer

7:00 to 8:00 am - Fun Fitness Activities

8:00 to 8:20 am - Brown Bag Breakfast (Milk is provided)

8:20 to 8:30 am - Silent Reading

Randall

6:45 to 7:15 am - Fun Fitness Activities

7:15 to 7:35 am - Brown Bag Breakfast (Milk is provided)

7:35 to 7:45 am - Silent Reading

Reading Log

We will be providing ten minutes of silent reading in efforts to increase students' enjoyment of reading and help develop better skills in comprehension, spelling and vocabulary. Each student will keep a reading log.

Exercise Log

The Before School Kid Fit program is going to attempt to go "Around the World in 180 days". Our "Exercise Around the World" program will begin on the first day of school with the group accumulating miles by exercising and recording those miles into their very own exercise log. We will be celebrating our success along our journey "Around the World." We hope this proves to be a challenge and a fun activity for your child.

Goal: 20,494 Miles

Celebrations will be held as we visit each destination:

Route Details

New York, USA to London, England: 3459 miles

London to Suez, Egypt: 2232 miles

Suez, Egypt to Bombay, India: 2627 miles

Bombay, India to Calcutta, India: 1033 miles

Calcutta, India to Hong Kong, China: 1649 miles

Hong Kong, China to Yokohama, Japan: 1772 miles

Yokohama, Japan to San Francisco, USA: 5159 miles

San Francisco, USA to New York, USA: 2563 miles

What to Bring

Please bring a brown bag breakfast and book. Milk will be provided. If you are at a site in which you receive breakfast, our staff will escort you to that area. Exercise log sheets can be turned in at the beginning or end of week. Please have your child wear appropriate shoes for active games.

Drop Off

- Parents must walk children to the Gym
- Sign your children in when arriving

**Thanks for joining us at Cool Afterschool "Rec" and Kid Fit Before School Program;
we're looking forward to a great year!**





Cool Before and Afterschool Program – Heyer Elementary School

Payment Plan Agreement 2011/2012

A payment plan is available to parents or guardians wishing to register their child(ren) for Heyer Elementary Before or Afterschool Program. Payee agrees to the following noted fees charged to credit card listed below. Monthly payment cycles will be scheduled to facilitate payments during the school year. Please note payment dates.

Session A: September – payment due at time of registration.
Session B: October – payment charged on September 26
Session C: November – payment charged on October 24
Session D: December – payment charged on November 21
Session E: January – payment charged on December 27

Session F: February – payment charged on January 23
Session G: March – payment charged on February 20
Session H: April – payment charged on March 26
Session I: May – payment charged on April 23
Session J: June – payment charged on May 21

Name on Credit Card _____ Address _____ City _____ State _____ Zip _____

Home Phone _____ Work/Day Phone _____ Email _____

Program Participant Name _____ (child #2) _____ (child #3) _____

Child's Date of Birth _____ (child #2) _____ (child #3) _____

Session A:
Afterschool

			Fee		# of children		Total	
<input type="checkbox"/>	September 1 – 30 (21 days)	3400.650	Fee:\$130*	\$ _____	x	_____	\$ _____	*includes early release 9/21/11

Before School Kid Fit

<input type="checkbox"/>	September 1 – 30 (21 days)	3400.651	Fee:\$105	\$ _____	x	_____	\$ _____
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Payment Total due at time of registration \$ _____

Session B:
Afterschool

<input type="checkbox"/>	October 3 – 26 (18 days)	3400.652	Fee:\$108	\$ _____	x	_____	\$ _____
<input type="checkbox"/>	October 27	3400.653	Fee:\$ 25	\$ _____	x	_____	\$ _____
<input type="checkbox"/>	October 28	3400.654	Fee:\$ 25	\$ _____	x	_____	\$ _____
<input type="checkbox"/>	October 31	3400.655	Fee:\$ 25	\$ _____	x	_____	\$ _____

