Program Handbook

2026 Summer & 2026-2027 School Year

Wisconsin Youth Company Program Handbook

Table of Contents

Page	Section
1	**Introduction**
2-3	**Who We Serve**
	Non-Discrimination
	Inclusion and Accommodations
	Religious Education and Holidays
4-5	**Confidentiality**
	Account Access
	Requests for Information
	Referrals
	Research Studies
	Photo Release Policy
6	**Parent Involvement**
	Special Events
	Parent and Child Surveys
	Parent Concerns
7-13	**Health and Safety**
	Health History and Emergency Care Plan
	Program Preparedness
	Program Facilities
	Personal Property
	Child Illness
	Communicable and Contact Diseases
	Injuries and Accident Response
	Emergency Procedures
	Medication Management and Storage
	Attire and Weather Chart
	Sunscreen and Insect Repellent
	Hygiene
	Snack and Nutrition
	Allergies and Special Diets
	Animals
	Transportation
14	**Child Abuse and Neglect**
	Mandated Reporters
15-16	**Child Guidance**
	Staff Role in Child Guidance
	Progressive Guidance Procedures
	Enrollment Termination Procedures
	Staff and Child Involvement Outside of Program

Table of Contents

17-19	**Enrollment**
	Required Information for Enrollment
	Health History and Emergency Care Plan
	Toilet Training and Bathroom Independence
	Enrollment and Confirmation Process
	Cancellations and Changes
20-21	**Attendance**
	Attendance Message Line
	Unexpected Absences and Attendance
	Arrival and Departure
22-24	**Fees and Payment**
	General Fee Policies
	List of Fees
	Payment Options
	Payment Schedule
	Year End Statement
	Joint Accounts
	Tuition Assistance
	Flex Spending Accounts (FSA)
25-28	**Before and After School**
	Program Philosophy
	Program Description
	Licensing, Accreditation and YoungStar
	Staffing and Supervision
	Madison-Out-of-School Time Coalition
	What to Bring to Before and After School
	Before and After School Regular Enrollment
	Before and After School Arrival and Departure
	Early Release Days & No School Days
	MMSD All Day Programs
	Last Day of School
	School Cancellations and Closings
	Before and After School Fee Structure
29-31	**4K Wrap**
	Program Description
	Licensing and YoungStar
	Supervision and Staffing
	What to Bring to 4K Wrap
	4K Wrap Regular Enrollment in Program
	4K Wrap Arrival and Departure
	Early Release Days
	Last Day of School
	School Cancellations and Closings
	4K Wrap Fee Structure

Table of Contents

32-35	**Summer Day Camp**
	Program Philosophy
	Program Description
	Licensing and YoungStar
	Supervision and Staffing
	Summer Day Camp Enrollment
	What to Bring to Summer Day Camp
	Summer Day Camp Arrival and Departure
	Field Trip and Aquatic Policies
	School Cancellation and Closing
	Summer Day Camp Fee Structure
36-38	**Immersion Camp**
	Program Philosophy
	Program Description
	Supervision and Staffing
	What to Bring to Immersion Camp
	Immersion Camp Enrollment
	Immersion Camp Arrival and Departure
	Field Trip Policies
	School Cancellation and Closing
	Immersion Camp Fee Structure
39-41	**Middle School U**
	Program Philosophy
	Program Description
	Supervision and Staffing
	What to Bring to Middle School U
	Middle School U Enrollment
	Middle School U Arrival and Departure
	Off-Site Courses and Aquatic Policies
	School Cancellation and Closing
	Middle School U Fee Structure
42-44	**Wander Wisconsin**
	Program Philosophy
	Program Description
	Supervision and Staffing
	What to Bring on Wander Wisconsin
	Wander Wisconsin Enrollment
	Wander Wisconsin Arrival and Departure
	Field Trip and Aquatic Policies
	School Cancellation and Closing
	Wander Wisconsin Fee Structure
45	**Contact Us**

Introduction

Welcome to Wisconsin Youth Company, where kids thrive beyond the school day. Our mission is to engage youth in opportunities that encourage them to be their best selves. We know that you have options, and we appreciate you choosing our programs. Since 1974, we have been operating as a non-profit in this community serving children and families with high-quality enrichment programs. We are pleased to welcome you as part of our community.

This handbook is intended to be a guide in answering questions regarding program practices and policies. Within this handbook we use the term Parents. Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren). We value all types of families.

If you have any questions regarding our policies and practices, please seek clarification by contacting the administrative office It is important that families understand the parameters within which our programs operate. Wisconsin Youth Company reserves the right to change current policies and practices. Changes to policies will be communicated to Parents.

Who We Serve

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Wisconsin Youth Company **Mission Statement**

Wisconsin Youth Company's mission is to engage youth in opportunities to encourage them to be their best selves.

Wisconsin Youth Company serves school-age children in south-central Wisconsin. Wisconsin Youth Company programs include activities designed to meet the age, interest, and developmental stages of the children. There is some risk inherent in participating in these activities. Current descriptions of programs are on our website.

Non-Discrimination

Wisconsin Youth Company does not discriminate against children or families on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parent status, sexual orientation or source of income.

Wisconsin Youth Company facilities are operated in accordance with federal law and U.S. Department of Agriculture Discrimination Policy which prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parent status, sexual orientation, or all or part of an individual's income that is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form here, found online at https://www.ascr.usda.gov/complaint-resolution, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6163 (Español).

Inclusion and Accommodations

Wisconsin Youth Company is committed to serving children of all abilities. Wisconsin Youth Company staff are expected to make every effort to provide respectful accommodations that will meet the needs of children within the physical limitations of program sites, the availability of program resources and within normal child to staff ratios.

All registration forms that indicate a child may need a respectful accommodation plan or have health concerns, will be reviewed to determine necessary supports that will best meet the needs of the individual child in an effort to provide a safe and successful environment for every child. Wisconsin Youth Company will work with Parent(s) to create a plan that meets the needs of the child. This plan will be shared with staff.

All Wisconsin Youth Company staff are trained in proper procedures to respect and protect the family's right to confidentiality. All child and family information is kept confidential. Information may only be shared when a signed release is obtained and used for the purpose of guarding the child's health and safety. All persons with access to children's records are instructed not to discuss or disclose personal information regarding the children and facts learned about the children and their relatives.

Religious Education and Holidays

In order to maintain the respectful environment we strive to create at each individual site, customs and celebrations from a variety of cultures are included in program delivery. At times holidays that have a religious significance for some are celebrated as cultural traditions within the program environment. Please contact the program supervisor if your family celebrates a holiday or has a custom that they would like to share with the group.

Wisconsin Youth Company does not offer a religious education program or curriculum and does not include religious instruction or practices as part of the daily schedule. Prayers are not said as a group at any time during the program. Please discuss any individual religious practice that you want your child to observe during program with the program staff.

Confidentiality

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

At Wisconsin Youth Company, we strive to provide the best possible program for our children. We will keep all child and Parent information confidential unless a signed release is obtained and used only for the purpose of guarding the health and safety of our children. All staff with access to children's records are trained to not discuss and/or disclose personal information regarding the children and Parents. It is our goal to protect our children and Parents' rights to confidentiality.

Account Access

In order to protect the privacy of our Parents and ensure the safety of our children, Wisconsin Youth Company restricts access to account information. Only authorized account holders and designated account users (all as listed on the parent portal account) may access information that is not publicly available through our website and marketing materials. Account holders are liable for the account and are able to request information and make changes to the account. Authorized users are individuals authorized by the account holder to access information only. Authorized users may not make changes to the account.

If account holders wish to authorize a user or another account holder on their account (including a spouse), written authorization must be sent to their administrative office. Parents **should** send an email using the email address we have on file. Wisconsin Youth Company may request that additional paperwork be completed. Parents who are not designated account holders may not manage an account. Any individual responsible for a child, even a Parent, that does not have the designated access as described above will not have any information disclosed to them.

Requests for Information

Requests for information about a child from outside agencies or organizations, including the school, require Parent account holder permission. Requests without the account holder's authorization are denied unless court ordered. Parents should contact their administrative office for more information and the required permission form.

Referrals

Staff who feel that a child would benefit from assistance through another agency or would like assistance in working with a child at the program site are instructed to follow the Progressive Guidance Procedure, discussing the concern with their supervisor and soliciting Parents' involvement.

Research Studies

Occasionally, local universities or colleges will request that Wisconsin Youth Company allow students to participate in a research study. All research studies using enrolled children as subjects require specific approval from the chief executive officer and Wisconsin Youth Company will provide advance notification to Parents. Parents will have the option of declining participation in any research study. In no case will a study release confidential information about children or their Parents.

Photo Release Policy

A photo release must be authorized during registration to grant Wisconsin Youth Company permission to publish a child's image in its brochures, displays or other printed material and on its websites, Wisconsin Youth Company social media sites, or Wisconsin Youth Company group emails for purposes of promoting the programs. Children's names are not used when their images are displayed on our website or social media or in widely distributed print materials. Parents may request, in writing, removal of their child's image from Wisconsin Youth Company's website, social media sites and promotional material, in which case his/her image will be removed no later than seven days from receipt of the request. Email image removal requests or other comments and concerns about photos to info@wisconsinyouthcompany.org. The photo release also includes Parent's permission to allow photos to be taken for site uses only (e.g. bulletin boards in the room, art project or newsletters). As part of the photo release, parents release Wisconsin Youth Company, its employees, officers, directors and successors from any liability or claim related to the publication or disclosure for which they grant permission. Consent for the photo release options is completely voluntary.

Children and Parents may want to take photos of program activities and events. Wisconsin Youth Company is not responsible for the use of photos taken by program participants or their families.

Parent Involvement

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Wisconsin Youth Company believes that a strong partnership with Parents is essential to best meet the needs of each child. Parents may visit the programs prior to enrollment by contacting the administrative office to arrange a visit. Additional information regarding Wisconsin Youth Company programs and events can be accessed on our website at wisconsinyouthcompany.org.

As an orientation to Wisconsin Youth Company programs, Parents are asked to review all program policies and procedures and contact the program supervisor for clarification if they have questions or concerns. Once the child is enrolled, Parents are welcome to visit at any time unless access has been denied by court order. Parents are invited to schedule conferences with staff twice per year or more, as needed. If a Parent would like to request a conference, they should contact their program manager or director whose name and contact information are on the welcome website. If Parents continue to have questions, they should contact their administrative office.

Special Events

Special events and family gatherings are occasionally held to encourage Parents' involvement. Programs will have Parent communication boards that are set up next to the Parent table. Please check this daily for program related communications. Families will also receive communication through email directly from Wisconsin Youth Company and/or Constant Contact.

Parent and Child Surveys

Parent and child surveys are distributed at the end of each school year/summer and provide an opportunity for Parents and participants to provide feedback on our ability to meet the expectations of Parents and children. Information is also used in the ongoing evaluation and development of staff and leadership personnel. Survey results are available upon request through the administrative office.

Parent Concerns

Parent feedback is greatly appreciated as it helps us to continually improve the quality of our programs. Parents may bring their concerns to any program staff or share feedback by sending email to info@wisconsinyouthcompany.org.

Parent concerns that are unresolved after communication with program staff should be directed to the appropriate program manager or director. Program manager/director contact information is located on the welcome website. Concerns or issues that continue should then be discussed with the program director. If the resolution is unsatisfactory or to appeal an administrative decision, Parents may direct a written request for review to the chief executive officer. The chief executive officer will then review the decision in a timely fashion. Space will be made available for Parents and staff to hold confidential meetings and conversations. Parents wishing to contact the board with an unresolved compliment or complaint may contact the Board of Directors. Please see our website for more information.

Health and Safety

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Health History and Emergency Care Plan

When registering child(ren) and prior to the first day of attendance, Parents must provide a completed health history and emergency care plan form. This information must be updated at least annually to ensure that information such as immunizations and current health conditions are up to date. Completed health history and emergency care plan forms are kept secured on-site and accompany the child throughout the day.

We understand that for religious, health or personal reasons, Parents may elect to not immunize their children. In these situations, Parents must complete required documentation to enroll their child in the program.

