

Two-Time 2011 & 2022
NATIONAL
Gold Medal Winner

Cool School Before and Afterschool 2024-2025 Parent Handbook

Registration opens: Returning families May 15, 2024
New families June 3, 2024, at noon



This handbook is for the following locations: Banting, Bethesda, Heyer, Hillcrest, Lowell, Prairie, WSA and Rose Glen. *(There is a separate handbook for Hadfield and Hawthorne locations)*

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Dear Parents and Guardians,

Welcome to the 2024-2025 school year. Waukesha Parks, Recreation and Forestry Department **Cool School Recreation Program** held in cooperation with the School District of Waukesha. Our goal is to create a fun, safe and successful recreation environment for your student(s) to not only learn in, but to thrive in. We believe fully in the philosophy of **education through recreation**. Our recreation program utilizes hands-on, engaging enrichment, specialty and academic activities that will keep your student(s) busy and active during their time with us. It is our hope that your student will look forward to coming and will be disappointed when it is time to leave. Please keep in mind, this program is not a "day care", it is a recreation program. We are not a part of the School District of Waukesha; however, we are happy to be a partner. This program a choice and not mandated for students to attend.

This is a school year recreation program that operates Monday through Friday on all School District of Waukesha school days, we are not in session during school closings, weather closings, or planned days off. Please see our separate program for our "Days Off" offerings. Our program is offered in 9 monthly sessions throughout the school year.

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

Please review our Code of Conduct policy with your student (s). It is imperative that all students comply with the Code of Conduct policy to make the recreation program enjoyable to everyone.

Please understand due to the nature of our recreation program all students must be independent with bathroom use and potty-trained and able to stay in a group setting. **Due to the nature of our recreation programs, we cannot support a one adult to one student ratio.**

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

Thank you, and we are looking forward to a momentous year!

Sincerely,

Gala Evers,
Recreation Supervisor
gevers@waukesha-wi.gov

Therese "Jazz" Jashinsky,
Recreation Programmer
tjashinsky@waukesha-wi.gov



Mission Statement

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

General Information:

City of Waukesha Parks,
Recreation & Forestry
Department

1900 Aviation Drive
Waukesha, WI 53188
(262) 524-3737 (phone)
prf@waukesha-wi.gov
www.waukesha-wi.gov

**Site phones are turned on
September 1- through
the last day of school.**



Tax Id # 39-6005642

Cool School Before and Afterschool contact info:

Banting Elementary

2019 Butler Dr.
(262) 225-7417
BantingCoolSchool@gmail.com

Hillcrest Elementary

2200 Davidson St.
(262) 875-8054
HillcrestCoolSchool@gmail.com

Bethesda Elementary

730 S. University Dr.
(262) 993-2539
BethesdaCoolSchool@gmail.com

Lowell Elementary

140 N. Grandview Blvd.
(262) 290-0920
LowellCoolSchool@gmail.com

Hadfield Elementary (CLC)

733 Linden St.
(262)-933-3146
HadfieldCoolSchool@gmail.com

Prairie Elementary

1801 Center Rd.
(262) 993-5343
PrairieCoolSchool@gmail.com

Hawthorne Elementary (CLC)

1111 Maitland Dr.
(262) 993-5391
HawthorneCoolSchool@gmail.com

Waukesha STEM Academy

1103 S. East Ave.
(262) 225-7418
RandallCoolSchool@gmail.com

Heyer Elementary

1209 Heyer Dr.
(262) 349-3738
HeyerCoolSchool@gmail.com

Rose Glen Elementary

W273 S3845 Brookhill Dr.
(262) 349-1576
RoseGlenCoolSchool@gmail.com

Program Overview

Program Goals

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

Before School Recreation Program

The before school program is centered around fitness and literacy. A 2001 study from the National Association for Sport and Physical Education notes there is a correlation between school performance and physical active. Additionally, a 2013 Danish study shows exercise before school improves attentiveness and focus during class. The before school program places a focus on keeping your student active and moving through fun, physical activities.

