



# SCHOOL AGE PROGRAM

## KETTLE MORAINE YMCA

Serving Washington & Ozaukee Counties



# REGISTER SOON!

We have limited spots available due to new YMCA and School District policies and procedures.

## SKILLS

## CONFIDENCE

## CHARACTER

**KETTLE MORAINE YMCA | [www.kmymca.org/schoolage](http://www.kmymca.org/schoolage)**

# Welcome to the Y School Age Program!

The Kettle Moraine YMCA is the area's largest provider of school age child care, providing care for more than 950 children ages 3 to 13 each day throughout Ozaukee and Washington County. Children are given the opportunity to express their individual talents in a safe and well-supervised atmosphere and parents are free from worry about their children's care while they are at work. This year, we continue to implement many health and cleaning procedures that can be summarized on the following page. The entire experience for the children is built around activities that challenge them to accept and demonstrate the Y's values of caring, honesty, respect, and responsibility.

At Y School Age Programs your child will participate in:



All Y School Age staff have been trained or certified in the following:



## Sample Program Schedule

This is an example of a typical daily schedule for the Y After School Program. Schedule may vary by location.

### Morning Program:

- 6:00am - 6:45am Arrival and Table Top Activities
- 6:45am - 7:45am Snack and Active Game or Table Top Activity
- 7:45am - 8:00am Circle Time and Bathroom Break
- 8:00am - 8:30am Outside Play or Table Top Activities
- 8:30am - 8:45am Clean Up and Dismissal

### Afternoon Program:

- 3:25pm - 3:35pm Arrival and Bathroom Break
- 3:35pm - 3:50pm Snack and Table Top Activities
- 3:50pm - 4:30pm Outside and Structured Active Play
- 4:30pm - 5:00pm Homework Time
- 5:00pm - 5:30pm Outdoor Free Play / or Indoor Play
- 5:30pm - 6:00pm Clean Up and Free Choice Activities

# West Bend School District

## KINDERGARTEN – 6<sup>TH</sup> GRADES



1225 Sylvan Way  
West Bend, WI 53095  
262-343-2174  
Location Number: 009

**Provider Number: 9000559219**

### DECORAH ELEMENTARY SCHOOL

#### KINDERGARTEN THROUGH 4TH GRADE

WEEKLY FEES	*1 Day	2 Days	3 Days	4 Days	5 Days
AM CARE (6-8:45am)	N/A	\$17.50	\$26.25	\$35.00	\$43.75
PM CARE (3:25-6pm)	N/A	\$17.50	\$26.25	\$35.00	\$43.75
AM & PM CARE	\$17.50	\$35.00	\$52.50	\$70.00	\$87.5

\*A minimum of two shifts is required to register.

### SILVERBROOK INTERMEDIATE SCHOOL

#### 5TH & 6TH GRADE

WEEKLY FEES	*1 Day	2 Days	3 Days	4 Days	5 Days
AM CARE (6-7:45am)	N/A	\$14.50	\$21.75	\$29.00	\$36.25
PM CARE (3-6pm)	N/A	\$17.50	\$26.25	\$35.00	\$43.75
AM & PM CARE	\$16.00	\$32.00	\$48.00	\$64.00	\$80.00

\*A minimum of two shifts is required to register.



120 N. Silverbrook Dr.  
West Bend, WI 53095  
262-343-2175  
Location Number: 014

**Provider Number: 9000559219**



1111 W. Washington St.  
West Bend, WI 53095  
262-808-6568  
Location Number: 005

**Provider Number: 9000559219**

### WEST WASHINGTON YMCA

#### KINDERGARTEN THROUGH 4TH GRADE

WEEKLY FEES	*1 Day	2 Days	3 Days	4 Days	5 Days
AM CARE	N/A	\$18.00	\$27.00	\$36.00	\$45.00
PM CARE (3:15-6pm)	N/A	\$20.00	\$30.00	\$40.00	\$50.00
AM & PM CARE	\$19.00	\$38.00	\$57.00	\$76.00	\$95.00

\*A minimum of two shifts is required to register.



For more information, please contact:

**Kaley Held**

School Age & Day Camp Director

262-247-1030 | [kaley@kymymca.org](mailto:kaley@kymymca.org)

# Parent Registration Information



## WEEKLY AUTO PAYMENTS

**Payments for school age will be processed via a weekly auto draft.** On the registration form you will be asked to provide credit card or bank account information which will be automatically charged every Monday. Changes need to be made two weeks prior to the draft date. All fees are non-refundable. Insufficient funds may result in a fee. For billing questions please contact [schoolageww@kymymca.org](mailto:schoolageww@kymymca.org).

### Split Payments

If a family needs to split payments between two parties, both parties will need to supply banking information. Please email [schoolageww@kymymca.org](mailto:schoolageww@kymymca.org).



## REGISTRATION CHANGES AND CANCELLATIONS

### Adding Days

If you wish to add days to your child's schedule, please email [schoolageww@kymymca.org](mailto:schoolageww@kymymca.org) at least two weeks prior to the draft date. All requests will be subject to availability. Draft amount will be adjusted accordingly.

### Canceling Days

If you wish to cancel days on your child's schedule, please email [schoolageww@kymymca.org](mailto:schoolageww@kymymca.org) at least two weeks prior to the draft date or a fee may be incurred.



