



**Kidz Zone**  
**Before & After School Program**  
**Parent Handbook**  
**2025 - 2026**  
**School Year**



**De Pere Parks, Recreation & Forestry Department**

**De Pere Community Center**  
**600 Grant Street**  
**De Pere, WI 54115**  
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**[www.de-pere.org](http://www.de-pere.org)**

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## **Appendix**

- Health History & Emergency Care Plan Form
- Immunization Form
- Authorization to Administer Medication Form/Medication Policy
- Character Contract for Positive Discipline
- Transportation Permission Slip Form
- Photography Release Form

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: The City of De Pere does not discriminate on the basis of age, race, creed, color, disability, marital status,  
: sex, national origin, ancestry or any other basis found in SS 111.321 Wisconsin Stats except as may be  
: allowed by law. The City also complies with the Americans with Disabilities Act of 1990; qualified individuals  
: with a disability should call 339-4097 if seeking an accommodation in policy, practice or procedure.  
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## **Welcome!**

Welcome to the De Pere Park and Recreation Department's Kidz Zone Before and After School Recreation Program. This program is designed to provide recreation and social opportunities to students during before and after school hours. This program is provided by the De Pere Parks and Recreation Department in cooperation with Our Lady of Lourdes School and Westwood Elementary School. Kidz Zone Program will be located in the cafeteria of Our Lady of Lourdes School.

Our goal is to provide a safe, fun, educational and affordable recreation program. Activities are designed to meet the interests and needs of school-age children and their families. We will be offering a variety of activities including games, arts, crafts, homework time and free play. We strive to create opportunities for developing character, independence, socialization and personal growth.

## **Enrollment:**

This program is available to students in K-4 who attend Our Lady of Lourdes and Westwood Elementary Schools. Your child will be enrolled when Community Center receives completed on-line enrollment with \$42 non-refundable registration fee. Enrollment can be completed on our CivicRec Software platform beginning on April 9th, 2025.

Forms to be completed:

1. Health History & Emergency Care Plan Form
2. Immunization Form
3. Code of Conduct for Positive Discipline
4. Medication Forms, if needed
5. Transportation permission slip, if applicable
6. Photography Release Form

## **Capacity:**

There will be a maximum of 36 children enrolled per program. A minimum of 13 children is required to operate the Kidz Zone Before or After School Programs. A waiting list will be maintained during the school year. In the event of an opening, the first person on the waiting list will be called and then subsequent people notified in order on the list.

## **Staff:**

Our qualified staff will strive to provide strong leadership and create an enriching environment to foster growth and success. Criminal & caregiver background checks are completed on all employees. DPRD staff will work closely with the site staff to ensure an enriching program.

## **Program Options:**

Our program is designed to give children recreational opportunities for before and after school hours. This is not a licensed child-care program. Participants may participate in the Kidz Zone Before School Program, After School Program or both.

- Before School Program: 6:45 a.m. – 8:30 a.m.
- After School Program: 3:15 p.m. – 5:45 p.m.

## **Typical Kidz Zone Daily Schedule:**

The typical Kidz Zone Program daily schedule includes:

Attendance, kid's choice, homework/quiet activity, outside activities and/or gym activities, small and large group activities, snack (*provided by the child*) and clean up time.

## **Description of Activities:**

**Kids' Choice:** Children will have the opportunity to choose from a variety of board games, drawing and writing materials and other craft supplies.

**Outside/Gross Motor Activity:** Cooperative team sports, group games, and free play ideas that will encourage children to use teamwork, challenge themselves and have fun.

**Snack:** Children are welcome to bring a healthy snack with them to the programs. Snack will not be provided by DPRD.

**Group Activity:** Includes games, projects, experiments, arts and crafts that encourage fun and learning.

**Homework/Quiet Activity:** This time will give the children the opportunity to work on homework assigned by their classroom teachers, reading time, complete fun worksheets or any other type of quiet activity that is approved by the staff.