Program Structure:

Banting, Bethesda, Heyer, Hillcrest, Lowell, Prairie & Rose Glen

- 7:00 - 8:00 am - Fun Fitness Activities (including Yoga and Mindfulness)
- 8:00 - 8:15 am - Light AM snack (unless breakfast is provided at the school)
- 8:15 - 8:30 am - Outdoors (inside during inclement weather)
- 8:30 - 8:35 am - Clean up and line up- Dismissal to class

WSA

- 6:45 - 7:15 am - Fun Fitness Activities (including Yoga and Mindfulness)
- 7:15 - 7:30 am - Light AM snack (unless breakfast is provided at the school)
- 7:30 - 7:40 am - Silent Reading/Partner Reading/Read aloud
- 7:40 - 7:45 am - Clean up and line up- Dismissal to class

Afterschool Recreation Program

The afterschool program introduces new themes and activities on a weekly basis; that includes, health and wellness, academics, enrichment (through thirty different weekly themed lessons that are aligned to the Wisconsin Education Standards), recreation, and leadership development. Persons also engage in three major project-based learning opportunities that include the annual Winter Challenge, 5K character run and our annual boat design and regatta. *Rotations will include Academic Enrichment, Specialty, Social Emotional, Project Based Learning, Homework and Recreation.

We offer four pick-up time options at **Banting, Bethesda, Heyer, Hillcrest, Prairie, WSA, and Rose Glen**. These pick-up times are between our activity rotations.

- WSA only 1) 3:30 pm 2) 4:00 pm 3) 4:30 pm 4) between 5:00-5:59 pm
- Other Sites 1) 4:00 pm 2) 4:30 pm 3) 5:00 pm 4) between 5:30-5:59 pm

Banting, Bethesda, Heyer, Hillcrest, Lowell, Prairie & Rose Glen

- 3:40 - 4:00 pm - Check-in/Snack/Group Meetings
- 4:00 - 4:30 pm - Rotation 1 (Grouped by grades)
- 4:30 - 5:00 pm - Rotation 2 (Grouped by grades)
- 5:00- 5:30 pm - Rotation 3 (Grouped by grades)
- 5:30 - 5:55 pm - Large Group (all grades)
- 5:55 - 6:00 pm - Preparation to go home

WSA

- 2:50 - 3:10 pm - Check-in/Snack/Restroom
- 3:15 - 3:30 pm - Team Building/Group Meetings (Grouped by grades)
- 3:30 - 4:00 pm - Rotation 1 (Grouped by grades)
- 4:00 - 4:30 pm -Rotation 2 (Grouped by grades)
- 4:30 - 5:00 pm -Rotation 3 (Grouped by grades)
- 5:00 -5:50 pm - Large Group Games (all grades)
- 5:50 - 6:00 pm - Preparation to go home



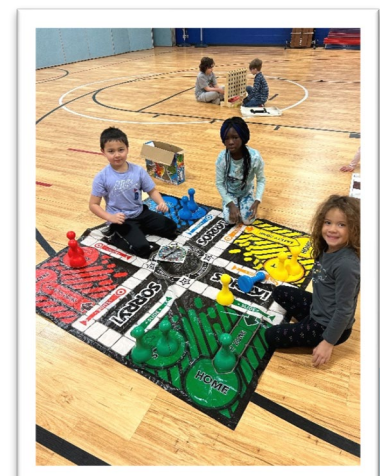
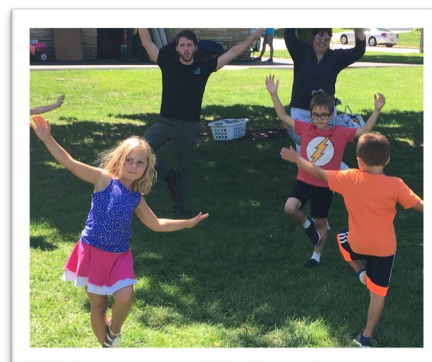
Curriculum

Specifically designed to promote interactions, teaching practices, and learning experiences that research has shown to be effective in supporting students learning and development.