Program Preparedness

Wisconsin Youth Company is committed to the prevention of and preparation for events that could negatively impact the health and safety of all program participants. Policies and procedures that outline proper practices to reduce or eliminate risk have been developed through collaboration with our executive team and are a part of every employee's training. Annual inspection of each program location, monthly procedure review and on-going training ensure compliance at each program site. In addition, the following practices help support preparedness at Wisconsin Youth Company locations:

- Completed health history and emergency care plan forms are available on-site and accompany the group at all times.
- Wisconsin Youth Company complies with state guidelines regarding CPR and first aid training for all staff.
- Accommodation plans for children with special health concerns will be kept confidential beyond being shared with and accessible by all staff assigned to care for that child.
- Each staff member will receive information on universal precautions, the use of and disposal of gloves, handling bodily secretions, providing first aid and the location of available supplies as a part of orientation.
- A first aid kit is maintained at all program locations and is available at all times.
- The inside building temperature will be monitored to be not less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, fans or other means will be used to provide circulation.
- The emergency medical facility that is closest to the program location is posted at the Parent table.
- Each program is equipped with communication devices (cell phones and two-way radios) that will support the ability to communicate within the program and also in an emergency outside of the regular program space.
- Wisconsin Youth Company designates a second adult that is available within five minutes for emergencies at each program. This information is posted on the licensing board.

Parent Communication

Parents of a child will be contacted if any of the following occur during program:

- Child becomes ill
- Child experiences an injury that may require professional evaluation
- Child experiences a head injury
- Child has a seizure
- Child consumes food or drink that may contain the child's allergen or poisonous material
- Child comes in contact with a poisonous material
- Child is given incorrect medication; incorrect dosage of medication; medication given at incorrect time
- The child is missing
- The child was subject to guidance that is prohibited.

Program Facilities

Many Wisconsin Youth Company programs are held in local schools and community centers. We comply with all applicable state licensing standards regarding the facility where programs are held and the maintenance of facilities and equipment.

When we leave our main program location to go elsewhere, like on a field trip or to the playground, staff will leave a sign posted to let families know where they are. Please look for these signs if you come into our program area and staff are not there.

Personal Property

The possession and/or use of the following items is not permitted at Wisconsin Youth Company offices, camps, programs or field trips: weapons, alcohol, illegal substances, tobacco products and electronic cigarettes.

Child Illness

Upon arrival at the program each day, children will be observed by the staff for signs of illness. If a child arrives or becomes ill at the program, the following procedures will be followed:

- A staff member will spend time with the child, assessing the nature of the problem.
- If the child is obviously ill and unable to participate fully in program activities a staff member will contact the child's Parents and ask them to pick the child up as soon as possible. The child will be placed in a quiet area, separated from the other children, but within sight and sound of a staff person, and with appropriate toys, books or quiet diversions for comfort until the Parent arrives.
- If the Parent cannot be reached, a staff member may call an emergency contact to pick up the child.
- Children who have not been in school due to illness are not allowed in the program that day.

When children have any of the following conditions, they may not attend or remain at program. The child should be symptom free for 24 hours before returning to program.

- Fever: Temperature of 100.4 degrees Fahrenheit or greater
- Diarrhea: five or more loose, watery stools within 24 hours
- Vomiting twice or more in a 24-hour period
- Undiagnosed rash or spots on skin
- Severe itching
- Mouth sores that cause uncontrolled drooling
- Significant tiredness, irritability or crying
- Uncontrolled coughing
- Difficulty breathing, wheezing
- Any reportable communicable disease

In some cases, a physician's note may be required stating that the condition is not contagious or a risk to others and the child may return to program.

We recognize that having a child become ill on a workday can be very challenging for Parents. We will do our best to care for children should they become ill at program. However, please remember that bringing a sick child to program may jeopardize the health of the other children and staff. Please plan for back-up childcare for your child if you are unable to leave work.

Parents should obtain a note from the child's physician or clearly indicate on the child's registration if they have a chronic or seasonal condition which is not contagious but may resemble a cold or eye infection.

Communicable and Contact Diseases

Each staff member receives information regarding childhood illnesses during orientation. When a suspicion of communicable or contact disease exists in regard to one of the children enrolled in a program, the staff will:

- Make the Parents aware of suspicion or observation related to communicable disease and any specific requirement to have the child seen by a physician and/or the need for physician's approval before the child returns to the program.
- Notify the health department as applicable if the child has a reportable communicable disease.
- Notify the Parents of all children in the program that a possible exposure has occurred. The identity of the ill child will not be discussed as a part of this notification.
- Observe other children in the program for signs of illness during the course of the incubation time.

Injuries and Accident Response

Staff will contact 911 in the event of all life-threatening emergencies or injuries.

The following steps will be taken when a non-life-threatening emergency or injury occurs:

1. Administration of first aid and comfort to the child; superficial wounds shall be cleansed with soap and water and protected with a bandage or adhesive type strip.
2. Immediately notify Parent and follow the instructions of the Parent in the event of any injury to the head or injury that may need additional medical attention.
3. If Parents cannot be reached and additional medical attention is needed, an emergency contact person specified by the Parents is notified.
4. If no contact with the Parent or emergency contact is made, staff will monitor the child. If additional or immediate medical attention is necessary, staff will call 911.

Each site will maintain a medical/behavioral log that conforms to Wisconsin Department of Children and Families (DCF) requirements.

- Parents will be informed of minor injuries by receiving a copy of the completed accident report form.
- Parents shall sign the form before being given their copy. When this is not possible, a staff member will record how notification was done (phone call, form sent home, etc.).
- When a child's injury requires medical attention, the program director shall be informed and a state accident report form shall be completed by the staff and submitted to Wisconsin DCF within 24 hours.

Emergency Procedures

Planning for Emergency Situations

- Staff will create plans in case of fire, severe weather or civil disturbance. It is the responsibility of the program supervisor to see that evacuation or shelter plans are complete and in place.
- Emergency plans for fire and severe weather are posted at each program location in a conspicuous and visible area to all staff, children and Parents.

Planning for Evacuation in the Event of Fire

- The program supervisor will ensure that fire evacuation plans are practiced each month and that these practices include exits from all the various rooms that the program may use during program hours. During summer, fire evacuation plans are reviewed weekly.
- These plans will designate a primary and an alternate escape route as well as the location of the nearest fire extinguisher and fire alarm box.
- During orientation, the staff will be trained in the use of the fire extinguisher as well as in how to evacuate children in case of an emergency.
- Documentation of these practice drills will be made on the fire and safety checklist, which is posted at site.
- Children will be taught during these practice drills that if they become separated or scattered, they should meet outside at a specific location away from the building.

Planning for Severe Weather

- The program supervisor will designate a tornado shelter area in the safest possible part of the facility.
- Each site has a weather radio which remains on during program hours so staff may be alerted about severe thunderstorms and tornado watches and warnings.
- Tornado drills will be practiced monthly in compliance with DCF requirements and to ensure children reach the designated tornado shelter in a timely fashion in the event of an actual tornado. During summer, severe weather plans are reviewed weekly.
- Staff members will know their duties in the event of severe weather, including how to respond to severe weather while on field trips away from the program facility.

Planning for Civil Disturbance

Wisconsin Youth Company has emergency procedures in place in the event that a situation becomes unsafe for children to remain in regular program space. Staff are trained on these procedures and plans are practiced regularly.

Medication Management and Storage

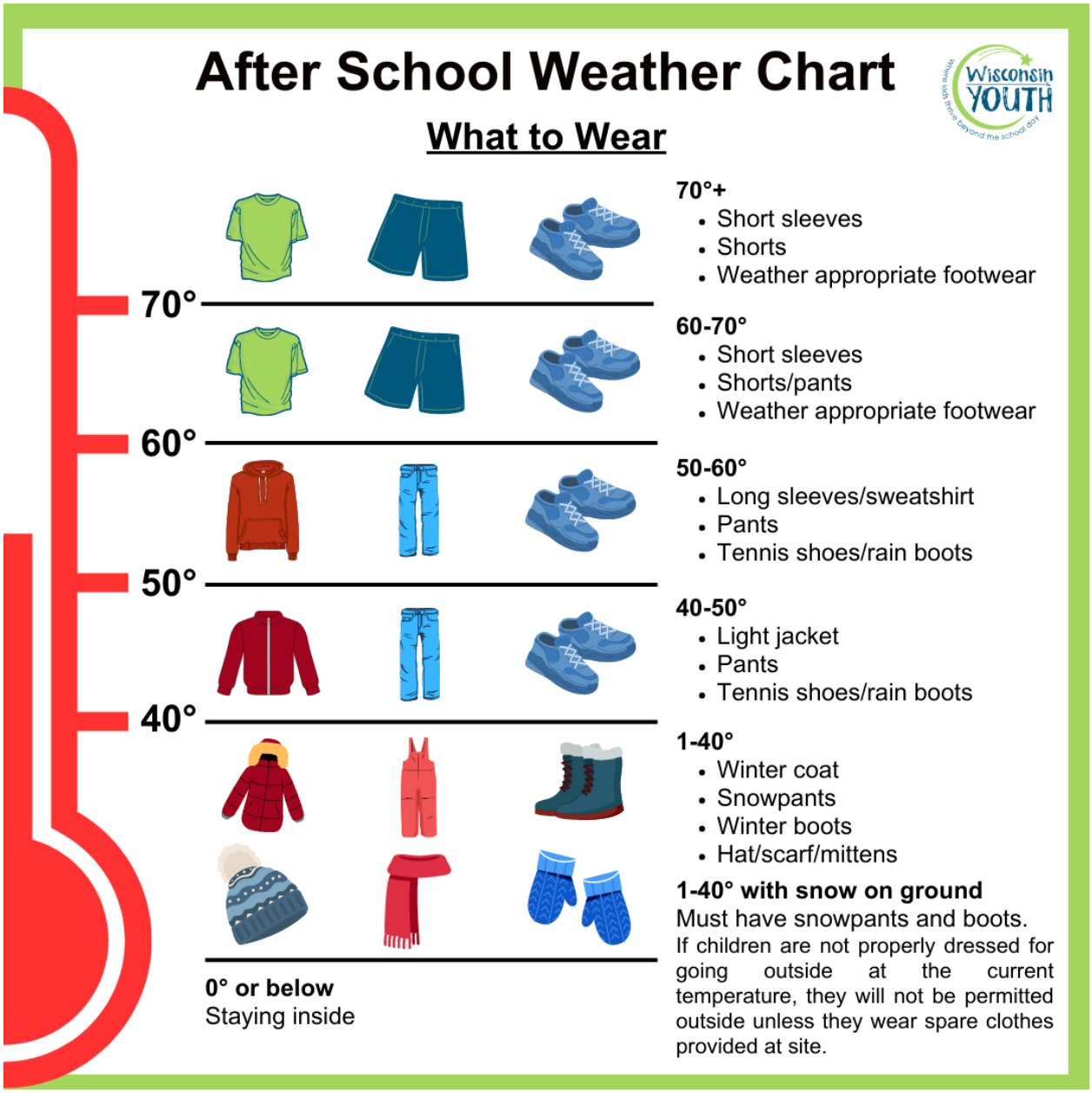
Medications (prescription and over-the-counter) may only be administered if:

- There is a signed and dated written authorization by Parent kept on-site that includes dosage and directions for administration.
- Medication is current, in the original packaging and labeled with the child's name. (Medication that is past the expiration date will not be administered to a child.)
- For prescription medication, there is a physician's prescription label on the medication packaging with authorization.
- All medication for a child will be administered as directed on the label and as authorized by the parent.
- Written authorization must be provided by a physician if dosage is different than label directions.

All prescription medications and other medications shall be stored in an area inaccessible to children. The quantity of medication is recorded upon receipt from, and upon return to, the Parent. All medication administered to children shall be recorded in the medical log and signed by the person administering it. Medications for individual children that may be needed for emergency care will be available at all times in the first aid backpack. These medications would include but are not limited to medications needed in the treatment of asthma, diabetes and severe allergies. To protect the safety of all children, individual children may not carry or store personal medications.