If your child belongs to a student club or other after school activity that meets on school grounds during the Kidz Zone After School Program time, parents must notify the site leader with a signed note that states date, time, and location and whom your child is meeting with. Children must have prior written parental approval to attend other school functions.

## **Fees & Payment Policies:**

A \$42 registration fee per child is required to secure a spot in the Kidz Zone Before and/or After School Program for the entire 2025-2026 school year. This is a one-time, non-refundable, annual fee that must be paid at the time of registration. Your registration will be accepted only if:

- All enrollment forms are filled out completely through our CivicRec online software.
- The \$42 non-refundable registration fee per child is paid.

A monthly invoice will be sent out via CivicRec: please note, if you opt to pay via credit card there is a 2.8% service fee from the credit card processing company. You can pay via check or set up auto pay through your bank to avoid the fee. Payment is due by the 15<sup>th</sup> of each month. Program fees must be paid on time; there is a \$25.00 per week charge for late payments. If you fall behind on payments, your child's enrollment will be terminated and children on waiting lists will be called. You will be notified by phone/email/letter prior to any action being taken.

Children enrolled after the first draft date or during the school year will need to have the payment for that month paid upon enrollment.

If a child does not participate in a program for more than 2 consecutive weeks, their place in the program will be forfeited to the next person on the waiting list, unless previously arranged with the De Pere Community Center.

## **Withdrawal from Program:**

As a general courtesy, if you decide to withdraw your child from the Kidz Zone Before and/or After School Program, please provide the DPRD Community Center office with a minimum of two weeks, written notice. Parents are responsible for payment of fees through the end of the two-week period, regardless of whether or not their child participates in the program.

## **Registration:**

Registration will be accepted beginning **Wednesday, April 9th 2025**. All registrations will be taken on a first come, first serve basis.

Waiting lists will exist for the current school year only. Families will be notified throughout the school year as spaces become available.

## **Donations:**

DPRD strives to keep program fees low for participants. If your family would like to donate art supplies, craft supplies, board games, books, puzzles, learning toys or other supplies, please contact Cindy Lee at the De Pere Community Center office, 339-4097.

## **School Closings:**

The Kidz Zone Before & After School Program will only run on those days when school begins and dismisses at the normal time. There will be no program on days when school start time is delayed, if school dismisses early due to weather or on days that there is no school. A separate program for Early Release days is available for an additional fee and requires a separate registration. During the school year there may be unforeseen circumstances, which may cause the Kidz Zone Before and/or After School Programs to be cancelled; no refunds or credits will be issued. Circumstances could include inclement weather, conferences or other school functions; advance notice will be given when possible.

## **Inclement Weather:**

Outdoor activities will be limited when the heat index is above 90° Fahrenheit or below 0° with wind chill, when it is raining or during severe weather. Indoor activities will be substituted.

## **Absence Policy:**

If your child is absent from the Kidz Zone Before School Program, your child will be marked absent and no further action will take place. If your child is absent from school and will not be attending the after school program or is in school that day but will not be attending the After School Program it is the responsibility of the parent to contact the De Pere Community Center office, 339-4097 or the Recreation Supervisor (call or text) 544-1756 prior to 2:00 p.m. so the site staff is made aware of the absence. You can also call/text the Kidz Zone site directly, 613-6420; if it is outside of Kidz Zone times please leave a message. There are no credits, prorated days, or refunds for absences, vacations, illnesses or for natural circumstances beyond our control.

## **Sign In/Sign Out Procedures:**

Parents are required to sign in their child when arriving for the Kidz Zone Before School Program. An adult must accompany the child to our class area to be signed in. Students will sign themselves in with staff supervision when arriving for the Kidz Zone After School Program. Should a child not arrive for the after school program and no notification has been received, staff will call parents. Parents and authorized pick-up parties are required to sign out their child daily. Photo identification will be checked during the first weeks of our program until staff is familiar with all families. If a designated party is picking up during the school year, their identification will be checked as well. Parties authorized to pick up participants must be at least 18 years old. Children will not be permitted to leave the building to walk or ride bikes home. Children will be required to sign in for the after school program upon entering the classroom area. We ask that you notify staff when someone other than a parent is picking up your child.

