

2025-26 KIDS KLUB WELCOME PACKET

Welcome to the Germantown Kids Klub!

We are so excited for the school year and the opportunity to provide before and after school care to children in Germantown Schools. None of this would be possible without the cooperation of the Germantown School District and St. Boniface for allowing us to use their facilities.

Included in this packet are important policies and procedures, including registration and cancellation, disciplinary policy, inclement weather and more. Please take the time to read through it to ensure a successful school year for your child.



Questions? Emergencies?

First reach out to your Site Supervisor by calling the site cell phone directly. (*Phones are only turned on during Kids Klub hours and cannot receive text messages.*)

MacArthur: 414-380-6449

Amy Belle: 414-380-0747

County Line: 414-380-0749

Rockfield: 414-380-0751

St. Boniface: 414-380-1174

Second, please call the Germantown Park and Recreation Department at 262-250-4710

Please do not call the school offices with questions regarding Kids Klub.

PROGRAM OPTIONS

Before School

- 6:00 a.m. - Start of School
- \$11.50 per day for a.m. only
- Does not include snack
- \$18 for both Before and After School Care on the same day.

After School

- After School - 6:00 p.m.
- \$11.50 per day for p.m. only
- Includes a snack
- \$18 for both Before and After School Care on the same day.

Full Day

- 6:00 a.m. - 6:00 p.m.
- \$30 First Child
- \$25 Additional Child
- Bring bag lunch
- Includes Snack
- All students attend at **COUNTY LINE** only (Use Registration# 515410)

****PLEASE NOTE: ALL DAY KIDS KLUB WILL BE HELD AT COUNTY LINE THIS YEAR****

POLICIES & PROCEDURES

WHO'S ELIGIBLE TO ATTEND

Kids Klub is for all students in 4K through 5th grade who attend the school where Kids Klub is held. Please note, all children must be potty trained.

DROP OFF/PICK UP

Children will only be released to their parent or guardian unless written permission is given to staff (See page 7). When parents arrive on site, they should call the designated number for their Kids Klub site to gain entry into the school. Parents should sign their child into Kids Klub upon arrival in the morning and sign their child out of Kids Klub upon departure in the evening. Staff reserves the right to request a picture id of anyone picking up a child.

*Please note, for safety reasons no children will be released in the afternoon until all school buses have departed.

*No early arrivals are permitted. Please do not attempt to drop your child off before 6:00am.

LATE PICK-UP FEE

Parents who pick their children up after 6:00 p.m. will be assessed a late pick-up fee of \$1 per minute. The fee will be billed to your account. Call our office to arrange payment. Please communicate with our staff if you are running late. If you are late more than 3 times in a semester (September thru December or January thru June) we reserve the right to remove your child(ren) from the program.

SNACK/LUNCH

We will provide a snack to all of our after-school Kids Klub participants, as well as two snacks on Full Days off. No snack is provided during before school care.

Full Day Kids Klub participants are required to bring their own lunch and beverage/water bottle clearly labeled with their first and last name. If lunch is not sent with your child, one will be provided, at a cost of \$6 billed to your account. Please do not send food that requires a microwave or refrigeration.

REGISTERING

We have a flexible attendance policy that allows you to schedule your child(ren) for the days and times you need. You can register online by visiting our website at www.gtownrec.com. Please register for the upcoming week by Sunday at midnight for PM care. You may register for AM care anytime. If registering same day for AM care, please print a copy of your receipt or show your emailed receipt to staff when you drop off your child. (See page 5 for detailed instructions on registering online.) You may register for PM care after the Sunday deadline by calling the office at 262-250-4710.

CANCELLATION POLICY

Cancellations must be made 5 business days in advance, not including the date you are canceling, in order to receive a full credit to your account. Cancellations can only be done by calling the Recreation Department Office at 262-250-4710. (See page 4 for more detailed information on our Cancellation Policy)

FLEXIBLE CANCELLATION POLICY

Each child will receive one flexible cancellation per month. This day can be used to receive a household credit (not a refund) after our typical cancellation policy. Please call the Recreation Department no later than 2 business days after the date you are canceling. Flexible cancellation days cannot be banked for further use.

UNREGISTERED POLICY

We do not allow unregistered participants into Kids Klub. All children must be registered prior to the start of the program. Last minute phone registrations will be allowed as long as you call the office by 2:30 p.m. for after school sessions without an additional fee.

INSTALLMENT BILLING

We offer two different payment options. You can pay as you register for Kids Klub or take advantage of our automatic debiting. Please call the Recreation Department to set up auto-draft. (See page 6 for the Installment Billing Calendar.)

RECEIPTS

All receipts are sent via email to the email address we have on file. End of year tax receipt requests can be made by emailing parkrec@germantownwi.gov. Please include the names of your children. Requests will be completed within 1-2 business days.