Before School Kid Fit

<input type="checkbox"/>	October 3 – 26 (18 days)	3400.656	Fee:\$ 90	\$ _____	x	_____	\$ _____
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Payment Total Charged to Credit card on 9/26/11 \$ _____

Session C:

Afterschool

<input type="checkbox"/> November 1 – 30 (19 days)	3400.657	Fee:\$114	\$ _____	x	_____	\$ _____
<input type="checkbox"/> November 23	3400.658	Fee:\$ 25	\$ _____	x	_____	\$ _____

Before School Kid Fit

<input type="checkbox"/> November 1 – 30 (19 days)	3400.659	Fee: \$ 95	\$ _____	x	_____	\$ _____
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Payment Total Charged to Credit card on 10/24/11 \$ _____

Session D:

Afterschool

<input type="checkbox"/> December 1– 22 (16 days)	3400.660	Fee: \$100*	\$ _____	x	_____	\$ _____	*Includes early release on 12/1/11
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Before School Kid Fit

<input type="checkbox"/> December 1– 22 (16 days)	3400.661	Fee: \$80	\$ _____	x	_____	\$ _____
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Payment Total Charged to Credit card on 11/21/11 \$ _____

Session E:

Afterschool

<input type="checkbox"/> January 3 – 31 (20 days)	3400.662	Fee: \$120	\$ _____	x	_____	\$ _____
<input type="checkbox"/> January 20	3400.663	Fee:\$ 25	\$ _____	x	_____	\$ _____

Before School Kid Fit

<input type="checkbox"/> January 3 – 31 (20 days)	3400.664	Fee: \$100	\$ _____	x	_____	\$ _____
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Payment Total Charged to Credit card on 12/27/11 \$ _____

Session F:

Afterschool

<input type="checkbox"/> February 1 – 29 (19 days)	3400.665	Fee:\$ 114	\$ _____	x	_____	\$ _____
<input type="checkbox"/> February 23	3400.666	Fee:\$ 25	\$ _____	x	_____	\$ _____
<input type="checkbox"/> February 24	3400.667	Fee:\$ 25	\$ _____	x	_____	\$ _____

Before School Kid Fit

<input type="checkbox"/> February 1 – 29 (19 days)	3400.668	Fee:\$95	\$ _____	x	_____	\$ _____
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Payment Total Charged to Credit card on 1/23/12 \$ _____

Session G:

Afterschool

<input type="checkbox"/> March 1 – 30 (22 days)	3400.669	Fee: \$136*	\$ _____	x	_____	\$ _____	*Includes early release on 3/8/12
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Before School Kid Fit

<input type="checkbox"/> March 1 – 30 (22 days)	3400.670	Fee: \$110	\$ _____	x	_____	\$ _____
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Payment Total Charged to Credit card on 2/20/12 \$ _____

			Fee		# of children		Total
<u>Session H:</u>							
<u>Afterschool</u>							
<input type="checkbox"/>	April 2 – 30 (15 days)	3400.671	Fee: \$90	\$ _____	x	_____	\$ _____
<u>Before School Kid Fit</u>							
<input type="checkbox"/>	April 2 – 30 (15 days)	3400.672	Fee: \$75	\$ _____	x	_____	\$ _____
Payment Total Charged to Credit card on 3/26/12							\$ _____

<u>Session I:</u>							
<u>Afterschool</u>							
<input type="checkbox"/>	May 1 – 31 (22 days)	3400.673	Fee: \$132	\$ _____	x	_____	\$ _____
<u>Before School Kid Fit</u>							
<input type="checkbox"/>	May 1 – 31 (22 days)	3400.674	Fee: \$110	\$ _____	x	_____	\$ _____
Payment Total Charged to Credit card on 4/23/12							\$ _____