## **Transportation:**

Students enrolled at Westwood School will be transported by bus prior to their school day beginning and checked in with the school site supervisor. Students will be bussed to Our Lady of Lourdes at the end of the school day. (*Information regarding pick up and drop off times will be provided closer to the start of school*). Staff members are not allowed to transport participants in their own personal vehicle under any circumstances. A permission slip must be filled out and signed by parent(s) or guardian(s) prior to the child's first day attending the Kidz Zone Program for transportation to and from Westwood School. There is no additional fee for bussing.

## **Pick-Up Time/Late Fee Charges:**

Children may be picked up at any time prior to 5:45 p.m. Late pick up fees will be charged for children not picked up by 5:45 p.m. as follows:

- 1-10 minutes late - \$10 charge per child
- 11-20 minutes late, \$20 charge per child
- 21-30 minutes late or longer, \$30 charge per child

If your child has not been picked up by 6:15 p.m. and the staff has been unable to contact parents/guardians, the proper authorities will be notified.

A late pick up form will be completed including the fees. Late pick-up fees are to be paid in cash to the DPRD Community Center by the next day or on Monday if the occurrence happens on a Friday. Continued late pick-ups (more than 3 occurrences) and/or failure to pay late fees will forfeit your child's place in the Kidz Zone After School Program.

## **Building Access/Parking:**

The south parking lot of Our Lady of Lourdes School should be used for parking. Parents are asked to park in the general lot during morning drop off. Parents can park near the door for afternoon pick up – please exercise caution as students may be outside on the playground and other school activities are often going on during this time frame. Students and parents/guardians should enter through the south doors of the cafeteria (door #2), which will be the home base of the program. Security protocol for the building will be implemented under the direction of the school principal.

## **Sick Child Policy:**

Any child with any of the following conditions will not be permitted to attend Kidz Zone while conditions are present: vomiting, diarrhea, unidentified rash, temperature over 100 degrees. If a child becomes ill during program time they will be taken to a separate area and made comfortable while waiting for the parent or other designated person to arrive to pick up the child.

## **Open Visitation Policy:**

Parents are encouraged to visit the Kidz Zone Before & After School Programs at any time. You are also encouraged to volunteer any time or talents that you may have to the program.

## **Updating Information:**

It is the responsibility of the parents to inform the Kidz Zone Site Leader of any changes to your child's information in writing. This would include phone numbers, addresses, emergency contact information and persons authorized to pick up your child.

## **Parent/Staff Communication:**

The site staff will interact with your child regularly and changes in your child's life may affect their participation in activities. Please advise the Kidz Zone Site Leader if there are any significant changes in your child's life; these may include moving, illness within the family, death, etc. School issues can also affect a child's behavior. We encourage you to share this information with the site staff as you see necessary.

## **Photographing of Program Participants:**

At various times during the school year, photos may be taken of your child by authorized individuals for public relations or educational purposes. A Photo Release Form is included in the packet and must be signed by the parent/guardian for permission. If you do not want your child's photo taken please let the site staff know during their first week of the program as well as decline the photo release form.

## **Personal Belongings:**

Jackets, backpacks, lunch boxes and other items left at the end of either program will be placed in Our Lady of Lourdes lost and found. Parents are encouraged to label all personal items and to check the lost and found frequently.

## **What NOT to Bring:**

- Game Boys, CD/MP3 players, iPods, iPads, eReaders and other electronic devices, trading cards and other personal items.
- Toy guns or any type of weapons
- Money

The DPRD and Kidz Zone Program staff will not be responsible for lost, damaged or stolen items.