After School Weather Chart

What to Wear



0° or below
Staying inside

70°+
- Short sleeves
- Shorts
- Weather appropriate footwear

60-70°
- Short sleeves
- Shorts/pants
- Weather appropriate footwear

50-60°
- Long sleeves/sweatshirt
- Pants
- Tennis shoes/rain boots

40-50°
- Light jacket
- Pants
- Tennis shoes/rain boots

1-40°
- Winter coat
- Snowpants
- Winter boots
- Hat/scarf/mittens

1-40° with snow on ground
Must have snowpants and boots.
If children are not properly dressed for going outside at the current temperature, they will not be permitted outside unless they wear spare clothes provided at site.

Sunscreen and Insect Repellent

To help children enjoy time outdoors, Wisconsin Youth Company will provide Banana Boat Sport Ultra SPF 50 sunscreen and Cutter All Family Pump Spray (7% DEET).

We require authorization from Parents to apply sunscreen and insect repellent. If a child requires a different strength or brand of sunscreen or insect repellent, Parents may complete the authorization(s) to administer sunscreen and/or insect repellent. If Parents provide alternatives to sunscreen and insect repellent, they will be required to drop them off the first day of program and pick it up on the last day of program. Sunscreen and insect repellent that are not picked up on the last day of program will be disposed of.

Hygiene

Children and staff wash their hands with soap and water after using the restroom and before eating or preparing snack and after eating snack. Food is served in bowls and cups, or on napkins and paper towels, and under no circumstances on bare tables or floors. Toys and equipment will be cleaned when they become soiled. Eating surfaces will be washed and sanitized before and after each use. Wet or soiled clothing will be placed in a bag and set aside for Parents.

Snack and Nutrition

Snack routines will vary based on the age level of the children. Children will have opportunities that will encourage self-serving, helping with set-up, clean-up and an emphasis on the use of table manners. Wisconsin Youth Company will not utilize withholding of food as a disciplinary strategy.

We work within the guidelines suggested by the U.S. Department of Agriculture. We also encourage parents to follow these guidelines when providing lunch or an alternate snack for your children due to medical or dietary restrictions.

- Snacks are chosen and provided in appropriate portion for the age of the children.
- Snack will include two items from two of the following groups:
    - o Milk or milk alternative
    - o Meat or meat alternative
    - o Fruit or vegetable
    - o Whole grain

Allergies and Special Diets

It's important that all allergies to food be communicated during the registration process. Based on the health history and the emergency care plan form, accommodation plans will be created to fit the individual needs of children. Parents are responsible for providing the items necessary for the accommodation plan.

A special diet, not based on a medical condition but including nutrient concentrates and supplements may be served with written instruction from the children’s physician and written permission from the Parents. Parents are responsible for providing all food if the child requires a specialty menu (vegetarian, Kosher, etc.) and Wisconsin Youth Company requires a written request from the Parents for this accommodation.

Animals

Wisconsin Youth Company does not allow privately owned animals on our program premises. When picking up or dropping off children, Parents may not bring pets into the program site or to areas where children are playing outside. Any unintentional contact with animals will be handled by staff.

Staff may ask the person in control of the animal to remove it from the area where the children are playing (on-site or off-site) and explain our animal policy.

If the animal is not removed from the program area, staff will either move children inside or to another area. In cases of loose or stray animals, staff will bring children inside and (if necessary) contact animal control. For educational or display purposes, a local zoo, humane society, or other educational program working with live animals may bring in animals if they provide evidence of general liability insurance and Wisconsin Youth Company is named as an additionally insured on their policy. Parents will be notified in advance of any animals being brought into program. Field trips may include animal petting areas. If children come into contact with animals on field trips, children will be closely supervised and will wash their hands with soap and water, before and after contact with the animals.

In the unlikely event that an animal bites a child, 911 will be called in order to secure the animal and verify rabies shots. Staff will also notify Parents. Staff will provide first aid and will document the bite.

Transportation

Wisconsin Youth Company complies with all state guidelines when providing transportation for children. Transportation options include: chartered bus, city bus, and Wisconsin Youth Company owned 15 passenger vans with approved company driver. Staff are not permitted to transport children in personal vehicles.

School buses or a Wisconsin Youth Company van are the preferred means of transporting children in the program. Documentation of adequate liability insurance must be on-file with Wisconsin Youth Company if the services of an independent transportation company are used. In an emergency, privately-owned vehicles may be used only with the prior approval of the chief executive officer, provided that the following rules are met:

1. Written Parent consent has been obtained.
2. The driver must hold a valid Wisconsin driver's license.
3. The driver must be at least 21 years of age and have at least two years' experience as a licensed driver.
4. Wisconsin Youth Company has documentation of adequate automobile liability insurance coverage on-file.

Any vehicle transporting children in the program must be:

1. Licensed in accordance with the laws of the State of Wisconsin
2. Clean, uncluttered and free of obstructions on the floors, aisles and seats
3. Enclosed

Bus rules and safety procedures will be communicated to the children. Children and adults must wear seat belts if available. While the vehicle is in motion, children will remain seated, and should not be allowed to speak loudly, argue, roughhouse, etc. If necessary, the driver shall stop the vehicle until an acceptable driving atmosphere exists.

Any vehicle used to transport children must have its doors locked at all times while the vehicle is moving. A seat having a minimum of 13 inches shall be provided for each child. Each adult shall have a minimum of 20 inches. Children may not be left unattended in a vehicle. There must always be a second adult, in addition to the driver, traveling with the group that is trained in safety responsibilities and group management. A staff member will check the vehicle to make sure that all children have exited the vehicle.

Wisconsin Youth Company staff work diligently with program groups, off-site facilities, and transportation partners to ensure on time departure and return times to and from field trip locations. Unfortunately, there are occasionally unforeseen circumstances which may result in a group leaving the program location late or returning to the program location after the scheduled return time. In the event of a late arrival back to camp exceeding 15 minutes, families will be notified via text message. Your patience and flexibility are appreciated in circumstances where this may occur.

Child Abuse and Neglect

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Wisconsin Youth Company recognizes the serious local, state and national problems associated with child abuse and neglect. As an organization, Wisconsin Youth Company recognizes its legal responsibility for reporting suspected cases of child abuse to the properly constituted state, county, or local authorities.

Staff are in a unique position to identify potential cases of abuse or neglect of children. Through recognition and understanding of a problem, knowledge of reporting procedures, and participation in staff professional development on the subject of child abuse and neglect, staff will act responsibly in these situations.

Mandated Reporters

All staff are mandated reporters. This means that our staff are legally required to report knowledge or reasonable suspicion of child abuse or neglect. Guidelines for reporting suspected child abuse and neglect are printed in the staff manuals and provided to each staff member. Wisconsin Youth Company has adopted guidelines based on legal requirements and moral commitments which provide direction for the program staff to help in identifying and reporting cases of suspected child abuse and neglect.

It is the policy of Wisconsin Youth Company to keep records of reported suspected child abuse and neglect confidential.

- Wisconsin Youth Company staff will accuse no individual when reporting suspected child abuse or neglect.
- Wisconsin Youth Company staff do not investigate abuse reports.
- Wisconsin Youth Company staff cannot wait until a suspicion has been confirmed before reporting.
- If a Wisconsin Youth Company staff member or volunteer is suspected or accused of child abuse or neglect, the incident will be reported immediately and go directly to the county department of social services.
- Procedures and expectations for reporting an incident in which a staff member may be involved are the same as for all other incidents.

Any changes to this policy will be made, as necessary, to be current with changes or revisions to state statutes.

Child Guidance

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Wisconsin Youth Company provides progressive child guidance that is designed to resolve or eliminate behaviors that are not safe or compromise an inclusive caring environment for children and staff. The procedure is based on the individual needs of each child in order for the child to succeed and thrive within the program.

Wisconsin Youth Company supports quality programming through effective child guidance. Our program environments are designed to be fun, educational and enriching. The caring adult role models provide consistent supervision, reinforcing and modeling positive behaviors.

Staff Role in Child Guidance

Wisconsin Youth Company encourages the development of self-control, self-esteem and respect for the rights of others. Staff members serve as examples in their treatment of others and maintain self-control and respect when guiding or helping to support resolution of conflict. The staff are trained in methods of group management, conflict resolution, and child development. Wisconsin Youth Company staff are unable to provide one-on-one supervision for children. When behaviors occur that compromise the positive community of program, the Parents may be called and asked to pick up the child immediately.

Progressive Guidance Procedures

Communication with Parents is critical to children's success. When staff observe inappropriate behavior, they are instructed to document the situation, and concerns are communicated to parents.

Possible strategies are determined by taking into consideration the child's age, maturity, safety and protection of other participants. Staff training provides guidance in the use of these strategies. Strategies could include:

- Reconsideration and investigation: ask questions
- Allowance for natural consequences
- Modification of the environment
- Encouragement of positive behaviors
- Focusing responsibility for choices and behavior on the child
- Use of "I" statements to convey expectations
- Clarification of the rule or message to provide rationale
- Redirection or offering a choice
- Active listening
- Providing direction
- Loss of a privilege
- 'Taking a break' not to exceed three minutes
- Development of a behavior plan
- Immediate Parent pick-up

If additional guidance is necessary, the program manager, or program director reviews the situation and may recommend additional actions, including but not limited to:

- Referral to additional resources that may support family.
- Providing training and information on additional behavior management techniques.
- Soliciting community and school resources (with prior parental permission).
- Parent meeting to create an agreed-upon plan for continued behavior modification.
- Short-term suspension from program and immediate parent pick-up.

In the event a behavior plan is unsuccessful, the program manager will consult with the program director to determine further actions which may include:

- Continued communication with Parents
- Revision of a behavior plan
- Requirement of one-on-one support
- Short-term suspension from the program
- Reduction or change in attendance or transferring attendance to another site
- Termination of enrollment (refer to termination procedure)

Wisconsin Youth Company believes that clear and meaningful consequences may be necessary when redirection strategies are not successful. The following strategies or threats of using these strategies are prohibited:

- Actions that are humiliating or frightening to children
- Corporal punishment (spanking, hitting, shaking, etc.)
- Verbal abuse or any derogatory remarks made about a child or his/her family
- Physical restraint (except in case of immediate danger to themselves or others)
- The withholding of meals or snacks, or remarks alluding to such actions
- Allowing children to have disciplinary power over other children
- Taking a break of more than three minutes

Enrollment Termination Procedures

Enrollment may be terminated for the following reasons if attempts fail to resolve or eliminate the actionable problem:

- A child who presents needs that cannot be satisfactorily met within the constraints of the program such as unsafe behavior or an inability to remain within program space. Immediate termination results from unsafe behavior where a child is a danger to self or others.
- Continual two or more payments behind
- Repeated early drop-off and/or late pick-up of a child or consistent failure to follow Wisconsin Youth Company policies
- Repeated lack of communication about the child's daily schedule, i.e. absences due to activities or illness are consistently not reported to attendance message line
- Parent behavior that is aggressive or uncooperative toward staff, children, or families
- Completing a child's registration with inaccurate information.

When termination of enrollment occurs, Parents will be notified through written communication of the effective date when the child will no longer be able to attend the program. Parents can appeal the decision to terminate their child's enrollment through written request to the chief executive officer. Parents with an unresolved appeal may contact the Board of Directors. Please see our website for more information.

Staff and Child Involvement Outside of Program

For the safety of everyone involved, Wisconsin Youth Company does not condone nor encourage contact between children and staff after program or outside of program. This includes contact via email, text messages, cell phone, social media, personal websites, or blogs. We hire and train staff for our programs who provide a safe and nurturing experience for children. Your child will develop relationships with staff at our programs and may wish to continue contact with them outside of programs. The built-in structure and safeguards that are available in the licensed program environment may not be present. We also recommend that you not invite program staff to join your family for social activities. Parents cannot name a staff member as an authorized pick-up person for their child, even with Parent permission.

Enrollment

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Required Information for Enrollment

We collect information about children enrolling in our program, their Parent(s), and at least one emergency contact. We collect this information to be in compliance with Department of Children and Families (DCF) requirements, to provide quality program and to help ensure the safety of children in our program. Required, completed information must be obtained before children can attend program. (Signatures may be digital or manual.)

Child Information

We collect basic information about each child, their health history and specific information regarding enrollment in our program. More information about the health history and emergency care plan process can be found in the following section of the program handbook.

