

Member and Family Handbook



*A 21st Century Community Learning Center
in association with the Sparta Area School District*

Sparta Area School District Nondiscrimination Policy (Board Policy Article 2266):

The Board does not discriminate in the employment of administrative staff on the basis of the Protected Classes of race, color, national origin, age, sex, pregnancy, creed or religion, genetic information, handicap or disability, marital status, parental status, socio-economic status, homeless status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

Welcome

Welcome to WIN After School! **WIN** stands for **W**hat **I** **N**eed, and we are excited to have your child join us as a member of our program. At WIN After School, our members participate in a variety of activities designed to motivate and inspire, while reinforcing academics. Throughout the school year we host both Family Fun Nights and opportunities for parents to learn. Our program runs on a daily schedule and everyone who participates is expected to follow it. The staff at WIN After School look forward to getting to know you!

Mission

The Sparta Area School District's WIN After School program provides mind and body wellness, social and emotional learning, academic enrichment, and community connections to students in grades Pre-K-6 within a safe and supportive environment.

Vision

Our vision is for our students to be safe and healthy, kind and responsible, realize their academic potential, and be active in their communities.

4 elements of personal growth:

Mind and Body Wellness

We believe a happy and healthy student is a student who is ready to learn. We encourage whole-person wellness for every student by focusing on physical activity, healthy eating, mental health, and avoiding drugs and alcohol.

Social and Emotional Learning

We help students build Social and Emotional Learning skills like managing emotions, setting goals, having empathy, creating positive relationships, and making responsible decisions. Students with these skills will become responsible and caring adults.

Academic Enrichment

Academic enrichment goes beyond classroom learning and homework. Students in our program engage in hands-on learning and apply their learning to real-life situations. Through these activities, students can increase understanding and engagement in the classroom, including improving grades and test scores.

Community Connections

When we connect our students to the community, we expand their world. Our students participate in service activities, explore college and career options, and get to experience new things through our partnerships with businesses and organizations in our community.

Contact Information

District Coordinator of After School Programming:

Holly Church

Phone: (608) 633-1807

E-mail: hchurch@spartan.org

Site Contact Information:

Herrman:	608-633-5628	hewin@spartan.org	Door A (main entrance)
Montessori:	608-633-0240	montwin@spartan.org	Door B (main entrance)
Southside:	608-633-0312	sswin@spartan.org	Door A (main entrance)

Hours of Operation Monday, Tuesday, Thursday, Friday

Southside: 2:30 - 5:00 pm

Herrman: 2:40 - 5:30 pm

Montessori 3:00 - 5:00 pm

WIN After School will open 1 hour earlier each Wednesday due to the scheduled early dismissal

WIN After School will be **CLOSED** if school is canceled or let out early due to inclement weather.

Hours of Operation Wednesday

Southside: 1:30 - 5:00 pm

Herrman: 1:40 - 5:30 pm

Montessori 2:00 - 5:00 pm

WIN After School will be **CLOSED** on any scheduled days off

***** WIN staff will share the additional dates that we will be closed this year.**

***** See also the calendar on the WIN website for any important dates (field trips, family events, and closures).**

Procedures

Membership Eligibility Information

- SASD WIN After School is open first to students who are referred by their classroom teacher, then for open enrollment.
- There is no fee to become a member.
- Membership to WIN After School is a privilege, not a right. The District Coordinator of WIN Programming will discuss membership issues with families as needed. The District Coordinator may determine that WIN is not a good fit for the student and revoke membership.
- Parent/Guardian must read and sign the parent agreements on the enrollment form.

Attendance

- Regular attendance is expected as we staff our programs based on enrollment numbers for the day
- If your child will not be attending on their scheduled day, you must notify the Site Coordinator prior to the start of programming.
- If a student has 3 unexcused absences, a parent/guardian must meet with the District Coordinator of After School Programming before they can return

Academic Enrichment

- We will spend 20-30 minutes a day (Monday-Thursday) focusing on academic enrichment connected to their classroom learning. This includes hands-on activities designed to increase students' academic achievements.
- Tutoring options will be available for students who are needing extra academic support.