<u>Session J:</u>							
<u>Afterschool</u>							
<input type="checkbox"/>	June 1 – 7 (5 days)	3400.675	Fee: \$30	\$ _____	x	_____	\$ _____
<u>Before School Kid Fit</u>							
<input type="checkbox"/>	June 1 – 7 (5 days)	3400.676	Fee: \$25	\$ _____	x	_____	\$ _____
Payment Total Charged to Credit card on 5/21/12							\$ _____

Payment Information (please print):

Please check one: ___ Visa ___ Mastercard

Credit Card Number _____ Expiration Date _____

Authorized Signature _____

City of Waukesha Parks, Recreation & Forestry Department

**Authorization to Administer
Prescribed Medication**

PARENTAL CONSENT

Name _____ Birthdate _____

Address _____ Cool School "Rec" site _____

Parent/Guardian _____

Phone (Home) _____ (Work) _____

(Cell) _____ (Pager) _____

I give permission for my son/daughter to receive the prescription medication authorized by his/her physician.

I give permission to share this information with appropriate WPRF Staff. I will:

- Deliver medication to Cool School "Rec" Staff in a **pharmacy-labeled** container.
- Maintain a sufficient supply of medication at school.
- Obtain a new authorization form if any changes occur with this medication.
- Pick up any unused medication.

Parent/Guardian Signature Date

PHYSICIAN ORDER

I am prescribing medication for _____ which is as follows:
Child's Name

Name of Medication	Dosage	Form of Administration	Time	Possible Adverse Side Effects

****FOR INHALED MEDICATIONS ONLY – CHECK APPROPRIATE LINE**

_____ In my opinion, this student demonstrates the ability to carry and self-administer the above medication.

_____ In my opinion, this student SHOULD NOT carry and self-administer the above medication.

The above order shall remain in effect through the end of the Cool School program unless discontinued or changed by me or the parent/guardian withdraws the request in writing.

Physician's Name _____ Phone _____

Physician's Signature _____ Date _____

REGISTRATION FORM – MAIL/DROP-OFF/FAX



Mail/Drop-Off to: City of Waukesha Parks, Recreation & Forestry Dept, 1900 Aviation Drive, Waukesha, WI 53188
Fax to: 262-524-3713
Please make additional copies of this form as needed.

1. Registering Adult (Parent or Guardian), please PRINT AND FILL OUT FORM COMPLETELY

Last Name _____ First Name _____
 Address _____ City / Zip _____
 Home Phone _____ Work / Day Phone _____ Cell Phone _____
 E-Mail Address _____ Special Considerations (medications, disabilities, etc.) _____

Emergency Name & Phone (if no one answers to the above numbers) _____ Relationship to registrant (s) _____
 If more than one parental home or other special circumstance, give name, address home/work phone below:

One Form per Household

2. Fill in programs for each participant

FOR YOUTH SPORTS ONLY

Class Number	Class Name	Participant Last Name	Participant First Name	M / F	Date of Birth	Grade '10 – '11	School Attending '10 – '11	T-Shirt Size	Fee
									\$
									\$
									\$
									\$
									\$
									\$

3. Authorization to participate and for Emergency Medical Treatment

I, as the participant or parent/legal guardian of the above named child, hereby give permission for his/her/my participation in the above listed activity(ies). I further authorize, without my prior approval, the rendering of any emergency medical treatment that may be necessary due to his/her/my participation in the activity (ies).

Participant or Parent/Guardian Signature _____ Date _____

4. Payment Information

Payable to WPRF

Visa MasterCard Check/Check No. _____ Cash
 Card Holder Name _____ Payment Amount \$ _____
 Credit Card Number _____ Expiration Date _____
 Authorized Signature _____

6. Any Service Improvement Suggestions? _____

Sub-Total \$ _____
 Credit from Account (-)\$ _____
 "Round Up"* (+)\$ _____
Total Amount \$

***Round Up Program**
 Rounding up your program fee helps us provide financial assistance to individual and families in need.

5. Volunteer Information (Please Circle)

I am willing to volunteer:
 Coaching Assistant Coaching Other _____
 Name(s) _____
 Relationship _____