Basic Child Information Health History Program Information

- Full name
- Birth date
- Swim level (program specific)
- T-shirt size (program specific)

Health History

- Child's immunization record or waiver
- Contact information of child's physician or clinic
- Authorization for use of sunscreen
- Authorization for use of insect repellent
- Behavioral and physical health diagnosis
- Necessary accommodations

Program Information

- Child's grade
- Child's school
- Program location
- Program start date
- Program attendance schedule
- Arrival and departure procedure

Parent Information
We collect Parent contact information and other account information. More information about account access and privacy can be found in the Confidentiality section of the program handbook.

Parent Information
- Full name
- Relationship to child
- Home address
- Best address during program hours
- Email
- Phone number(s)
- Best phone number during program hours
- Indicate who the child resides with

Account Information
- Account password
- Financial assistance source (if applicable)

Emergency Contact and Authorized Pick-up Person Information
A minimum of one emergency contact is required. Emergency contacts must be 18 years of age or older and be available during program hours. In an emergency when Parents and listed emergency contact persons cannot be reached, emergency dispatch (911) will be called.

Authorized pick-up persons must be 18 years of age or older. Parents wanting anyone under the age of 18 to pick up their child must authorize an independent departure. Parents will be considered authorized pick-up persons unless otherwise noted. Program staff may not be an authorized pick-up person.

Emergency Contact and Pick-up Person Information
- Full name
- Relationship to the child
- Best email during program hours
- Best phone number during program hours

Health History and Emergency Care Plan
Prior to confirmation of registration, Parents will provide completed health history and emergency care plan information. Parents are required to review and update this information bi-annually (each school year and/or summer) including immunizations and current health conditions. Please note that in the event of changes to your child(ren)'s health or an accommodation plan, it is the responsibility of the Parent of the child(ren) to contact their administrative office to update child(ren)'s information, i.e. change or addition of medication, injury to child, IEP.

Parents who decline to have their child immunized for religious, health or personal reasons must complete required waiver documentation to enroll their child in the program.

Toilet Training and Bathroom Independence
Children must be fully toilet trained prior to attending Wisconsin Youth Company programs. While occasional accidents may occur, children are expected to independently manage their bathroom needs, including cleaning themselves and changing clothes. Staff are not permitted to provide individual bathrooming or changing support. Parents should ensure that children are dressed in clothing that allows for independent bathroom use and ease of changing clothes.

Enrollment and Confirmation Process

Only Parents may enroll children in the program. Other adults interested in enrolling a child should contact the office for assistance.

After a registration is received, the information is reviewed for completion and accuracy, and Parents may be contacted for additional information. The following are required for enrollment:

- Signed payment of fees agreement
- Signed account access authorization
- Signed release of information to Madison Accreditation Program (Madison only)
- Signed photo release
- Signed registration agreement
- Signed emergency medical care or treatment release

Start dates in the program will be confirmed for registrations that have completed information and required payment of registration fee. Children may not participate in the program without this confirmation. Parents are notified by email of their child's confirmed enrollment into the program.

It may take up to two weeks for registrations to be processed.

Cancellations and Changes

Requests for schedule change or withdrawal of enrollment must be received in writing. The timeline for schedule changes can be found in each individual program section.

Changes to health information must be made through the administrative office to protect the confidentiality of your information. Parents are also to inform the office in writing of any changes in address, home or work numbers, emergency contact and/or authorized pick-up information, and all other registration information. **This information cannot be updated online through the Parent Portal once a registration is submitted.**

Attendance

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Attendance Message Line

If a child is ill or will for another reason be absent from the program, Parents are required to call or text the 24-Hour Attendance Message Line at 608-276-9898 (Dane County) or 262-547-2326 (Waukesha County). Information will be forwarded to the child's site at program time. **Do not call the program location to report absence.** Parents should not rely on their school's office to notify any Wisconsin Youth Company program of an absence.

Unexpected Absences and Attendances

Unexpected Absences

If a child does **not** arrive at the Wisconsin Youth Company program within a reasonable amount of time, and the staff has not received a message that the child will be absent, program staff will follow these steps:

- Contact the school office and verify school attendance when able (if applicable).
- Contact Parents at all available phone numbers.
- Contact emergency contact persons specified on the registration forms.
- No further attempts to locate the absent child will be made at the site level.

It is important that Parents call or text the attendance message line whenever there is a change to their child's attendance to conserve valuable staff time and ensure the safety of all children. Repeated failure to notify the Wisconsin Youth Company office of absences may result in a fee of $25 for each infraction.

Unexpected Attendance

If a child comes to program and is not registered for that day or is not confirmed to attend, a staff person will call the Parents and take the child to the school office to await pick-up.

Arrival and Departure

Only authorized persons specified on the registration form and who present identification upon request may pick up a child, as we will not release a child to any other persons without written permission. Children must check out with staff before departing for the day. Staff may not be used as an authorized pick up or drop off person for anyone other than their own child(ren). Program staff are not permitted to transport children from programs in their personal cars.

To keep children safe and to make sure that they're going home with authorized adults, staff will ask to see the photo ID or verify a phone number of the person picking up the child until the staff is familiar with the pick-up person. Please have your photo ID available when picking up and make sure to tell anyone who is authorized the same.

Parents are requested to email the attendance line if an adult other than Parents who are included on the registration will be picking up so that our office can verify this person is authorized. This helps prevent an unauthorized person arriving at the program from picking up. Parents may authorize up to four individuals at a given time. Parents may authorize a one-time pick-up authorization if they do not wish to have the pick-up person added to the list for the entire school year. To be authorized to pick up, the person's full name, email address, best phone number during program hours, and relationship to child must be provided.

Attendance

Alternative departure procedures for children must be specified on the registration form. You may change the arrival and/or departure procedures for your child by notifying their administrative office in writing.

To authorize an independent departure after registration, please provide in writing to the administrative office the following information (an email from the email address on-file is fine):

- A statement that the independent departure is authorized
- Child's name and program location
- Specific departure time and date(s)

Fees and Payment

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

General Fee Policies

As a non-profit, we are committed to providing quality program at an affordable price for Parents. There are many expenses to running high-quality programs.

Program fees are presented as flat-rate fees. For more information about specific program fee structure please see the program chapter sections. Payment due date will be specified on payment calendars. Parents are responsible for paying for all scheduled days. No adjustment in tuition fees will be made if a child is absent or goes home from school due to illness. If a child unexpectedly misses more than a week of the program, parents may submit a written waiver of fees request form for special consideration of days missed past one week of program.

List of Fees

- **Annual Fees:** A registration processing fee is required upon registration in order to reserve space in the program for school year. Summer programs require a weekly deposit. This fee is non-refundable and non-transferable.
- **Early Drop-off and Late Pick-up Outside of Program Time:** Early drop-off and late pick-up are not permitted. Parents, or other adults who are authorized, who are dropping off children prior to the start time for programs, or picking children up after the program closing time will be recorded, and the account will be charged a fee of $25 per child for each 15-minute increment or portion thereof. If pick-up must be delayed, parents are asked to contact their program site and let the staff know as soon as possible. Repeated infractions may result in removal from the program.
- **Late Payments:** Accounts that are behind in payments will receive a reminder email and may receive a $20 billing fee. Once an account is multiple payments behind, enrollment will be paused until payment is made or terminated if payments are not made.
- **Non-Sufficient Funds:** Credit cards and checks that cannot be processed will incur a $35 NSF (Non-Sufficient Fund) fee, this includes auto-pay cards.
- **Failure to Notify of Absences:** Repeated failure to notify the Wisconsin Youth Company office of absences may result in a fee of $25 for each infraction.
- **Copies Request:** Copies of archived information may be requested for a fee of $30 per program, per child. (Current running programs are not considered archived until after their end date.) All requests must be submitted in writing. Families should allow at least two weeks for processing requests for archived information.

Payment Options

Wisconsin Youth Company prefers payment via ACH, debit or credit card. Cash or check payments are also accepted.
Cash: Change back for cash payments is not available. Please bring exact amounts to the administrative office if paying in cash. Parents are cautioned not to send cash through the mail.
Checks: Checks should be made payable to Wisconsin Youth Company
Bank Account: ACH electronic payment with a checking and routing number
Debit and Credit: One-time card payments may be processed through your parent portal, by calling the administrative office, faxed, or mailed and must include:

- Name as it appears on the credit card
- Card number
- Expiration date
- Three-digit CVC code on the back of the card
- Street address and zip code of the card billing address

Fees and Payment

Auto-Pay: During school year, auto-pay payments are processed monthly, for two billing periods, according to the payment schedule. During summer, auto-pay payments are processed weekly, according to the payment schedule. Auto-pay payments via credit card or bank account can be authorized by parents by using their parent portal or by completing the authorization at the end of each statement. Parents are responsible for keeping their credit card information up to date in the parent portal if changes are made to credit card numbers, expiration dates or CVC codes. Parents must notify our office in writing to discontinue use of their auto-pay card on-file.

Payments are not accepted at program locations.

Payment Schedule

Payment schedules with payment due dates are available at wisconsinyouthcompany.org, within each program webpage. Payment schedules are also sent through the confirmation of program process. Parents will receive emailed payment reminders, unless their account is set up for auto-pay. Parents should rely on the payment schedule for payment due dates.

Year End Statement

A summary statement of what a Parent has paid for all programs offered through Wisconsin Youth Company over the calendar year is available to the Parents of all participating students by January 31. Parents may access yearly statements in their parent portal. An email will be sent to notify Parents when summary statements are available.

Joint Accounts

Parents may authorize their account be split between Parents so that tuition fees can be billed and paid separately. Deposits for day camp, all day programs, as well as registration processing fees, are not split by Wisconsin Youth Company. Parents with joint accounts have separate statements and separate parent portal access. If a child does not reside in one household full-time, and the other Parent wishes to register the child in a Wisconsin Youth Company program, both Parents must agree to have a joint account with the other Parent. Parents should contact the administrative office for more information and to initiate the process for creating a joint account. *(Please note: Continual delinquent payments on either side of a joint account may result in termination from program.)*

Tuition Assistance

Wisconsin Youth Company works with families to access our programs regardless of their ability to pay. Tuition assistance is available through the Wisconsin Youth Company Scholarship Fund and through third party funders. Our registration & family outreach coordinator works with Parents to determine the best form of assistance for each family. Families may qualify for third party funding and be eligible for Wisconsin Youth Company scholarship funds. If a family receives assistance, the Parent is responsible for any amount not paid by the funding source.

Scholarship
Wisconsin Youth Company believes every child deserves the opportunity to thrive beyond the school day. Scholarships are awarded to eligible families as funds are available. We understand that childcare is a large expense for families. We invite all families who feel the need to apply. Families are eligible primarily based on financial need, which can be short-term or long-term. Families do not need to qualify for other financial aid to meet WYC eligibility. The WYC Scholarship Committee considers all families' circumstances and will award scholarships as available. Complete this form to learn more and receive a scholarship application.

The Wisconsin Youth Company Scholarship Fund is made possible in part by our generous supporters. If you are interested in donating to provide enriching opportunities for children in your community, please visit our website's Scholarship Donations page.

Third-Party Funding
Childcare funding may be available from the city, county, or any third-party funding source for Wisconsin Youth Company programs. Third party sources include, but are not limited to:

- WI Shares
- City of Madison
- Child Care Aware of America (for military families)
- Child Care Tuition Assistance Program (for UW-Madison student Parents)
- Family Support Resource Center (Dane County)
- Porchlight/YWCA

Parents are responsible for initiating and managing their funding source transactions. Parents are responsible for making payments in accordance with the payment schedule until they have received authorization. Once authorization is received from a funding source, our registration team will work with Parents to manage their account. It is the Parent's responsibility to follow program billing and funding activity and make timely payments for any remaining balances. To register, the registration processing fee or deposit must be paid by the Parent.

Any additional fees incurred are not covered by scholarship or third-party funding.

