

The Dodgeland Den

Before / After School Program

Handbook



June 2024

The Dodgeland Den

Before/After School Program



Welcome to the Dodgeland Den for grades 3K-5th grade.

Our goal is to provide a safe, nurturing environment for your children before and/or after their school day. The wraparound program provides convenient before and after school care at the Dodgeland Elementary School in a safe and supervised environment. We encourage physical, emotional and social growth through play and recreation. Activities in the program include homework assistance, reading, games, arts and crafts, and so much more!

Location

Dodgeland Elementary School
401 S. Western Ave
Juneau, WI 53039
920-386-4404 x1109

It is conveniently located in classroom #109 which serves as our 3K classroom during the instructional day and classroom #102. Classroom #109 is for grades 3K/4K/5K students and classroom #102 is for grades 1-5.

Hours:

★ **Before School**

- 6:30 AM - 7:35 AM (Students dismissed at 7:35am for breakfast or to their appropriate location for their school day. 3K students will remain in the classroom and breakfast is delivered.)

★ **After School**

- **3K students: 11AM-5:30PM**
- **4K-5th grade: 3PM-5:30PM**

★ **On select Professional Development days** (no school for students) during the school year (Dodgeland Den is **closed** on November 25-26, 2024.)

- 6:30am - 5:30pm
 - October 25, 2024 AND February 17, 2025

★ **Early Release Days throughout the school year**

- Starting at 12:20pm for each scheduled early release day
 - 9/25, 10/24, 12/11, 1/15, 3/12, 4/23, 6/4

Drop off and Pick up Location

Use the Circle Drive in front of the Elementary wing. Enter and exit through Door #29.

Registration and Fee Information

How to Register:

The Dodgeland Den is open to all Dodgeland Elementary students in grades 3K-5th grade. To begin the registration process, please complete the registration process in PowerSchool, including the Dodgeland Den childcare tab. Please indicate the days of the week that your child will be attending the Dodgeland Den program.

Once this is completed, you will receive an email from Dodgeland. A digital platform will be used to take attendance and create the invoices for the cost of the program. You will also have the opportunity to download an app to your phone for easy and mobile access to this information.

Fees:

- \$5/hour per child
 - Each 5 minutes = \$.42. Bills will be calculated by rounding up to the nearest five minute increment each day.
- Late Pick up Fees
 - If you pick up past 5:30pm, a late fee will be assessed. This fee is equal to \$1/minute past the closing time of the program.

Invoices:

- Invoices will be created every other week through PowerSchool. Payments will be due on Mondays and can be made directly through PowerSchool.
- You will be able to see the history of all payments and receipts through PowerSchool that can be printed or saved for your records.
- If payment is not received in a timely manner, care may be suspended until your account is in good standing. Please contact the elementary office if you have any concerns or questions regarding payments or invoices.

Dodgeland Den Fees

Grades 4K - 5

Follows the Dodgeland District's 2024-25 calendar

Before School 6:30 AM - 7:35 AM	After School 3:00 PM - 5:30 PM	Full Day Care (Only Available on Oct. 25, 2024 and Feb. 17, 2025) 6:30 AM - 5:30 PM	Early Release (Only Available on 9/25, 10/24, 12/11, 1/15, 3/12, 4/23, 6/4) 12:20 PM - 5:30 PM
\$5.00 per hour per child	\$5.00 per hour per child	\$5.00 per hour per child	\$5.00 per hour per child
Breakfast can be purchased through the school lunch program for an additional fee.	Includes snacks provided by the School District. Your child may bring an additional snack. No peanut products please!	Students must bring a sack lunch. There is limited access to refrigerators. Morning and afternoon snacks are provided. No peanut products please!	Includes snacks provided by the School District served at 3pm. Your child may bring an additional snack. No peanut products please!

3K “Wrap Around” Care

Please note: Our 3K program runs from 8:00-11:00 AM daily. If your child needs to remain at school before or after our 3K program, “wrap around” care is available.