Academic Enrichment Each week, students will have the opportunity to explore a different academic enrichment activity that is aligned to the Wisconsin State Standards and reinforces academic concepts learned during the school day. Please see your site's calendar to see when these activities are scheduled. Activities may include:

BOWLING/FLING BOWL
BOTTLE CAPS AND GLASS BEADS
BEADS & BRACELETS
BROOM BALL/PILLOW POLO
BOOMWHACKERS/FLAGS
CAFE
CARD BIN/DICE GAMES
CARNIVAL GAMES
CATCH AND RELEASE
CLAY/PLAYDOUGH
CUP STAKING
DESIGN YOUR SPACE
DUCKS ON A ROCK/SPIKE BALL
DUCT TAPE PROJECTS
FIELD DAY GAMES
GIANT GAMES
GATORBALL/TOPPLE TOSS
GROCERY STORE

KARAOKE/SKITS
LACROSSE/KUBB
MINDFULNESS
MINUTE MADNESS
NINJA CHALLENGE
PAPER PLATE PROJECTS
POST OFFICE
QUILLING/SCRAPBOOKING
SECRET SPIES
SHRINKY DINKS/FUSE BEADS
SCIENTIST
STENCILS/ZENTANGLE/
TEAM BUILDING
VETS AND PETS
WEAVING
WORLD CRAFTS/GAMES
YOGA



Recreation

Play is important for the emotional, social, cognitive, and physical development of students. In addition to being critical for general health and a preventative against overweight, play develops life skills for students and communication skills among peers and family members. Each day students will have the opportunity to explore and play different games. Although, students think they are just “playing” our staff are intentional with the games and activities that are planned.

Social Emotional Learning (SEL)

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

Project Based Learning

Helps students develop skills for living in a knowledge-based, cooperative, and technological society. We offer four major Project Based Learning Activities over the course of a school year, Kickball/Team building and connecting, Winter Design Challenge, 5K Character Building Family Fun Run, and the Boat Regatta boat design and challenge.

Specialty

We partner with a variety of agencies to bring specialized activities to our persons. Partnerships may include, Waukesha Public Library, HAWS, UW Extension- Nutrition, Cops and Kids Foundation, Kohls Cares, SDW Environmental Education, Heartbeat Drums, Waukesha County Planetarium.

Homework/Reading

Typically, 10-15 minutes may be dedicated to homework/reading time for students grades 2-5. Students who do not have homework will play learning games, mind benders and other literacy activities. Cool School instructors will help and encourage students to complete their homework. Students with iPads in grades 2-5 will have access to their device to complete their assignment(s) with parent permission. Students in 4K, Kindergarten and first grade will utilize the homework time to play educational games, silent read/partner read/read aloud, free write and/or participate in math and literacy extensions provided from day schoolteachers. **iPads are not allowed in the program unless students have a specific assignment to complete.**

Snacks

Peanut-free snacks (pretzels, popcorn, crackers, etc.) will be served to persons daily. Water will be available always, and water breaks will be encouraged. Please indicate on the Student Information Form if your student has any food allergies.

What to Bring

Attire: Unfortunately, we will not have access to the student’s gym shoes. Please have your student wear appropriate shoes for active games. We also go outside daily, so please plan for the weather.

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

School-issued iPads: iPad must be stored in student backpacks during Cool School Programs. If you have concerns about iPads at the before/afterschool program, please contact Cool School instructors directly. iPad are not allowed in Cool School, unless for specific assignments.

Special Events

We hold several unique events that are in conjunction with our project-based learning recreation activities! Please look for details throughout the year.