Flex Spending Accounts (FSA)

Parents who have a flexible spending account through their employer for childcare expenses may submit a claim form to our administrative office for signature. Our program staff cannot sign claim forms. Administrative staff may only sign forms that show our billing cycle(s) and/or program dates and the corresponding amount(s) paid per child for care, and these dates of care must either have been rendered or are no longer subject to cancellation or withdrawal. Due to our policies for withdrawals and schedule changes, we cannot sign- off on services for which payments are not yet due. Parents may also print statements from their parent portal to submit to their FSA provider. Parents who have a VISA or MasterCard debit card through their FSA provider may use it for payment.

Before and After School

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Philosophy

Before and after school programs provide opportunities for children to build social skills and explore their interests in a choice-based environment. Our purposeful approach provides a balance of structured activities and space for children to freely choose activities that spark their individual interests. Our dedicated staff provide guidance and support children in developing their skills in a safe environment.

Program Description

Before and after school programs are designed to meet the needs of elementary children who are aged 5 to 12 and attending school. In schools with Wisconsin Youth Company 4K wrap programs, 4K students may attend before and after school programs. In other schools, children enrolled in 4K may be accommodated to join before and after school programs if they are at least 5 years old. Please refer to our website for the ages served at specific locations. For more information about 4K wrap programs, please see the 4K wrap section of this handbook.

Wisconsin Youth Company operates before and after school programs in six school districts in Dane and Waukesha Counties. In addition to these programs, we occasionally offer all day programs on non-school days.

Licensing, Accreditation, and YoungStar

Madison Accreditation

Madison program sites are accredited by the City of Madison. City of Madison accreditation personnel work with Wisconsin Youth Company staff to review and evaluate programs at Madison sites. During this review and evaluation process, relevant information may be used to improve the quality of the program and support for the child. Parents may provide a voluntary authorization during registration, which does not affect enrollment.

YoungStar and State Licensing Postings

State licensing standards are available for review at each licensed program location. The terms of applicable licenses and licensing compliance or non-compliance statements are posted within the program. All programs participate in YoungStar, a quality rating system implemented by the state of Wisconsin.

Daily Physical Activity

Wisconsin Youth Company adheres to the quality standards set forth by YoungStar (quality rating system) and the Department of Children and Families (DCF) State of Wisconsin Licensing Regulation regarding daily physical activity offered to children participating in our programs. Children will be offered a minimum of 20-30 minutes each day for large motor activity outdoors, weather permitting, and when the temperature is above 0 degrees Fahrenheit in the winter months. Children may use the gym spaces within our schools during inclement weather when available.

Staffing and Supervision

In the interest of safety and quality programming staff are required to know the whereabouts of each child at all times. All program locations use an organization-approved system to track children within the program that includes knowing the location, names and number of children in attendance. Parents are encouraged to become familiar with this system and to discuss questions and concerns with the program supervisor. Wisconsin Youth Company maintains a maximum 1:18 staff-to-child ratio in before and after school programs to support quality programs while aligning with state licensing standards.

Staff Training

Wisconsin Youth Company staff play an important role in the safety and quality of each before and after school program. All staff working with children are trained on all Wisconsin Youth Company policies and procedures as well as CPR and First Aid. Additionally, staff meet all required background check, health and orientation requirements that are mandated by DCF. Wisconsin Youth Company is committed to providing on-going professional development including online courses and access to local collaborative training opportunities.

Madison Area Out-of-School Time Coalition

Wisconsin Youth Company participates in a program to share information with Madison-Area Out-of-School Time (MOST), in collaboration with the Madison Metropolitan School District (MMSD). In this program, Wisconsin Youth Company shares attendance records from Madison programs with MMSD. The data collected in this program will be used for program evaluation, quality improvement, improving student learning and school performance, and a city-wide analysis of out-of-school time programming. Information collected will only ever be shared in aggregate. No personally identifying information will be made public. Please contact the administrative office with any questions.

What to Bring to Before and After School

Appropriate Clothing

Wisconsin Youth Company asks that all children wear closed-toed shoes during program hours, so that they can safely and fully participate in all activities offered during program hours without danger of accidental injuries. Appropriate clothing must be worn daily for the weather conditions, i.e. winter coat, hats, gloves, snow pants, and snow boots. Extra clothes and outdoor gear can be kept in your child's locker in case they are needed at After School. Please see the attire and weather chart located in the Health and Safety section of this handbook for appropriate clothing needs.

Personal Property

Please make sure to label all items clearly with your child's name. Children are discouraged from bringing items beyond what is needed during program hours. Wisconsin Youth Company is not responsible for lost, stolen or damaged personal property, including clothing, cell phones, cameras, and other electronic devices.

We don't allow the use of toys and equipment from home because of the effect it has on the community we are trying to build. If children bring items from home, it can create an environment of exclusion for other children. If you feel some toy or piece of equipment would enhance the program, please discuss the possible purchase with program staff.

Electronics in Program

Wisconsin Youth Company asks that all electronic devices be off and away during program time to allow all children to focus on in-person relationships and activities.

- **Cell Phones:** Wisconsin Youth Company does not allow children to use personal cell phones or personal electronic devices when participating in our programs. Children carrying cell phones will be asked to place them in their backpack during program time.
- **Smart watches**: students may wear their smartwatch at program as long as they are not using it as a communication device or personal electronic. It may only be used for telling time. If it used as a communication device, children will be asked to put it away.
- **Computer Access:** Computer access may be granted at individual programs and used only for academic purposes. Children will be limited to 20 minutes of screen time per day.

Before and After School Regular Enrollment

Children who are registered for regular enrollment are securing a set schedule in before and/or after school programs. There is a two-day minimum for regular enrollment.

Unfortunately, we are unable to accommodate a rotating weekly schedule. Parents have the option to add an additional day when program space is available and pre-payment for the day is made in full. Added-day fees vary by program location which can be found on our website, within your program location page. Once scheduled, added-day fees are non-refundable and non-transferable. Added days cannot be requested more than two weeks in advance. Parents may call the administrative office to request and schedule an added day. Parents should notify their school office of any scheduled added days.

Any registrations received less than two weeks before program starts cannot be guaranteed to start the first day of program.

If space in the program is not available, Parents are contacted and offered a place on the waitlist. Parents who accept a place on the waitlist are then contacted if and when space becomes available.

We need to have sufficient enrollment to operate a program to provide a quality experience for your child. If we are unable to offer the program you registered for, we will contact you to discuss possible alternatives.

Before and After School Arrival and Departure

Before School Programs

Children must be signed in by a Parent or authorized person aged 18 years or older when they arrive at the program space unless there is written authorization on file for a child's independent arrival. If Parents authorize their child to arrive independently (by walking or biking, including walking from the parking lot) to before school program, they must indicate an arrival time when registering. Parents must call program staff on the program site phone if their child will arrive later than the time indicated. Staff will dismiss the children at the first bell, prior to the school day to walk unescorted to their classroom.

After School Programs

All children arrive unescorted from their classroom; all ages will check in with staff upon arrival to the program. A Parent or authorized pick-up person must sign children out when children are picked up, unless there is written authorization on file for a child's independent departure. Only authorized persons 18 years of age or older will be allowed to pick up a child from a program. Any parent wanting to allow a child to leave without an authorized pick-up person or someone under 18 years of age must authorize an independent departure. To do this Parents must provide the following information in writing to the administrative office:

- A statement that the independent departure is authorized
- Child's name and program location
- Specific departure time and date

When staff and children leave the licensed program space where regular programming takes place, a sign will be posted stating where they are, e.g., gym, library, park or playground. Please refer to the sign posted at the Parent table to direct you to the location of program staff and children when they are not in their licensed program space.

Extracurricular Programs

An extracurricular permission form is required for all children who participate in extracurricular activities that occur during their scheduled program time in after school. The extracurricular permission form provides Wisconsin Youth Company with written Parent permission for children to leave the after school program (e.g., to help a classroom teacher, scouts, sports practice, music lessons, etc.). All children participating in an

extracurricular activity will need to come to their After School program to check in with staff prior to attending. This process helps to ensure that the child is properly checked out from After School and ensures the safety of children. The extracurricular permission form can be requested by contacting info@wisconsinyouthcompany.org, Wisconsin Youth Company is responsible for children only during the time they are checked into the program.

Early Release Days & No School Days

After School program is not offered on no school and early release days (mid-day release). Before School program does operate on early release days.

MMSD All Day Programs

All Day Program are offered on select non-school days in the Madison Metropolitan School District. All day programs require separate registration and fees. Children must attend after school program as a regularly enrolled participant to attend all day program.

A deposit is required at time of enrollment and full payment is required prior to program date. Deposits are non-refundable and non-transferable. Parents may cancel a program by providing written notice no later than 6 business days prior to the program dates.

In order to provide a full day of engaging and fun activities, all day programs often include field trips or guest presenters. Field trips are made in accordance with state licensing regulations as well as Wisconsin Youth Company policies.

Please note: Lunch is not included. Children are asked to bring a lunch that does not require refrigeration or microwaving, and that is nut-free. Milk will be provided, as well as a morning and afternoon snack.

Last Day of School

If the last day of school is an early release, there will not be after school, however, before school will take place. If the last day of school is a full day (no early release) after school will run and fees will be assessed.

School Cancellations and Closings

If school is canceled, delayed or closed early due to bad weather, physical facility problems or other emergencies, before and after school programs will not operate. School closing announcements will be made on the TV, email, and/or our website, wisconsinyouthcompany.org. In the event of inclement weather, if schools are open but the weather is worsening, after school will operate, but we ask that Parents pick up their child(ren) as early as possible.

Before and After School Fee Structure

Wisconsin Youth Company before and after school programs correspond with school district calendars and fees are based on operation costs for the entire school year. Our weekly fees are calculated based on the annual expenses of hours of program, number of days, facility fees charged by each district and support expenses. Winter and spring break periods are not included in this calculation. Current fees for specific sites are available on the before and after school program page on our website, under the fees and payment schedule. Weekly fees are consistent throughout the school year and do not change based on early release days, non-school days or holidays. Fees will not be prorated for missed days, non-school days, holidays, school closures (due to weather or other reasons) or schedule changes that don't coincide with billing period start dates. Billing periods are bi-weekly. Payment is due on the Monday prior to the start of each bi-weekly billing period.

Before and after school program fees include a second child discount, where fees for additional children registered are less than the first child's fees. For billing purposes, the first child is considered to be the child with the most registered days in program.

4K Wrap

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Description

Wisconsin Youth Company offers 4K wrap programs for young learners to have opportunities to explore, create, and nurture their academic and developmental skills. Children must be four years old by the first day of attending school. 4K wrap programs are convenient and flexible for family's schedules. Classrooms are in the school buildings, making transitions easy for the children. Daily activities consist of group time, stations, group games, indoor/ outdoor active play, and planned projects based on the children's interests.

Licensing and YoungStar

State licensing standards are available for review at each licensed 4K wrap location. The terms of applicable licenses and any licensing violations are posted within the program. Our 4K wrap programs participate in YoungStar, a quality rating system implemented by the state of Wisconsin.

Daily Physical Activity

Wisconsin Youth Company adheres to the quality standards set forth by YoungStar (quality rating system) and the Department of Children and Families (DCF) State of Wisconsin Licensing Regulation in regards to daily physical activity offered to children participating in our programs. Children will be offered a minimum of 20-30 minutes each day for large motor activity outdoors, weather permitting, and when the temperature is above 0 degrees Fahrenheit in the winter months. Children may use the gym spaces within our schools during inclement weather when available.

Supervision and Staffing

In the interest of safety and quality programming, staff are required to know the whereabouts of each child at all times. All program locations use an organization-approved system to track children within the program that includes knowing the location, names and number of children in attendance. Parents are encouraged to become familiar with this system and to discuss questions and concerns with the program supervisor.

Wisconsin Youth Company maintains a 1:13 staff-to-child ratio in 4K Wrap programs to support quality programs while aligning with state licensing standards.

Staff Training

Wisconsin Youth Company staff play an important role in the safety and quality of each before and after school program. All staff working with children are trained on all Wisconsin Youth Company policies and procedures as well as CPR and First Aid. Additionally, staff meet all required background check, health and orientation requirements that are mandated by DCF. Wisconsin Youth Company is committed to providing on-going professional development including online courses and access to local collaborative training opportunities.