## WISCONSIN SHARES

Wisconsin Shares is a Child Care Subsidy Program that authorizes funding for a parent to pay a portion of child care fees by using their MyWICChildCare EBT card. If a registration form is submitted but the child is not yet approved for Wisconsin Shares, the child will not be registered until the approval has gone through. On the 1<sup>st</sup> of each month, funds will be loaded onto the MyWICChildCare EBT card and must be processed by the parent for payment to the YMCA by the 5<sup>th</sup> of the month, after which the billing office will be able to inform the parent of the remaining balance owed for that month. The remaining parent share will be drafted on subsequent Mondays of the month. Child care authorizations must be in place and current before the child can be registered and attend the program.

For more information visit [www.dcf.wisconsin.gov/wishares/apply](http://www.dcf.wisconsin.gov/wishares/apply), call 262-284-8200, or call 888-446-1239. Provider Number: 9000559219



## ANNUAL CAMPAIGN SCHOLARSHIP

The Y has a financial assistance program that awards a percentage off of child care fees to qualifying families based on income. To qualify for a scholarship, families must first apply for Wisconsin Shares. Please note that child care/day camp/school age scholarships are different than membership scholarships. Please email [schoolageww@kymymca.org](mailto:schoolageww@kymymca.org) with questions.



## ADMISSION POLICY/SPECIAL NEEDS

Y School Age Programs are open to children of all abilities. Parents have a duty to disclose significant medical, physical or behavioral needs at the time of enrollment. Due to the large-group format of our School Age Programs, the Y is unable to provide one-on-one care. If your child has unique needs that require a more specific type of accommodation, a meeting must be scheduled with the Leadership Team a minimum of 2 weeks prior to attending program. This allows us to identify the most effective ways of serving you and your child. Children are still expected to maintain the standards of the School Age Program to the best of their ability. Any disciplinary actions that would be required would take their ability into account.



## 50% OFF A FAMILY MEMBERSHIP - LIMIT OF ONE PER FAMILY

Children who are in Y School Age Programs for at least five sessions per week will be eligible for 50% off a family membership valid from September 1<sup>st</sup> through August 31<sup>st</sup>. By becoming a Y member, you receive discounts on programs and priority registration for swim lessons, sports and more. Directions to enroll in your family membership will be provided via email. Please contact the Membership Director at your local branch with questions.



# Health and Cleaning Procedures!

Please note that these may change depending on school/district policies and procedures.



Temperature will be checked for each child upon arrival. If their temperature is over 100°, they will be asked to return home.

Staff will also be asked to check their temperature when they arrive for work, if their temperature is over 100° they will be asked to return home.



Staff will wear masks at all times unless they are outdoors and can maintain three feet of distance for a time period.

Parents will be asked to wear a face covering when entering a Child Care, Day Camp, or School Age Facility.

Per the state mandate, children 5 years and older are required to wear face coverings while indoors.

Toys and equipment will be sanitized after every use.



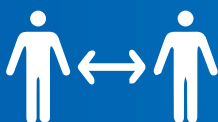
High-traffic areas will be sanitized before program, once in the middle of program, and after program hours.

Tables will be washed and sanitized before and after consuming any food.



Snack will be handed out by staff who will be wearing gloves.

Hands will be washed between each transition (also, before and after eating).



Social Distancing will be followed to the best of our ability, focusing specifically on refraining from any type of physical contact except for emergency situations.

Bussing procedures (if applicable): Children will be seated with the group they normally interact with while in program, and there will be no more than two children per seat. All staff and children, including the driver, will wear a mask while on the bus. The interior of the bus will be sanitized before and after each route.



KEEPING YOU SAFE



## KETTLE MORAINÉ YMCA | [kmymca.org](http://kmymca.org)

### WEST WASHINGTON BRANCH

1111 West Washington St.  
West Bend, WI 53095  
262-334-3405

### FEITH FAMILY OZAUKEE BRANCH

465 Northwoods Rd.  
Port Washington, WI 53074  
262-268-9622

### RIVER SHORES BRANCH

705 Village Green Way  
Suite 201  
West Bend, WI 53090  
262-247-1050

NON-PROFIT  
ORGANIZATION  
US POSTAGE PAID  
WEST BEND, WI  
PERMIT NO. 116

\*\*\*\*\*ECRWSS\*\*\*\*

Local  
Postal Customer

# REGISTER ONLINE!

## If you have used our online registration:

1. Visit [www.kmymca.org/Schoolage](http://www.kmymca.org/Schoolage) and click on the red "Online School Age registration" Button.
2. Use the same user name and password that you used to sign up for camp to log in.
3. Select Edit next to the current form that is showing. DO NOT CREATE A NEW FORM. Make sure all information is accurate.
4. On Page 2 of the registration form, you will select yes to the question "Would you like to sign up for Before/After School Care?"
5. Select the school that you wish to sign your child up for.
6. Continue to the end of the form and make sure payment information is accurate.
7. Once the form is submitted, you will receive an email with the completed registration form. All registrations will be processed in the order in which they are received.
8. The completed registration forms will be forwarded to the registration team.
9. You will not receive any other confirmation unless you are on the waiting list or if there are other questions with your registration.

## New to Online Registration:

1. Please visit [www.kmymca.org/Schoolage](http://www.kmymca.org/Schoolage) and click on the red "Online School Age registration" Button.
2. Create a user name and password and remember it for future use. We will use this online registration for all Day Camp and School Age Programs.
3. Follow all the steps and fill out all required information.
4. Once the form is submitted, you will receive an email with the completed registration form. All registrations will be processed in the order in which they are received.
5. The completed registration forms will be forwarded to the registration team.
6. You will not receive any other confirmation unless you are on the waiting list or if there are other issues with your registration.