11th ANNUAL KICKBALL TOURNAMENT

3RD ANNUAL WITNER CHALLENGE

12TH ANNUAL COOL SCHOOL 5K

12TH ANNUAL MILK CARTON BOAT REGATTA



Program Requirements

Due to the nature of our recreation before and afterschool program activities we require all persons be **toilet trained, independent with all bathrooms needs and able to work in a group setting and in compliance with our Behavior Code of Conduct.**

Code of Conduct for students and their families

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

The following procedures will be used in handling discipline situations:

- **Verbal warning** (with reasons as to why the behavior is inappropriate) and/or redirection of behavior will be the immediate action in correcting inappropriate behavior.
- **Behavior/Incident Report** will be filled out with a detailed description of the incident and behavior. Staff will document the strategies employed to correct the behavior and this form will be shared with the parent/guardian and program coordinator. Conversations with Program Coordinator, Cool School Instructors and Parents/Guardians may take place to identify success strategies and positive reinforcement strategies.
- The **severity of the student's behavior** will determine what actions need to be taken – dismissal from the program. This may include partnering with the WPRF Before and After School team and additional community resources to seek alternative tools and strategies for your student's behavior.
- **In effort to keep all our persons safe, running from staff (leaving without permission) and physical aggression to staff or other students will not be tolerated and will result in immediate dismissal from the program.**

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

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

Program Procedures

Drop-Off & Pick Up Policies and Procedures

For your student's safety and security, we require families to physically sign their student in and sign them out every day and walk them to and from the program. Parents/Guardians calling the site cell phone requesting their student to meet them outside is also not permitted. **A physical signature from the parent/guardian/authorized pick-up person is required at each drop-off/pick up.**

You are welcome to contact staff during program hours or leave a message. We ask that you please call-in advance if your student will not be attending the program, if someone who is not on the authorized pick-up list is picking them up, or if you are going to be later than 6:00 pm in picking up. You or anyone picking your student up will be asked to show a photo ID as well as crossed checked on the authorized pick-up list to ensure your student's safety. Cool School staff are not permitted to allow your student to leave with unauthorized adults. Please bring a photo ID with you when are picking up. Site phone numbers are posted on the front door at each school and on the first page of this handbook.

If someone who is not listed on the Student Information Form is picking up your student and you have not notified Cool School staff that your student will be picked up by someone not listed, we will not release your student with that person until we can receive verbal or written (e-mailed) verification from you. This person will also be asked to show photo ID upon pickup.

Dismissal Times and Pick- Up Procedures

Pick Up Options: To keep students safe and engaged during our program hours, we offer pick up time for students. Parents/Guardians may pick students up at the times listed below. If you know in advance which time slot you will pick up, you may let our staff know 1 day in advance on the sign out clipboard. When choosing a pick-up time ahead, we can have your student ready to go at the specific time.

We offer four pick up time options at **Banting, Bethesda, Heyer, Hillcrest, Prairie, WSA, and Rose Glen.**

WSA only	1) 3:30 pm	2) 4:00 pm	3) 4:30 pm	4) between 5:00-5:59 pm
Other Sites	1) 4:00 pm	2) 4:30 pm	3) 5:00 pm	4) between 5:30-5:59 pm

Late Pick-ups:

We ask that you be observant of your pick-up time and arrive before the program closes for the day. Any person that arrives late in picking up will be assessed a fee. **This fee is \$5.00 for every 15 minutes after 6:00 pm or fraction thereof.** Cool School Staff will issue a late-pick up slip, which must be paid within one week to the WPRF office. Cool School staff cannot accept late pick-up money. If the late pickup fee is not paid, your account will be invoiced for the remaining balance.

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

Drop off and Pick Up Locations: (may change due to needs of school, check for updates)

Banting, Heyer, Hillcrest, Rose Glen, WSA – (Front Door)

Lowell – Gym Door in the parking lot

Bethesda- Side door by playground

Prairie- Backdoor by playground

Transitions

Before School Banting, Bethesda, Heyer, Hillcrest, Lowell, Prairie & Rose Glen:

Students attending Before School will begin lining up for class at 8:30 am. Students will be dismissed from Cool School at 8:35 am. Classes begin at 8:40 am.