POLICIES & PROCEDURES CONT.

SMART SYSTEM & DISCIPLINE POLICY

The goal of Kids Klub is for everyone to have a safe and fun school year! In order to do so successfully, we have established the SMART SYSTEM as part of our discipline policy.

S- Safe Actions

M- Make good choices

A- Attitude- choose a good one!

R- Respect

T- Tolerate, appreciate and accept others

Every child in Kids Klub is expected to respect one another, the Kids Klub staff, the school property and Kids Klub equipment. They are expected to listen to our staff. Hitting, spitting, swearing or touching another child or staff member in a harmful way will not be tolerated. If children are not meeting these expectations a SMART sheet will be filled out. SMART sheets are a tool to help your child reflect on their actions, determine who that action affected and the reason they committed the act. Staff will fill out the SMART sheet with the child and the Site Supervisor will notify the parents of the incident and both they and the child will be required to sign the SMART sheet.

If three SMART sheets have been given within a 30-day period, the sheets are no longer considered effective, and a SMART plan will be devised. The Site Supervisor, Recreation Supervisor and parent(s) will meet to put a new SMART plan in place. In the event the SMART plan proves ineffective, the Germantown Recreation Department reserves the right to remove a child from our program for unsafe or unruly behavior.

Due to the uptick in physical altercations and violent behavior at Kids Klub, we are updating our disciplinary policy to specifically address acts of violence. If physical harm is done to a child or staff member and staff deems the child's intent was to physically harm another child or staff member, the following actions will be taken:

1. The first incident will result in a SMART Sheet, as well as a phone call to parents requiring them to pick up their child immediately.
2. The second incident will result in the above, as well as a one-day suspension from Kids Klub.
3. The third incident will result in the above, as well as a three-day suspension from Kids Klub.
4. The fourth incident will result in expulsion from the Kids Klub program for the remainder of the school year.

Our goal is to provide a fun, safe environment for children and staff at Kids Klub. We feel this policy will ensure that Kids Klub lives up to that goal.



INCLEMENT WEATHER

For the most up to date information on school closing or program closures or delays please call the Recreation Department hotline at 262-250-4711.

When all Germantown Schools are closed: Kids Klub will be closed. Please make alternate arrangements for your children. If school is canceled after you have already dropped your child off, they can remain with staff until you can pick them up. If your child does not attend, a refund will be issued.

When all Germantown Schools have a delayed start: Kids Klub before school program will be closed, and refunds will be issued.

When Germantown Schools are dismissed early: In the event the School District determines school will close early in order to transport children home safely, Kids Klub will be closed, and refunds will be issued.

CANCELLATION POLICY

Cancellations can only be done by contacting the Recreation Department at 262-250-4710

If canceling dates 5 business days or more, not including the day you want to cancel, the fees you paid will be credited to your account to put towards future program registrations. If you have not yet been billed for the days you are cancelling, you will not be billed in upcoming installment billing.

If you are canceling less than 5 business days in advance, no refund will be given. However, every child will be given 1 flexible cancellation to use each month. The flexible cancellation credit will credit the fee paid to your recreation account for future program registration. Flexible cancellations cannot be banked for future use and are forfeited if not used.

All Kids Klub flexible cancellations must be done by contacting the Recreation Department Office at 262-250-4710 no later than 2 business days after your desired cancellation date. If calling after business hours, you must leave a detailed voice message on the department voicemail and our office staff will process your request. You will receive an email receipt confirming your request was processed.

Business days include Monday through Friday except holidays that fall on a weekday.

Germantown Recreation Department

Office hours are Monday through Friday 8:00 a.m. to 4:30 p.m.

262-250-4710

ATTENTION

Just registered for a program?

Make sure you received an emailed receipt. The receipt is your registration confirmation.

Add parkrec@germantownwi.gov to your contacts!