What to Bring to 4K Wrap

Rest time & Lunch

Rest time occurs daily at 4K Wrap. All children should bring a blanket. A small pillow or comfort toy are optional. Wisconsin Youth Company will provide sheets for rest mats. Rest items, including Wisconsin Youth Company's provided rest sheet, will be sent home at the end of each week to be washed and returned to program. Parents should also send extra clothes to be kept at program. Depending on the school, Parents may sign-up for school lunch service or send a nut-free bag lunch that does not require refrigeration or microwaving.

Appropriate Clothing
Wisconsin Youth Company asks that all children wear closed-toed shoes during program hours, so that they can safely and fully participate in all activities offered during program hours without danger of accidental injuries. Appropriate clothing must be worn daily for the weather conditions, i.e. winter coat, hats, gloves, snow pants, and snow boots. Extra clothes and outdoor gear can be kept in your child's locker in case they are needed at 4K Wrap. Please see the attire and weather chart located in the Health and Safety section of this handbook for appropriate clothing needs.

Personal Property
Please make sure to label all items clearly with your child's name. Children are discouraged from bringing items beyond what is needed during program hours. Wisconsin Youth Company is not responsible for lost, stolen or damaged personal property, including clothing, cell phones, cameras, and other electronic devices.

We don't allow the use of toys and equipment from home because of the effect it has on the community we are trying to build. If children bring items from home, it can create an environment of exclusion for other children. If you feel some toy or piece of equipment would enhance the program, please discuss the possible purchase with program staff.

Electronics in Program
Wisconsin Youth Company asks that all electronic devices be off and away during program time to allow all children to focus on in-person relationships and activities.

- **Cell Phones:** Wisconsin Youth Company does not allow children to use personal cell phones or personal electronic devices when participating in our programs. Children carrying cell phones will be asked to place them in their backpack during program time.
- **Smart watches**: students may wear their smartwatch at program as long as they are not using it as a communication device or personal electronic. It may only be used for telling time. If it used as a communication device, children will be asked to put it away.
- **Computer Access:** Computer access may be granted at individual programs and used only for academic purposes. Children will be limited to 20 minutes of screen time per day.

4K Wrap Regular Enrollment in Program

Children who are registered for regular enrollment are securing a set schedule in 4K Wrap. There is a two-day minimum for regular enrollment.

Unfortunately, we are unable to accommodate a rotating weekly schedule. Parents have the option to add an additional day when program space is available and pre-payment for the day is made in full. Added-day fees vary by program location. Please contact info@wisconsinyouthcomapny.org for information regarding fees. Once scheduled, added-day fees are non-refundable and non-transferable. Added days cannot be requested more than two weeks in advance. Parents may call or email the administrative office to request and schedule an added day. Parents should notify their school office of any scheduled added days.

Any registrations received less than two weeks before program starts cannot be guaranteed to start the first day of program.

If space in the program is not available, Parents are contacted and offered a place on the waitlist. Parents who accept a place on the waitlist are then contacted if and when space becomes available.

To provide a quality experience for your child, we need to have sufficient enrollment to operate a program. If we are unable to offer the program you registered for, we will contact you to discuss possible alternatives.

4K Wrap Arrival and Departure

The program supervisor will sign children into program upon arrival. At the end of program, children can either take the bus home or wait for an authorized pick-up person. Where applicable, 4K children are escorted to their classroom. Program staff are not permitted to transport children from our programs in their personal cars.

If Parents authorize their child to arrive independently (by walking or biking, including walking from the parking lot) to program, they must indicate an arrival time when registering. Parents must call program staff on the program site phone if their child arrives later and/or departs earlier.

Extracurricular Programs

An extracurricular permission form is required for all children who participate in extracurricular activities that occur during their scheduled program time. The extracurricular permission form provides Wisconsin Youth Company with written Parent permission for children to leave the program (e.g., to help a classroom teacher, scouts, sports practice, music lessons, etc.). All children participating in an extracurricular activity will need to come to their 4K program to check-in with staff prior to attending. This process helps to ensure that the child is properly checked out from 4K and ensures the safety of children. The extracurricular permission form can be requested by contacting info@wisconsinyouthcompany.org.

Early Release Days

4K Wrap program is not offered on early release days (mid-day release).

Last Day of School

If there is no 4K class held on last day of school, there will be no 4K wrap program. If the last day of school is an early release, there will not be a 4K wrap program. All personal belongings will be sent home on the last day of 4K wrap.

School Cancellations and Closings

If school is canceled, delayed or closed early due to bad weather, physical facility problems or other emergencies, programs will not operate. School closing announcements will be made on the TV, email, and/or our website, wisconsinyouthcompany.org.

4K Wrap Fee Structure

Wisconsin Youth Company 4K wrap programs correspond with school district calendars and fees are based on operation costs for the entire school year. Our weekly fees are calculated based on the annual expenses of hours of program, number of days, facility fees charged by each district and support expenses. Winter and spring break periods are not included in this calculation. Current fees for specific sites are available on the program page on our website, under the fees and payment schedule. Weekly fees are consistent through the school year and do not change based on early release days, non-school days or holidays. Fees will not be prorated for missed days, non-school days, holidays, school closures (due to weather or other reasons) or schedule changes that don’t coincide with billing period start dates. Billing periods are bi-weekly. Payment is due on the Monday prior to the start of each bi-weekly billing period.

Summer Day Camp

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Philosophy

Summer day camp offers campers the opportunity to build social skills, express themselves and form friendships within a choice-based environment. Trained and experienced staff lead campers in hands-on activities and outdoor exploration.

Program Description

Summer day camp provides campers entering grades K-5 (ages 5-12) the opportunity to explore new weekly theme-based activities and enjoy a wide range of hands-on projects led by counselors in a choice-based environment. Campers are divided into small groups by age group. Each camp attends a weekly off-site swim trip and either an off-site field trip or visit from a guest presenter at the camp location. Our day camps are state licensed, City of Madison accredited (Madison locations only), and YoungStar rated. Summer day camps are located in Dane and Waukesha Counties.

Licensing and YoungStar

Wisconsin Youth Company day camp programs are licensed by the State of Wisconsin Department of Children & Families (DCF 251). Each day camp will have a copy of the applicable Wisconsin licensing rules available at the sign-in table. The following licensing documents will be posted in a highly visible area at the sign-in table: licensing certification, results of the most recent licensing inspection, any notice of enforcement action, age range of participants, capacities and program hours.

Wisconsin Youth Company day camp programs have a four-star YoungStar rating. YoungStar is Wisconsin's childcare quality rating and improvement system.

Supervision and Staffing

In the interest of safety and quality programming, staff are always required to know the whereabouts of each camper. Summer day camps use an organizational-wide system to track campers within the program that includes knowing the location, names and number of campers in attendance. Campers will be provided a "tag" on their first day of program which assists in this tracking. Parents and campers are encouraged to become familiar with this system and to discuss questions or concerns with the camp director.

Staff Training

Day camp staff receive training prior to camp starting. Training includes Wisconsin Youth Company policies and procedures, including orientation requirements that are mandatory by DCF.

Ratios and Regulations
As a state licensed facility, Wisconsin Youth Company day camps work under the regulations of the State of Wisconsin. We adhere to their required ratios which include:

- During camp hours, staff-to-camper ratios are at most 1:18.
- During swimming trips, staff-to-camper ratio is at most 1:8 for all age levels.
- During field trips, staff-to-camper ratio is at most 1:12 for all age levels.

Every group of campers will be led by a counselor. All staff are certified in CPR and first aid. Each camp location will have a camp director, assistant camp director or lead counselor on-site at all times when campers are present. Parents will find a written delegation of administrative authority posted at each camp location, at the sign-in table.

What to Bring to Summer Day Camp

More information regarding what to bring to camp will be provided through the welcome website, under the This Week at Camp tab.

Personal Property
Please make sure to label all items clearly with your camper's name. Campers are discouraged from bringing items beyond what is needed for the camp day. Wisconsin Youth Company is not responsible for lost, stolen or dam- aged personal property, including clothing and electronics.

The following items are not permitted at Wisconsin Youth Company offices, camps, programs or field trips: weapons, alcohol, illegal substances, tobacco products, and electronic cigarettes.

Appropriate Clothing
Watch the weather forecast and check the This Week at Camp tab on the welcome website for daily activities to make sure that your camper has the appropriate clothing. Campers will be running/moving around a lot and may participate in messy activities. It's recommended that you send an extra set of clothing for your camper. Some camps are based out of school buildings that do not have central air conditioning. Campers should dress for warm weather while both inside and outside of the building.

Camp t-shirts must be worn on field trips as well as swimming trips. Swimsuits and towels should be brought to camp on swimming trip days as well as days with on-site camp aquatic activities. A camp t-shirt is provided to each camper on their first day of camp.

Footwear
Appropriate footwear for camp includes gym shoes with socks or sandals with a heel strap. **Please do not send your camper to camp wearing flip flop sandals.** Flip flop footwear does not stay on, often breaks, and can cause injury.

Lunch and Snacks
Please make sure to pack a nutritious nut-free lunch every day that does not require refrigeration or microwaving. A bagged lunch (completely disposable) is required on some field trip days. Field trips are noted in the This Week at Camp tab on the welcome website. A morning and afternoon nut-free snack is provided each day. Milk will be provided when snack or lunch is eaten at camp.

Electronics in Program

Wisconsin Youth Company asks that all electronic devices be off and away during program time to allow all children to focus on in-person relationships and activities.

- **Cell Phones:** Wisconsin Youth Company does not allow children to use personal cell phones or personal electronic devices when participating in our programs. Children carrying cell phones will be asked to place them in their backpack during program time.
- **Smart watches**: students may wear their smartwatch at program as long as they are not using it as a communication device or personal electronic. It may only be used for telling time. If used as a communication device, children will be asked to put it away.
- **Computer Access:** Computer access may be granted at individual programs and used only for academic purposes. Children will be limited to 20 minutes of screen time per day.

Summer Day Camp Enrollment

Summer day camp enrollment is week by week. Daily enrollment or prorated weeks are not available. Weekly enrollment includes all special events, field trips and swimming. Additional weeks can be added, as space allows, through the Parent Portal or by calling your administrative office.

Half-day enrollment for summer school students is available in Verona, Waunakee, Merton, and Kettle Moraine. Half-day enrollment is only available during weeks when summer school is in session and only at select day camp locations. Wisconsin Youth Company does not provide transportation to or from summer school. Parents should contact their school district for information regarding summer school transportation.

Summer Day Camp Arrival and Departure

Sign-In

Please make sure to sign-in your camper(s) as soon as you arrive to camp. Campers must be signed into camp by Parents or other authorized persons at least 18 years of age or older.

Sign-Out

Campers may be picked up by Parents or other authorized persons at least 18 years or older. The authorized pick-up person should sign-out of program with a signature and time of departure. Only authorized persons specified on the registration form and who present photo identification upon request, may pick up a camper, as we will not release a child to any other persons without written permission.

Independent Arrival and Departure

If the Parent chooses to have the camper arrive to camp without an authorized person to sign them in, or if the Parent chooses to have the camper to be able to leave camp without an authorized pick-up person, Parents must authorize an independent arrival and/or an independent departure at the time of registration. Campers who are authorized in writing to depart independently from camp will be signed out by a staff member at the time designated by the parent.

Field Trip and Aquatic Policies

Each week campers will go on an aquatic trip to a local pool or splash pad. Some weeks, campers will go on a field trip that coincides with the weekly theme (if there is no field trip planned a guest presenter will visit camp that week). Field trip information such as dates, arrival and departure times, and destination will be included on the This Week at Camp tab on the welcome website.

If a field trip needs to be changed due to weather concerns, construction, facility closure, etc., an email and/or text message will be sent to Parents as soon as the trip is confirmed to change. If walking trips are taken, staff will post information telling where the group is going and when they will return. On all field trips, staff will carry first aid supplies, attendance, registration information, emergency medications, and a program cell phone.

Wisconsin Youth Company staff work diligently with campers, off-site facilities, and transportation partners to ensure scheduled departure and return times to and from field trip locations. Unfortunately, there are occasional circumstances which may result in a group leaving the camp location late or returning to the camp location after the scheduled return time. In the event of a late arrival back to camp exceeding 15 minutes, families will be notified via text message. Your patience and flexibility are appreciated in circumstances where this may occur.