## **Discipline Policy:**

Program rules are established to maintain the health and safety of all participants. Discipline techniques and rule enforcement will be carried out in a manner that is consistent by all staff and beneficial to the child in developing self-control, self-esteem, respect for the rights of others and an understanding of set limits. There will be no physical punishment or other punishment, which is harmful to the child. Staff will use mediation techniques, redirection techniques or removing the participant from the group to expedite resolution of conflict. Please see Character Contract for Positive Discipline which participant and parent are to sign and return prior to first day of participation.

Refer to the Policy and Procedures Manual for addition information on discipline.

## **Termination of Kidz Zone Privileges Policy:**

Our purpose is to provide a creative environment in which a child can develop socially, emotionally, physically and intellectually. In order to do this for all children it may become necessary to discharge a child due to one of the following reasons:

1. The child has behavioral problems that prevent the staff from meeting his/her needs.
  - a. The staff will document incidences including time and behavior.
  - b. Conference will be scheduled with staff, Recreation Supervisor and parents.
  - c. Time frame set for progress.
  - d. If no progress is demonstrated in this time frame, written termination notification will be sent to parents with balance of fee refunded.

2. Parents do not cooperate by returning forms – written notification given.
3. Parents do not observe rules of program relating to arrival/departure of students or student does not observe rules of program relating to arrival/departure. Written notification.
4. Late payment of fees/insufficient funds from bank or credit card draft. Following one month of insufficient funds or declined credit card, the DPRD will send a notification to be paid within 7 days. If no effort is made to make payment within 7 days, child will be terminated from program.

### **Confidentiality:**

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

### **Child Abuse/Neglect:**

All cases of suspected abuse or neglect shall be dealt with according to the law.

### **Medication Policy:**

Our policy on medication is located at the end of this handbook on the back of the Authorization to Administer Medication form.

### **Injuries & Accident Report:**

Any injuries during the course of the day will be documented by camp staff and reported to Recreation Specialist within 24 hours. The City of De Pere Accident Report Form will be utilized for documentation.

#### **Minor Injuries:**

1. Wounds will be cleaned only with soap and water and a bandage applied.
2. Disposable gloves are in the first aid box and will be worn.
3. Hands will be washed immediately and surfaces cleaned with cleaning solution (1:10 bleach solution).
4. All accidents or injuries will be recorded on City of De Pere Accident Report form, in ink, stating the date, time, injury, action taken and signed.

#### **In the Event of a Serious Injury or Illness:**

1. Injury will be assessed and appropriate action will be taken. Staff member will stay with child at all times.
2. Emergency personnel will be called first if injury or illness appears serious, then parents/guardians.
3. Child's enrollment form will be referred to for a list of persons having authority to pick up child. Staff will attempt to contact the parents/guardians first.
4. If child must be transported by ambulance, a staff member will ride with child taking enrollment forms along. Transport is to St. Vincent Hospital unless otherwise indicated on forms by parents.



5. Recreation Supervisor will be notified within 24 hours who will notify Recreation Superintendent.
6. An accident or serious injury is traumatic to staff as well as children. As a general rule of thumb, if a child is not calmed down within 15 minutes, a parent will be called.
7. City of De Pere Accident Report Form will be completed.
8. If your child is injured at all at Kidz Zone, has engaged in conduct which resulted in a staff member having to discipline your child, or if any "unusual" occurrence involved your child, you will be notified at pick up with a written report detailing the event.

### **Program Contact:**

Parents will receive contact information at the start of each semester.