ONLINE REGISTRATION

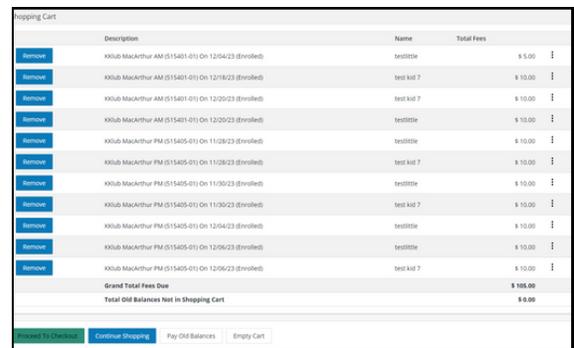
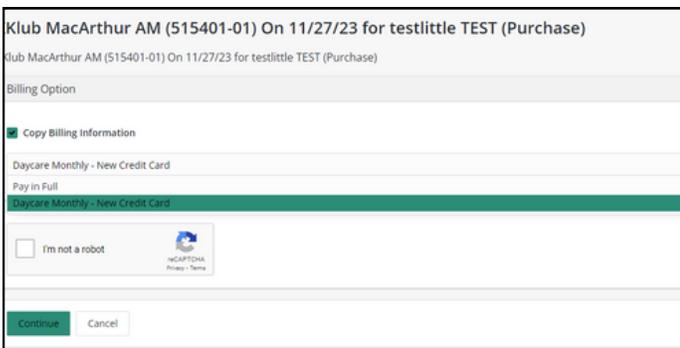
1. Login to your Recreation account by visiting www.gtownrec.com.
2. Click the Kids Klub icon.
3. Click on the Summer Kids Klub icon.
4. Select your child(ren)'s Site
5. Select the days you would like to register for on the calendar.
PLEASE NOTE: Unselected days will be **GREEN** then turn **BLUE** once selected.



6. A white bar will appear at the bottom of the screen showing the days you've selected.
7. A new screen will pop up showing the children in your household account. Select the child(ren) you are registering for.



8. Click Continue
9. A payment screen will pop up. Choose **PAY IN FULL** if you wish to pay now or **DAYCARE MONTHLY CREDIT CARD** for installment billing. Your payment will be auto debited on the 21st of each month or the next business day if the 21st falls on a weekend or holiday. Hit Continue.
10. Your shopping cart will pop up. If total fees show \$0.00 you have selected the installment billing option. If it shows a balance due, you selected to pay in full. Review your cart and click **PROCEED TO CHECKOUT**.



11. If paying in full, enter your payment information.
A receipt will be emailed detailing your registration and will serve as your confirmation. **Please review it to ensure the days you wish to register for are accurate.**

KIDS KLUB BILLING SCHEDULE

September 22nd, 2025

Previously unbilled Summer Kids Klub/Tyke Site dates
School Year Kids Klub for the week of August 25th and all
of September

October 21st, 2025

Previously unbilled September Kids Klub dates
School Year Kids Klub for October

November 21st, 2025

Previously unbilled October Kids Klub dates
School Year Kids Klub for November

December 22nd, 2025

Previously unbilled November Kids Klub dates
School Year Kids Klub for December

January 21st, 2026

Previously unbilled December Kids Klub dates
School Year Kids Klub for January

February 23rd, 2026

Previously unbilled January Kids Klub dates
School Year Kids Klub for February

March 23rd, 2026

Previously unbilled February Kids Klub dates
School Year Kids Klub for March

April 21st, 2026

Previously unbilled March Kids Klub dates
School Year Kids Klub for April

May 21st, 2026

Previously unbilled April Kids Klub dates
School Year Kids Klub for May

**** June 15th, 2026****

Previously unbilled May Kids Klub dates
Previously unbilled June Kids Klub dates
Summer Kids Klub/Tyke Site between June 15th and June 30th

**** NOTICE DATE CHANGE****



***PLEASE REMEMBER
TO UPDATE YOUR
CREDIT CARD
INFORMATION IF
THERE ARE ANY
CHANGES TO THE
ACCOUNT***

**Please note, we reserve the right to
require payment at the time of
registration if there is an
outstanding balance on the
account.**



PICK UP/DROP OFF FORM

Child's Name: _____

Kids Klub Site:

Rockfield

MacArthur

Amy Belle

County Line

St. Boniface

Parent/Guardian Name(s): _____

Please indicate anyone other than the Parent/Guardian listed above who has permission to drop off or pick up your child:

Name	Relationship to Child	Phone Number



Allergy, Medication and Special Needs

Child's Name: _____

Kids Klub Site:

Rockfield

MacArthur

Amy Belle

County Line

St. Boniface

ALLERGY	REACTION	TREATMENT
<input type="checkbox"/> BEE STING		
<input type="checkbox"/> EGGS		
<input type="checkbox"/> HAY FEVER		
<input type="checkbox"/> IBUPROFEN/TYLENOL		
<input type="checkbox"/> NUTS & PEANUTS		
<input type="checkbox"/> PENICILLIN/AMOXICILLIN		
<input type="checkbox"/> SULPHUR & SULFA		

Parent/Guardian Name(s): _____

Signature: _____ Date: _____



Allergy, Medication and Special Needs, cont.

Child's Name: _____

Kids Klub Site:

Rockfield

MacArthur

Amy Belle

County Line

St. Boniface

MEDICAL (Asthma, ADHD, Epilepsy, etc.)	SYMPTOMS	TREATMENT

SPECIAL NEEDS	TREATMENT

Parent/Guardian Name(s): _____

Signature: _____ Date: _____