WSA: Students attending Before School will begin lining up for class at 7:40 am. Students will be dismissed from Cool School at 7:45 am. Class begins at 7:50 am.

Afterschool Banting, Bethesda, Heyer, Hillcrest, Lowell, Prairie, WSA & Rose Glen:

4k, Kindergarten & First Grades:

Students will be picked up from their classroom by a Cool School Instructor. A designated spot will be determined near these classrooms. After being picked up, students and instructors will walk directly to the gym for check-in and snack time.

Second – Fifth Grades:

Students are expected to walk directly to the gym after the bell rings and check-in. Students needing to stay after school with their teacher must have a pass from their teacher and are expected to first check-in at Cool School before staying behind in the classroom.

4K- Early Learners

Students enrolled in 4K may register for before and afterschool on days the school has 4K programming. Therefore, if your student attends 4K M-TH, they may not attend on a Friday or if your student attends a morning program only, they may only register for before care. (We do not prorate tuition) Please consider the length of day for 4K and Kindergarteners when considering both before and afterschool programming. We have found young students perform best when their day is shorter, and they participate in only one or the other programs and not both.

Inclement Weather and School Closings

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

Early Release Days

The School District of Waukesha has planned four early release days. Students are dismissed from school 2 hours early. WPRF will provide care for **afterschool** persons at the early release time scheduled on the following days: October 23, February 13, May 23, and 6/11. **(4) Pick up times are available:**

WSA Only: 3:00 pm, 3:30 pm, 4:30 pm, between 5:30-5:59 (program closes promptly at 6 pm).

Other Sites: 3:30 pm, 4:00 pm, 4:45 pm, between 5:30-5:59 (program closes promptly at 6 pm).

Non-Discrimination Policy

WPRF complies with the Americans with Disabilities Act and will make reasonable accommodations to support inclusive recreation participation. Please contact WPRF at 262-524-3737 in advance of participation regarding special accommodation needs.

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

Photograph Policy

Please be aware that WPRF persons may be photographed or taped for promotional purposes, (i.e., WPRF activity guide, Channel 25, newspapers, Facebook, Twitter, etc.). **Please let the staff know in writing if you do not want your student photographed.**

Health/Emergency Information

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

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

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

Medication Policy

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

NOTES ABOUT MEDICATION:

- It is the Parent/Guardian's responsibility to ensure that the medication is available for distribution at the site.
- On "Day Off" Programs in which your student is not at their usual program location, it is the parent/guardian's responsibility to provide the medication on that day. Cool School instructors are not authorized to transport medication to a different site or location

The Staff Instructors are college students, college graduates, DPI certified teachers, teacher's aides and community members who genuinely enjoy working with students. They all have experience with before/afterschool programs, summer playground programs, student care programs and/or have instructed students in a school or recreation setting.

Staff attends an intensive training program prior to the school year, which includes certification and recertification in First Aid and CPR, Behavior Management, Games/Activities training, etc. Instructors are responsible for planning and supervising all daily activities.

Registration

Registration is open to all returning families beginning May 15, 2024, and for new families beginning June 3, 2024, at noon. Online Registration will close four days prior to the start of each session or earlier if we reach our maximum program capacity. In order to ensure your student has a spot for the entire school year we encourage participants to sign up for all the sessions needed upfront and utilize our payment plan option. If no spots are available, please add your student to the waiting list for each needed session. If spots become available our staff will reach out to complete enrollment.

Students may register for either or both before and afterschool. Enrollment is for the **entire session**, regardless of how many days your student attends. Please keep in mind **we do not prorate** when students are not in attendance. Registration for afterschool will also include the four scheduled early release days on 10/23/24, 2/13/25, 5/23/25 and 6/11/25.