Before School 6:30 AM - 7:35 AM	Afternoon “Wrap Around” 11:00 AM - 3:00 PM	After School 3:00 PM - 5:30 PM	Full Day Care (Only Available on Oct. 25, 2024 and Feb. 17, 2025) 6:30 AM - 5:30 PM
\$5.00 per hour per child	\$5.00 per hour per child	\$5.00 per hour per child	\$5.00 per hour per child
Breakfast can be purchased through the school lunch program for an additional fee	Students must bring a lunch OR may purchase one from the district’s food service dept. There is limited access to refrigerators. No peanut products please!	Includes snacks provided by the Dodgeland School District. Your child may bring an additional snack. No peanut products please!	Students must bring a sack lunch. There is limited access to refrigerators. Morning and afternoon snacks are provided. No peanut products please!

Illness Identification Procedure & Sick Policy

Children with rashes, fever of 100 degrees or above, vomiting and/or diarrhea, deep cough or respiratory issues should NOT be sent to school or Dodgeland Den. The parent is responsible for keeping their child home if they have any of those symptoms.

Children must stay home until the following happens:

- No sign of fever for 24 hours (without use of medication)
- Cough or breathing problems have improved
- Vomiting and/or diarrhea has stopped for 24 hours

If a child becomes ill while at the Dodgeland Den, the parent or the emergency contact(s) will be called to pick up the child. While waiting for a parent to arrive, the child may be taken to a separate area away from the main activity area with a staff person and made comfortable.

1. A basic first aid kit with supplies will be located at each site.
2. Staff will wash hands before and after working with an ill child.
3. Gloves will be worn by staff that are examining the child.
4. Staff will assess and document the child's symptoms in a separate area away from other children.
5. A non-touch forehead thermometer will be available in the first aid kit. The thermometer will be cleaned with an alcohol wipe after every use and returned to the first aid kit ready for the next time it is needed.

The Dodgeland School District does employ a full-time school nurse. Whenever possible, the school nurse will be the individual examining your child and/or making the determination about whether or not your child is well enough to remain at school. However, the availability of the school nurse is limited and thus other school personnel may be aiding in this decision.

NOTE: Dodgeland School reserves the right not to admit people who pose a communicable disease risk to others.

Sign In - Sign Out Policy

1. For the safety of each child, a parent or guardian must sign their child in and out of the program daily.
2. Children will be released only to people listed in their registration unless staff has been notified otherwise in writing. Staff may ask to see a photo identification of someone picking up a child they do not recognize.
3. Students cannot be dropped off if they have not been properly registered in advance for the program on that day. If unexpected circumstances arise, please contact the elementary principal to check for openings that day.
4. Although our staff arrives before the start time of the program to prepare for the day, they are unable to provide care for your child until the official 6:30 AM start time of the program.

Other Important Information

Absences

If your child is registered for the after school program and will not be attending, please call/email the Dodgeland Den staff to notify them. It is especially important to notify them if your child is picked up early from school for any reason.

If your child's name appears on an after school roster and they do not arrive at the program after school, Dodgeland Den staff will investigate immediately by contacting the school office, you, and possibly your emergency contacts.

Apparel

Children must be adequately dressed for outdoor play. For safety, students may want to wear closed toed shoes to play. Boots, hats, gloves, snow pants and socks are required when snow is on the ground. An extra set of clothing for young children is encouraged to be brought to the Dodgeland Den for emergency purposes.

Film Viewing

Occasionally movies are shown to students enrolled in the Dodgeland Den program. Unfortunately, due to a changing society, there are not as many G rated films available as there once were. Today, most of the popular children's movies seem to have a PG rating, making it difficult to find G rated movies that hold everyone's interest.

If you have any questions, or are opposed to your child watching a PG rated movie, please speak directly with the Dodgeland Den site staff.