Aquatic Policy

Do not send your camper with life jackets, water wings or any other personal flotation device. Wisconsin Youth Company does not permit campers to wear them on our swim trips. Instead, we use swim levels to keep the campers in the areas of the pool that are best suited to their skills. On weeks when the camp does not visit a pool, they will visit a local splash pad. While at splash pads, camps follow field trip protocols for ratios and supervision.

Swim Permission

Campers are divided by swim level, into small groups of no more than eight campers per one staff. The groups will enjoy level-appropriate activities at the pool while remaining in close proximity to their counselor.

Wisconsin Youth Company swim levels:

- **White Level – Non-Swimmer:** Camper is not allowed to go in the water but may play in a designated area away from the water.
- **Red Level – Beginner Swimmer:** Camper has little or no swimming experience. They can enter and exit the water unassisted and put their face into water. They must stay in water no deeper than waist level at pool or beach.
- **Yellow Level – Intermediate Swimmer:** Camper has intermediate swimming skills. They can tread water for at least 20 seconds; swim with arm action and some side breathing; and have been introduced to deep water. They may swim anywhere within the designated swim area of the swimming pool with water levels up to six feet deep. In a beach setting, they will be expected to remain in water no deeper than chest level. They may use water slides dropping into water up to 6 feet deep.
- **Green Level – Advanced Swimmer:** Camper has advanced swimming skills. They can tread water for at least one minute; swim for an extended period of time with arm action and side breathing; and are comfortable in deep water. They may swim in water deeper than six feet. In a beach setting, they will be expected to remain in water no deeper than chest level. They may use water slides dropping into water up to 6 feet deep.
- **Double Green Level – Advanced Swimmer with Springboard & Deep-Water Slides Permission:** Camper has advanced swimming skills, as listed for “Green Level.” If available, they may jump off low springboards and diving platforms no greater than 1m (3.5 feet) from surface of the pool (feet first only and no flips). They may also use water slides dropping into water deeper than 6 feet.

General Swimming Procedures

Wisconsin Youth Company will only swim at facilities and beaches with certified lifeguards on duty whenever our campers are in the water. All facilities offer zero-depth entry. Pool safety equipment must be present and in working condition when campers are present.

School Cancellations and Closings

If school or community center buildings are closed due to excessive heat, inclement weather, physical facility problems or other emergencies, summer day camp will not operate. School closing announcements will be made via email and/or our website, wisconsinyouthcompany.org. In the event of excessive heat, if schools are open but the heat is considered a safety concern, we may ask that Parents pick up their camper(s) as early as possible.

Summer Day Camp Fee Structure

Deposits

During registration, a $35 deposit per week is required to reserve space in program. The deposit will be applied to the camper's weekly fee and is non-refundable and non-transferable.

General Fee Policies

Wisconsin Youth Company Summer Day Camp fees are based on operation costs for the entire summer. Our weekly fees are calculated based on the hours of program, number of days, facility fees charged by each district and support expenses. Current fees for specific camps are available on our website. Weekly fees vary depending on the week's activities and off-site field trips. Fees are slightly higher during the final weeks of camp due to an increased number of field trips. Fees will not be pro-rated for missed days, holidays, school closures (due to weather or other reasons) or schedule changes that don't coincide with billing period start dates. Billing periods are weekly. Payment is due on the Monday four weeks prior to the start of each weekly billing period.

Immersion Camp

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Philosophy

Immersion Camp provides opportunities for campers to get creative, step out of their comfort zone and use their imagination. Campers learn the value of teamwork and recognizing their strengths in a safe and inclusive environment.

Program Description

Wisconsin Youth Company offers theater camp in Dane County. Theater camp is a fun, enriching and educational experience for new and experienced campers entering grades 3-9. Activities are developmentally appropriate and offer an opportunity for campers to try something new and step outside their comfort zone. Campers work toward a final performance for family and friends at the end of the program.

Supervision and Staffing

In the interest of safety and quality programming, staff are always required to know the whereabouts of each camper. Theater camp uses an organizational-wide system to track campers within the program that includes knowing the location, names and number of campers in attendance. Campers will be provided a “tag” on their first day of program which assists in this tracking. Parents and campers are encouraged to become familiar with this system and to discuss questions or concerns with the program staff.

Wisconsin Youth Company hires trained, experienced and engaging staff to lead our immersion camp. Wisconsin Youth Company takes pride in ensuring that our staff are presented with enrichment opportunities and plenty of training to prepare them for the summer.

Theater camp is staffed with a director who holds experience in leading youth theater productions. Additional support is provided by immersion counselors.

Ratios and Regulations

In the interest of safety and quality programming, Theater Immersion staff are always required to know the where- abouts of each camper. Theater Immersion camp is typically run by a Theater Director and camp counselor, allowing for a typical staff-to-camper ratio of 1 to 12. There will be at least two staff present at all times during Theater Immersion Camp. Staff receive training prior to the start of summer. There will always be at least one staff member on-site who is certified in first aid and CPR

What to Bring to Immersion Camp

More information regarding what to bring to camp will be provided through the welcome website; however, a few important items are below:

Personal Property

Please make sure to label all items clearly with your camper’s name. Campers are discouraged from bringing items beyond what is needed for the camp day. Wisconsin Youth Company is not responsible for lost, stolen or damaged personal property, including clothing and electronics.

Appropriate Clothing
Campers should wear comfortable clothing that allows freedom of movement. Some camp activities take place in buildings without air conditioning or outdoors. Campers should dress appropriately for warm temperatures. Campers may get messy; it is recommended that you send your camper with an extra set of clothing. If a field trip is scheduled for Immersion Camp, camp t-shirts must be worn while on field trips. T-shirts will be provided to campers prior to the field trip.

Footwear
Appropriate footwear for camp includes gym shoes with socks or sandals with a heel strap. **Please do not send your camper to camp wearing flip flop sandals.** Flip flop footwear does not stay on, often breaks and can cause injury.

Lunch and Snacks
Campers will be busy all day, please make sure to pack a nutritious nut-free lunch every day. Lunches must not require refrigeration or microwaving. A morning and afternoon nut-free snack is provided each day. Milk is provided with snack and lunch.

Electronics in Program
Cell phones and Personal Electronic Devices: Wisconsin Youth Company does not allow campers to use their personal cell phones or electronic devices when participating in our programs. Campers carrying cell phones will be asked to place them in their backpack during program time.

Immersion Camp Enrollment
Theater Immersion Camp offers two-week enrollment. Daily enrollment or prorated weeks are not available. Weekly enrollment includes all special events and field trips.

Immersion Camp Arrival and Departure
Sign-In
Please make sure to sign-in your camper(s) as soon as you arrive to camp. Campers must be signed into camp by Parents or other authorized persons at least 18 years of age or older.

Sign-Out
Campers may be picked up by Parents or other authorized pick-up persons at least 18 years or older. The authorized pick-up person should sign-out of program with a signature and time of departure. Only authorized pick-up persons specified on the registration form and who present photo identification upon request, may pick up a camper, as we will not release a child to any other persons without written permission.

Independent Arrival and Departure
If the Parent chooses to have the camper arrive to camp without an authorized drop-off person to sign them in, or if the Parent chooses to have the camper to be able to leave camp without an authorized pick-up person, Parents must authorize an independent arrival and/or an independent departure at the time of registration. Campers who are authorized in writing to depart independently from camp will be signed out by a staff member at the time designated by the parent.

Field Trip Policies
Wisconsin Youth Company believes field trips and special activities away from the site are an important part of a quality program. Field trip information including dates, arrival and departure times, and destination will be included in This Week at Camp tab of the welcome website.

If a field trip needs to be changed due to weather concerns, construction, facility closure, etc., an email and/or text message will be sent to Parents as soon as the trip is confirmed to change. On all field trips, staff will carry first aid supplies, attendance, registration information, emergency medications, and a program cell phone.

School Cancellations and Closings

If school or community center buildings are closed due to excessive heat, inclement weather, physical facility problems or other emergencies, immersion camp will not operate. School closing announcements will be made on email, incoming message and/or our website, wisconsinyouthcompany.org. In the event of excessive heat, if schools are open, but the heat is considered a safety concern, we may ask that Parents pick up their camper(s) as early as possible. Wisconsin Youth Company will do their best to relocated performances if they coincide with excessive heat or school closings.

Immersion Camp Fee Structure

Deposits

During registration, a $50 deposit per immersion camp is required to reserve space in the program. The deposit will be applied to the camper's weekly fee and is non-refundable and non-transferable.

General Fee Policies

Wisconsin Youth Company Immersion Camp fees are based on operation costs for each immersion program. Our fees are calculated based on the hours of program, number of days, facility fees charged by each district and support expenses. Current fees for immersion camps are available on our website. Fees will not be prorated for missed days, holidays, school closures (due to weather or other reasons) or schedule changes that don't coincide with billing period start dates. Payment for theater immersion camp is due on the Monday four weeks prior to the start of camp.

Middle School U

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Philosophy

At Middle School U (MSU) students can develop their independence and discover what they are capable of through hands-on courses. MSU offers a welcoming and inclusive environment for students to build supportive relationships with peers and staff.

Program Description

Middle School U courses are designed to meet the needs of students who are entering grades 6-9 in Dane County. Students have the opportunity to develop skills and explore interests with hands-on courses.

Supervision and Staffing

In the interest of safety and quality programming, Middle School U staff are required to know the whereabouts of each student at all times.

Instructor to student ratios are course specific and range from 1:6 to up to 1:16 during course instruction. In addition to the course instructor, the program is staffed by a program manager, director and youth leaders. These staff members assist the instructors during course time and supervise the students during non-course time.

At least one program manager or director will be on site at all times. Staff have been selected for their experience with and sincere interest in working with middle school age students.

Staff Training

MSU youth leaders receive 24+ hours of training prior to MSU starting. Training includes Wisconsin Youth Company policies and procedures in addition to MSU specific orientation. MSU instructors receive individualized training led by the program manager in regard to their specific course topic(s).

What to Bring to Middle School U

More information regarding what to bring will be provided through the introductory letter; however, a few important items are below:

Personal Property

Please make sure to label all items clearly with your student's name. Students are discouraged from bringing items beyond what is needed for their course(s). Wisconsin Youth Company is not responsible for lost, stolen or damaged personal property, including clothing and electronics.

Appropriate Clothing

Watch the weather forecast and check the weekly welcome letter for course specific daily activities to ensure that your student has the appropriate clothing. MSU is often based out of a school building that does not have central air-conditioning. Students should dress for warm weather both while both inside and outside of the building.

Footwear

Appropriate footwear for MSU includes gym shoes with socks or sandals with a heel strap. **Please do not send your student wearing flip flop sandals.** Flip flop footwear does not stay on, often breaks and can cause injury.

Lunches and Snacks

Students enrolled in MSU for a full day should pack a nut-free nutritious lunch that does not require refrigeration or microwaving. A morning and afternoon nut-free snack is provided each day. Milk will be provided with snack and lunch as well.

Electronics in Program

Cell phones and Personal Electronic Devices: MSU does allow students to use personal cell phones or electronic devices during non-course time. Students carrying devices will be asked to place them in their backpack during course time. If students are using their devices inappropriately, they will be asked to keep them in their backpack during non-course time as well. If there are repeated concerns with electronic devices while at MSU, a parent conversation may be arranged to discuss appropriate device usage and next steps. Wisconsin Youth Company is not responsible for lost, stolen or damaged cell phones or electronic devices.

Middle School U Enrollment

MSU enrollment is week by week and offers either morning, afternoon, or all-day course options. Daily enrollment or prorated weeks are not available. Weekly enrollment includes all course supplies, special events, field trips, and swimming. Additional weeks can be added, as space allows, through the Parent Portal or by emailing the administrative office.

Middle School U Arrival and Departure

Independent Arrival

Due to the age of the participants served by MSU, students may arrive at and depart from the program independently. Students are expected to be on-time for courses and remain in the program until the end of their courses. It is very important that students arrive on time, especially if their course is off-site, because transportation will leave promptly at the start of the course. Transportation will not be held for late arrivals. MSU is responsible for students only during the time they are signed into the program.