Keep in mind when you select to register for the entire school year, your spot is guaranteed each session as long as the automatic payment plan is successfully completed.

There are many ways to register for the program.

How to Register: Payment CANNOT be made to the school office or to WPRF Cool School Staff.

Online: at <http://www.waukesha-wi.gov> - using the sign-up link, please complete all necessary forms. You are not registered until you receive a confirmation email.

Mail in: Complete the Payment Plan registration form, and the student information form and mail to: WPRF, 1900 Aviation Dr., Waukesha, WI 53188. You are not registered until you receive a confirmation email.

24-Hour Drop Box: Complete the payment plan registration and the student information form, and drop off at 1900 Aviation Dr., near the flagpole. You are not registered until you receive a confirmation email.

Email in: Complete the payment plan and student information form, email to prf@waukesha-wi.gov. You will receive an emailed response indicating your registration has been entered.

For all registrations other than online: You will then have three business days to call the office at (262) 524-3737 to make payment over the phone, or login to your online account to make payment. The registration is considered "complete" once payment is received. You are not registered until you receive a confirmation email.

Walk in: Register in person at 1900 Aviation Dr. during business hours of Monday-Friday 8:00 am-4:30 pm, or in person at the Schuetze Recreation Center (1120 Baxter St.) Monday-Friday 9:00 am-1:00 pm. You are not registered until you receive a confirmation email.

***Open House/Forms and Fees Night Inquiry:** WPRF staff will be available at Open House events and will be able to answer questions regarding our program and remaining availability. Families may be able to register online at the open house using their smart device. Note: Space is limited and registration prior to this event is encouraged.

Payment Plan

Payment Plans are available for the full school year (or desired sessions), using the payment plan form or online registration process. If you wish to pay in full at the time of registration, you may do so at the time of

registration. September or your first session is required to be paid at time of registration. Payments are automatically charged on the due date for each session. A receipt will be emailed once your credit card is charged. It is your responsibility to login to your online account to update your payment account, or notify our WPRF office for all lost, stolen, changes or expired cards at (262) 524-3737. **Declined payments will result in a \$10 late fee for that session and your child may lose their spot (put on a waitlist) and will not be able to attend until payment is made.**

Cancel your registration and opt out of the payment plan any time throughout the year by submitting a written letter of withdrawal to the department (2 business days prior to the session starting to avoid an automatic payment). Withdrawal letters may be emailed to prf@waukesha-wi.gov or mailed to 1900 Aviation Dr. Waukesha, WI 53188.

Tuition Payment Deadlines

- We require a Payment Plan (Automatic Payment Schedule) for tuition. Payment will be automatically charged on the due date for each session.
- **We will not provide programming for your child if they are not registered, and payment is not complete for the session.** Due to the safety of students, if your student is not on our roster each session, we will not receive them from school. They will remain in the school office and a school administrator will contact you for immediate pick up.
- After careful consideration of the price, daily management and planning of the program, the decision has been made to **not pro-rate the program, regardless of the number of days your student attends.** Students must be registered for the full session program and parents/guardians must make staff aware of any days their child(ren) will be absent.

Financial Assistance is available to those eligible for the program. Eligibility requirements, policy and application are available on the City website at: <https://www.waukesha-wi.gov/government/departments/recreation-activities.php>. Those requesting financial assistance **must verify** eligibility by providing documentation. Please contact [1-262-524-3737](tel:1-262-524-3737) for more information or with any questions.