Pick Up Information

- WIN After School members who attend programming must be picked up at the front desk. Depending on the day, the children may be inside or outside on the playground. When you arrive to pick up your child, please check in and wait at the front desk. A staff member will locate your child and bring them to you. This is for the safety of all children that attend our program.
- Please have your ID ready, as we may ask for it when your child is signed out.
- If you would like your child to walk/bike home from the program, please mark this on their enrollment form.
- If anyone other than you or emergency contacts will pick up your child, you will need to notify us with a note or phone call. We will not allow a child to leave with anyone else.
- Please note that someone 16 or older needs to come in to checkout any students

****If you need to make changes to your child's pick up information, please contact your Site Coordinator immediately.****

Late Parent/Guardian

It is very important that all members are picked up on time. The Site Coordinator will follow this timeline in the event of a late parent/guardian:

- 5 minutes late, the Site Coordinator will call all contacts we have on file
- 30 minutes late, with no communication, the Site Coordinator will call the local authorities

Visitors & Volunteers

For information regarding visitors please refer to board policy [9150](#)

For information regarding volunteering please refer to board policy [8120](#)

Lost & Found

WIN After School is not responsible for lost or stolen items. Anything left in the programming space will be placed in the school's lost and found.

****Please have your child keep toys and electronics, including tablets at home. If a student is seen with a toy, game or cellphone, the program staff will hold on to it until the child is signed out.****

Health & Medication

- Parents/Guardians must advise the program staff of any medical conditions a member has or has had.
- If an emergency medication may be needed for a member due to a medical condition, please notify the District Coordinator, who will coordinate with the District Nurse to ensure that proper paperwork is filled out and proper training is provided to WIN staff members.
- If a member incurs a minor injury, parents/guardians will be notified by the Site Coordinator when the student is picked up.
- In case of an emergency, parents/guardians will be notified immediately.
- Parents/guardians are to keep their child(ren) home from WIN After School anytime they have a fever, vomiting, diarrhea, or any other contagious illness symptoms. Members must be symptom free for 24 hours before returning.
- If a child goes home sick from school, they may not come to programming that day.
- Members who develop symptoms of a contagious illness while at WIN must be picked up immediately and are not eligible to return to programming until 24 hours after the initial intake of prescribed medication.
- WIN After School follows the same health guidelines as the Sparta Area School District. If you are unsure whether or not your child should attend, please refer to the SASD parent/student handbook

****Please be sure that WIN After School has current phone numbers, so if there is an emergency we will be able to reach you.****

Expectations & Consequences

Staff at WIN After School keep the safety of our members a top priority. Our standards and expectations exist to ensure that your child and every other child in the program is safe. Since WIN After School is an extension of the school day, we follow the same PBIS expectations that all Sparta Schools utilize (The Spartan Way: Respectful, Responsible, and Safe).

Expectations

- Be Respectful
 - Treat others kindly
 - Use appropriate language
 - Take care of all materials, games, and toys
- Be Responsible
 - Follow the directions from staff
 - Stay in designated WIN spaces
 - Clean up after yourself
- Be Safe
 - Use walking feet in the school building
 - Keep hands and feet to self
 - Make sure a staff member knows if the child leaves the room

Disciplinary Actions & Consequences

Any student that disrupts activities or creates a dangerous situation will have consequences for their actions.

WIN Staff will work directly with the child to address most disciplinary concerns in the following ways:

- Redirection
- Reteaching of expectations
- Take-A-Break
- Loss of privileges (example loss of recess or activity)

WIN Staff will work directly with the family and/or building administrator to address disciplinary concerns including:

- Physical aggression toward student or staff member
- Repeated non-compliance
- A student leaving the building without permission
- Destruction of school property

These actions will result in the following possible consequences:

- Removal from the program (one day or more)
- Office Discipline Referral (ODR)