Questions and feedback are always welcome regarding the programs. All correspondence should be directed to:

De Pere Community Center  
Cindy Lee, Recreation Supervisor

Phone: (920) 339-4097  
Cell phone: (920) 544-1756  
Email: clee@deperewi.gov

Website: [www.deperewi.gov](http://www.deperewi.gov)

## 2025-2026 Calendar

### Westwood Elementary and Our Lady of Lourdes

Please note: Calendar subject to change based on changes with Grace and district calendar

#### August

25 First Day of School – Our Lady of Lourdes  
29 Early Release – NO early release care offered for today

#### September

1 No School –OLOL  
2 First day of school - WW  
19 Early Dismissal - WW (Early Release Day offered\*)  
26 Early Dismissal – OLOL (Early Release Day offered\*)

#### October

16 Early Dismissal –WW (Early Release Day offered\*)  
17 No school – WW/OLOL  
30 Early Dismissal – OLOL (Early Release Day offered\*)  
31 No School - OLOL

#### November

10 No School - OLOL  
21 Early Dismissal – OLOL (Early Release Day offered\*)  
26 Early Dismissal – Westwood (Early Release Day offered\*)  
27-28 Thanksgiving - No School – WW/OLOL

#### December

22-31 No School –OLOL  
23 Early Dismissal – WW (No Early Release Care)  
24-31 No School - WW

#### January

5 Classes Resume – WW/OLOL  
19 No School – OLOL/WW

#### February

6 No School - OLOL  
13 Early Dismissal – WW (Early Release Day offered\*)  
27 Early Dismissal – OLOL (Early Release Day offered\*)

#### March

6 Early Dismissal – WW/OLOL (Early Release Day offered\*)  
9-13 Spring Break – OLOL  
27 Early Dismissal – WW (Early Release Day offered\*)  
30-April 3 Spring Break – WW

**April**

3 No School – OLOL  
24 No School - OLOL

**May**

1 Early Dismissal – WW (Early Release Day offered\*)  
25 No School – WW/OLOL

**June**

4 Last Day of School/Early Dismissal – WW (No Early Release Care)  
5 Last day of School/Early Dismissal – OLOL (No Early Release Care)

\* Early Release Days are held at OLOL (*pre-registration required*)

\* Early Release Days will only be held if there is enough interest/enrollment/staffing – minimum of 8 participants required for it to run

## Kidz Zone Monthly Fees 2025-2026

<u>Month</u>	<u>Before School</u>	<u>After School</u>	<u>Both Before/After School</u>	
September	\$188.00 140.00	\$217.00 168.00	\$404.00 288.00	<b>5 day rate</b> <b>3 day rate</b>
October	\$216.00 175.00	\$252.00 210.00	\$424.00 360.00	<b>5 day rate</b> <b>3 day rate</b>
November	\$177.00 140.00	\$204.00 168.00	\$344.00 288.00	<b>5 day rate</b> <b>3 day rate</b>
December	\$167.00 140.00	\$192.00 168.00	\$325.00 274.00	<b>5 day rate</b> <b>3 day rate</b>
January	\$186.00 140.00	\$228.00 168.00	\$376.00 288.00	<b>5 day rate</b> <b>3 day rate</b>
February	\$196.00 140.00	\$228.00 168.00	\$384.00 288.00	<b>5 day rate</b> <b>3 day rate</b>
March	\$196.00 140.00	\$216.00 168.00	\$372.00 288.00	<b>5 day rate</b> <b>3 day rate</b>
<b>rate</b>				
April	\$186.00 140.00	\$240.00 168.00	\$376.00 288.00	<b>5 day rate</b> <b>3 day rate</b>
May	\$196.00 140.00	\$228.00 168.00	\$384.00 288.00	<b>5 day rate</b> <b>3 day rate</b>
June	\$ 39.00 <u>35.00</u>	\$ 48.00 <u>42.00</u>	\$ 79.00 <u>72.00</u>	<b>5 day rate</b> <b>3 day rate</b>
	\$1747.00 1330.00	\$2053.00 1596.00	\$3468.00 2722.00	<b>5 day rate</b> <b>3 day rate</b>

**Note: The May and June draft payments will be combined and invoiced for April 15<sup>th</sup> per your payment plan.**