Registration Support

Phone: [1-262-524-3737](tel:1-262-524-3737) (M-F, 8am-4:30 pm) | Email: prf@waukesha-wi.gov



Tuition 2024-2025

Session	Dates of Sessions	Payment Date	All Sites Before	All Sites After	WSA Before	WSA After
A	Sept. 3-Sept. 30	At Registration	\$133.00	\$172.00	\$83.00	\$222.00
B	Oct.1-Oct.30	9/16/24	\$133.00	\$172.00	\$83.00	\$222.00
C	Oct.31-Dec. 2	10/16/24	\$133.00	\$172.00 *	\$83.00	\$222.00*
D	Dec.3-Jan. 9	11/18/24	\$133.00	\$172.00	\$83.00	\$222.00
E	Jan. 10-Feb. 7	12/26/24	\$133.00	\$172.00	\$83.00	\$222.00
F	Feb. 10-Mar. 11	1/26/25	\$133.00	\$172.00 *	\$83.00	\$222.00*
G	Mar. 12-April 15	2/25/25	\$133.00	\$172.00	\$83.00	\$222.00
H	April 16-May 15	4/1/25	\$133.00	\$172.00	\$83.00	\$222.00
I	May 16-June 11	5/1/25	\$133.00	\$172.00 *	\$83.00	\$222.00*

***Enrollment in our afterschool program will include the following early release days:**

10/23, 2/13, 5/23, 6/11

“Day Off” Program Offerings

Non-School Days K-5th grade (4K students must be enrolled in our Cool School program to attend) Programs operate 7:00 am-6:00 pm at Hawthorne or Hadfield Elementary for an extra fee **of \$32/day**.

What is the “Day Off” Program - This is a recreation-based program. Students enjoy a day of play and activity focused on a theme. WPRF staff plan fun activities and partner with outside agencies to provide engaging enrichment. Students travel in age-level groups for art/crafts, gym games, outdoor games and much more. All WPRF Before and Afterschool policy and procedures apply. Students must dress for the weather with play in mind - closed toe shoes are required. Due to the nature of our recreation-based programs, students must be potty trained and able to work independently in a group setting. **All Cool School Policy and Procedures apply to this program.**

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

All persons must bring a nonperishable bag lunch/water bottle. Two snacks will be provided.

Note for 4K Students: 4K students must be enrolled in our before and afterschool program to attend. 4K students should bring a sleeping bag on program days. A one-hour quiet time is provided for students from 11:45 am-12:45 pm. Students are not required to take a nap during this time. Other activities during this time will include group read aloud, a silent passive game and listening to relaxing music.

“Day Off” Program Dates, themes & locations

Date	Theme	Location
October 24	All Ball and Cheer	Hawthorne
October 25	Halloween Party! (Wear appropriate costume)	Hawthorne
November 27	Turkey Trot	Hawthorne
December 23	Holiday Extravaganza!	Hawthorne
December 26	Old School Games!	Hawthorne
December 27	Music Fest!	Hawthorne
December 30	Happy New Year Celebration!	Hawthorne
January 20	Hollywood In Waukesha!	Hawthorne
February 14	Puppy Love (bring your fav stuff animal)	Hadfield
February 17	Hawaiian Vacation	Hadfield
March 24	Sportstacular!	Hadfield
March 25	The Amazing Race	Hadfield
March 26	Cruise Ship (come sail away)	Hadfield
March 27	Pajama Party (wear appropriate PJ's)	Hadfield
March 28	Silly Sports (wear your favorite team)	Hadfield
April 18	Futuristic Fun!	Hadfield
April 21	Summer FUN!	Hadfield

Pick up and Drop Off locations for Day Off Programs

Hawthorne – please use the back parking lot gym doors. The site phone is listed at the door. Call the site phone and a WPRF instructor will bring your student to the door.

Hadfield – please use the side parking lot or street parking if it allows. Use Door # 3 the site phone number is listed on the door. Call the site phone and a WPRF staff will bring your student to the door.

Additional WPRF Programs and Events

Please see our most current Activity Guide for additional program opportunities for your entire family. Our Activity Guides are mailed to City of Waukesha Residence or can be viewed on our website at www.waukesha-wi.gov.

Join our team

We are always looking for great people! Interested in working with us at WPRF? Please visit our website at <https://www.waukesha-wi.gov/government/departments/jobs.php>

Interested in volunteer opportunities?

https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php