Arrival and Sign-In

All students are expected to check-in with staff upon arrival and sign themselves in to the program on the attendance list. Time of arrival must be noted.

Transition from Morning to Afternoon Courses

Students enrolled in a morning and afternoon course should sign out of the morning course and immediately sign-in to the afternoon course during lunchtime. Students enrolled in a morning course can arrive as early as 8 a.m. and can remain as late as 1 p.m. Students enrolled in an afternoon course can arrive as early as noon and can remain as late as 5 p.m. MSU staff members supervise free-choice, independent activities before and after course time and during the lunch hour.

Departure and Sign-Out

All students are expected to check out with staff before departing and sign themselves out of the program on the attendance list. Time of departure must be noted.

Off-Site Courses and Aquatic Policies

Wisconsin Youth Company believes special activities away from the program location are an important part of a quality program. When taking students off-site trips that require transportation, notice will be provided to the parents of all students, including date, times, and destination. Staff carry first aid supplies, attendance and registration information, as well as a cell phone on all trips. Field trips are made in accordance with MSU policies.

Aquatic Policy

Some MSU courses include swimming in natural bodies of water or swimming pools as well as other aquatic activities such as canoeing, kayaking, paddle-boarding, and water park attractions in a variety of settings. Specific activities, as well as the swim level required for those activities, are outlined in the course descriptions.

Swim Permission

Students will be allowed to participate in water activities based on their swimming ability. All students participating in an aquatic course with MSU must have intermediate or advanced swimming skills.

- **Yellow Level – Intermediate Swimmer:** Student has intermediate swimming skills. They can tread water for at least 20 seconds; swim with arm action and some side breathing; and have been introduced to deep water. They may swim anywhere within the designated swim area of the swimming pool with water levels up to six feet deep. They can participate in canoe, kayak and stand-up paddleboard activities, if applicable. They may use water slides dropping into water up to 6 feet deep.
- **Green Level – Advanced Swimmer:** Student has advanced swimming skills. They can tread water for at least one minute; swim for an extended period of time with arm action and side breathing; and are comfortable in deep water. They may swim in water deeper than 6 feet. They can participate in canoe, kayak and stand-up paddleboard activities, if applicable. They may use water slides dropping into water up to 6 feet deep.
- **Double Green Level – Advanced Swimmer with Springboard & Deep-Water Slides Permission:** Student has advanced swimming skills, as listed for “Green Level.” If available, they may jump off low diving boards (feet first only and no flips). They may also use water slides dropping into water deeper than 6 feet.

Swimming Procedures

A certified lifeguard must be present at all times while students are swimming. Students will be checked in and out of the water with a buddy and under the supervision of a designated staff member. Students will remain within close proximity to their buddy while in the water, and pairs will inform staff when they enter or leave the water. Buddy checks will be called regularly throughout the swim trip.

All pool and beach rules will be enforced by on-duty lifeguard(s) and MSU staff. MSU staff may either be swimming with students or supervising from the deck/sand. While at a beach, students may only swim in designated swim area and must stay in water no deeper than chest level.

Boating Procedures

MSU participates in boating activities through various vendors. All rules will be enforced by vendor, lifeguard(s) and MSU staff. Students will only participate in canoe or kayak activities when a lifeguard is present. PFDs (Personal Flotation Devices) must be worn by everyone when on all boats.

School Cancellations and Closings

If school buildings are closed due to excessive heat, inclement weather, physical facility problems or other emergencies, MSU will not operate. School closing announcements will be made on email, incoming message and/or our website, wisconsinyouthcompany.org. In the event of excessive heat, if schools are open but the heat is considered a safety concern, we may ask that Parents pick up their student(s) as early as possible.

Middle School U Fee Structure

Deposits

During registration, a $25 deposit per half-day or $50 deposit per full-day course is required to reserve space in the program. The deposit will be applied to the student’s weekly fee and is non-refundable and non-transferable.

General Fee Policies

Middle School U fees are based on operation costs for each course. Our weekly fees are calculated based on the expenses of hours of program, number of days, facility fees, instructor fees and support expenses. Current fees for specific courses are available on our website. Weekly fees vary depending on the course activities. Fees will not be pro-rated for missed days, holidays, school closures (due to weather or other reasons) or schedule changes that don't coincide with billing period start dates. Billing periods are weekly. Payment is due on the Monday four weeks prior to the start of each weekly billing period.

Wander Wisconsin

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Program Philosophy

Wander Wisconsin offers campers the opportunity to build self-confidence, explore in nature, and step out of their comfort zone. A small group setting and low staff-to-camper ratios provide the perfect environment for building meaningful relationships.

Program Description

Wander Wisconsin offers daily field trips and adventure-themed activities for campers entering grades 3-5, who are at least 8 years old. Adventure trips provide an opportunity for children to challenge themselves and build self-confidence. Wander Wisconsin summer trips are based out of Madison and Verona.

Supervision and Staffing

In the interest of safety and quality programming, adventure trip leaders are always required to know the where-abouts of each camper. All adventure trips are led by at least two adventure trip leaders. Adventure trips are small groups allowing for a typical staff-to-camper ratio of 1 to 7. Staff receive training prior to the start of summer. All trip leaders hold current first aid, CPR and AED certifications. During the summer months, designated trip leaders also hold current lifeguard certification.

What to Bring on Wander Wisconsin

More information regarding what to bring to Wander Wisconsin will be provided through the introductory letter; however, a few important items are below:

Personal Property

Please make sure to label all items clearly with your camper's name. Campers are discouraged from bringing items beyond what is needed for their trip. Wisconsin Youth Company is not responsible for lost, stolen or damaged personal property, including clothing and electronics.

Appropriate Clothing

Watch the weather forecast and check the This Week at Wander tab of the welcome website for daily activities to make sure that your camper has the appropriate clothing. Campers will be running/moving around a lot and may participate in messy activities. It's recommended that you send an extra set of clothing for your camper.

Wander Wisconsin t-shirts must be worn on swimming trips. Swimming suits and towels should also be brought on these days. Campers do not need to wear Wander Wisconsin t-shirts for non-aquatic adventure trips. Campers will receive a Wander Wisconsin t-shirt on their first day of program.

Footwear

Appropriate footwear for Wander Wisconsin includes gym shoes with socks or sandals with a heel strap. Some activities will require gym shoes (not sandals). This will be noted on the This Week at Camp tab of the welcome website. **Please do not send your camper wearing flip flop sandals.** Flip flop footwear does not stay on, often breaks and can cause injury.

Lunch and Snacks

Please make sure to pack a nutritious, nut-free lunch every day that does not require refrigeration or microwaving. A morning and afternoon snack are provided daily. Wisconsin Youth Company snacks are nut-free. Lunch may be provided once during a week of Wander Wisconsin. This will be noted on the This Week at Camp tab of the welcome website.

Electronics in Program

Cell phones & Personal Electronic Devices: Wander Wisconsin does allow campers to use personal cell phones and electronic devices during transportation to and from daily trips. Campers carrying these devices will be asked to place them in their backpack during the remainder of the day. If campers are using their devices inappropriately, they will be asked to keep them in their backpack during transportation time as well. If there are repeated concerns with electronic devices while at Wander, a parent conversation may be arranged to discuss appropriate device usage and next steps Wisconsin Youth Company is not responsible for lost, stolen or damaged cell phones or electronic devices.

Wander Wisconsin Enrollment

Wander Wisconsin enrollment is weekly. Daily enrollment or prorated weeks are not available. Weekly enrollment includes all special events, field trips and swimming. Additional weeks can be added, as space allows, through the Parent Portal or by calling your administrative office.

Wander Wisconsin Arrival and Departure

Sign-In

Please make sure to sign in your camper as soon as you arrive to Wander Wisconsin. Campers must be signed in by Parents or other authorized drop-off persons at least 18 years of age or older.

Sign-Out

Campers may be picked up by Parents or other authorized pick-up persons at least 18 years or older. The authorized pick-up person should sign-out of program with a signature and time of departure. Only authorized persons specified on the registration form and who present photo identification upon request, may pick up a camper, as we will not release a child to any other persons without written permission.

Independent Arrival and Departure

If the Parent chooses to have their camper arrive to Wander Wisconsin without an authorized drop-off person to sign them in, or if the Parent chooses to have the camper to be able to leave Wander Wisconsin without an authorized pick-up person, Parents must authorize an independent arrival and/or an independent departure at the time of registration. Campers who are authorized in writing to depart independently from Wander Wisconsin will be signed out by a staff member at the time designated by the parent.

Field Trip and Aquatic Policies

Wander Wisconsin programs consist of daily field trips. Parents will be provided dates, times and destinations of trips in advance. Staff carry first aid supplies, attendance and registration information, as well as a cell phone on all trips. Field trips are made in accordance with Wander Wisconsin policies.

Aquatic Policy

Many Wander Wisconsin courses include swimming in natural bodies of water or in swimming pools as well as other aquatic activities such as canoeing, kayaking and water park attractions in a variety of settings. Specific activities, as well as the swim level required for those activities, are outlined in the trip descriptions.

Swim Permission
Campers will be allowed to participate in water activities based on their swimming ability. All campers participating in Wander Wisconsin must have intermediate (yellow) or advanced (green) swimming skills.

- **Yellow Level – Intermediate Swimmer:** Camper has intermediate swimming skills. They can tread water for at least 20 seconds; swim with arm action and some side breathing; and have has been introduced to deep water. They may swim anywhere within the designated swim area of the swimming pool with water levels up to 6 feet. They can participate in canoe, kayak, and stand-up paddleboard activities, if applicable. They may use water slides dropping into water up to 6 feet deep.
- **Green Level – Advanced Swimmer:** Camper has advanced swimming skills. They can tread water for at least one minute; swim for an extended period of time with arm action and side breathing; and are comfortable in deep water. They may swim in water deeper than six feet. They can participate in canoe, kayak, and stand-up paddleboard activities, if applicable. They may use water slides dropping into water up to 6 feet deep.
- **Double Green Level – Advanced Swimmer with Diving Board & Deep-Water Slides Permission:** Camper has advanced swimming skills, as listed for "Green Level." If available, they may jump off low diving boards (feet first only and no flips). They may also use water slides dropping into water deeper than 6 feet.

Swimming Procedures
A certified lifeguard must be present at all times while campers are swimming. Campers will be checked in and out of the water with a buddy and under the supervision of a designated staff member. There will be at least one staff member for every eight swimmers. Campers will remain within close proximity of their buddy while in the water, and pairs will inform staff when they enter or leave the water. Buddy checks will be called regularly throughout the swim trip.

All pool and beach rules will be enforced by on-duty lifeguard(s) and Wander Wisconsin staff. Wander Wisconsin staff may either be swimming with students or supervising from the deck/sand. While at a beach, campers may only swim in designated swim area and must stay in water no deeper than chest level.

Boating Procedures
Wander Wisconsin participates in boating activities through various vendors. All rules will be enforced by vendor, lifeguard(s) and Wander Wisconsin staff. Campers will only participate in canoe or kayak activities when a lifeguard certified staff member is present. PFDs (Personal Flotation Device) must be worn by everyone when on all boats.

School Cancellations and Closings
If school buildings are closed due to excessive heat, inclement weather, physical facility problems or other emergencies, Wander Wisconsin will not operate. School closing announcements will be made by email, and/or our website, wisconsinyouthcompany.org. In the event of excessive heat, if schools are open but the heat is considered a safety concern, we may ask that Parents pick up their camper(s) as early as possible.

Wander Wisconsin Fee Structure
Deposits
During registration, a $50 deposit is required to reserve space in the program. The deposit will be applied to the camper's weekly fee and is non-refundable and non-transferable.

General Fee Policies
Wander Wisconsin fees are based on operation costs for each trip. Our weekly or daily fees are calculated based on the expenses of hours of program, number of days, facility fees, vendor fees, and support expenses. Current fees for specific trips are available on our website. Weekly fees vary depending on the week's activities and field trips. Fees vary by trip. Fees will not be pro-rated for missed days, holidays, school closures (due to weather or other reasons) or schedule changes that don't coincide with billing period start dates. Billing periods are weekly. Payment is due on the Monday four weeks prior to the start of each weekly billing period.

Contact Us

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