First Aid

Our staff is trained in First-Aid, and they will act accordingly in an emergency situation. If first-aid is administered to your child during the course of the day, such as an ice pack or band-aid, a staff member will notify you upon pick-up of your child. In the case of a more serious situation, parents or proper guardians will be contacted. **Please be sure that your child's emergency contact information is up to date at all times.**

Lunch During 3K Wrap Around Care and Full Day Dodgeland Den

Lunch is available from the Dodgeland food service department for purchase for 3K students. A menu specific to the 3K program will be provided monthly for your reference. Each meal costs \$1.75 and is debited off the family account from the Food Service department.

On full day Dodgeland Den days (**Oct 25, 2024 & Feb 17, 2025**) lunch is not provided. Please send a cold lunch and beverage with your child. Please be advised that there is no access to refrigerators, microwaves or other heating elements.

Personal Property

Students are not to bring their personal toys to the Dodgeland Den. The Dodgeland Den program is not responsible for lost or damaged personal property.

Rest Time

Following lunch for 3K students attending the Dodgeland Den in the afternoons, there will be a rest time each day. Mats and a blanket will be provided for each student.

Snacks

An afternoon snack is provided. Your child may bring an additional snack.

No peanut products please.

Cancellations Due to Weather

If Dodgeland Schools are closed for the day - Dodgeland Den will also be closed. Please make alternate arrangements for your child that day. If the school year is extended, Dodgeland Den will extend accordingly. A credit/no bill will be given for the closed day.

If Dodgeland Schools have a delayed start - The before school wraparound program will be closed. The after school program will be available as normal.

Please Note: It is likely that the 3K program will be canceled in the case of a delayed start. However, the Dodgeland Den will be available for wraparound care when the school opens for all grades. i.e. A 2-hour delay would mean that 3K students could be dropped off starting at **9:30 AM**.

When Dodgeland Schools are dismissed early - Dodgeland Den will be closed. Please make alternate arrangements for your child.

When Dodgeland Schools end at their regularly scheduled time, but all after school activities are canceled - Dodgeland Den will be closed. Please make alternate arrangements for your child.

Dodgeland Den Behavior Code of Conduct

The goal of the Dodgeland Den Program is to promote positive behavior and treat all children equally. Staff will attempt to avoid discipline problems by planning activities that are fun, educational and appealing, and by arranging the play spaces appropriately. Clear rules will be set. All of the children are expected to follow all the rules. If a child chooses not to follow the rules, they also choose to have staff implement the behavior code of conduct. Each situation will be handled on a case by case basis.

Expectations

1. Be Respectful

Encourage others rather than put them down.

- Be kind to all at all times (words and actions)
- Respect each other's personal space
- Follow directions properly
- Show good sportsmanship and follow the rules
- Be a good role model for others

2. Be Safe

- Walk, do not run inside the building
- Push chairs in when leave tables
- Report all broken equipment immediately

3. Be Responsible

- Arrive to the Dodgeland Den classroom quickly after dismissal/drop off
- Always use equipment and furniture for the purpose it was intended
- Put things away when finished with them
- Make good choices about what activity to play and who to play with each day

Implementation of the Code of Conduct

The following procedures are to be followed when disciplining program participants.

1st Occurrence:

- The child will be taken away from the situation, the behavior will be identified and its inappropriateness will be addressed. The child will be informed of the consequences if this behavior continues.

2nd Occurrence:

- Parents will be contacted within 24 hours of the incident

3rd Occurrence:

- Parents will be contacted immediately and asked to pick up their child from the program immediately. A one day suspension will be implemented.

4th Occurrence:

- Parents will be contacted immediately and asked to pick up their child from the program immediately. A one week suspension will be implemented.

5th Occurrence:

- Parents will be contacted immediately and asked to pick up their child from the program immediately. The child will then be removed from the program.

Certain behaviors will be punishable by skipping directly to step 3, 4, or 5. In cases regarding disciplinary action, program refunds will not be given. A conference with parents and the Elementary School Principal may be scheduled at any point in this process. If your child has a behavior problem during the day, a staff member will notify you upon pick-up of your child.

If at any time, parents or guardians have questions regarding the Dodgeland Den program, please contact the Elementary Principal. The contact information is below.

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