

WOLVERINES FORWARD 



Providing quality affordable child care for
Griswold Elementary School Students

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Wolverines Forward

Before and After School Program Handbook

Program Overview

The Griswold Public Schools (GPS) provides students in grades kindergarten through fourth with high-quality before and/or after school programming that promotes students' academic and personal growth, while providing an affordable child care option for working parents/guardians. Program expenses are supported through parent/guardian paid fees, and are supplemented whenever possible through grant funding. Program staff can be contacted via email at

jcaviness@griswoldpublicschools.org.

Days/Hours of Operation

The Wolverines Forward Program follows the Griswold Public Schools' calendar and operates on days when school is in session. During the 2022/2023 school year, the program begins on the first day of school, August 30th and ends on the last full day of school, June 12th.

GRISWOLD PUBLIC SCHOOLS CALENDAR 2022/2023

Approved by the Griswold Board of Education on 12/13/21

AUGUST 2/2					SEPTEMBER 21/23					OCTOBER 19/42				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
					5	6	7	8	9	10	11	12	13	14
					12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31				
NOVEMBER 18/60					DECEMBER 17/77					JANUARY 20/97				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4						1	2	3	4	5
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30	31			
FEBRUARY 17/114					MARCH 22/136					APRIL 14/150				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
6	7	8	9	10	6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	20	21	22	23	24	24	25	26	27	28
27	28				27	28	29	30	31					
MAY 22/173					JUNE 8/180									
M	T	W	T	F	M	T	W	T	F					
1	2	3	4	5										
8	9	10	11	12	5	6	7	8	9					
15	16	17	18	19	12	13	14	15	16					
22	23	24	25	26	19	20	21	22	23					
29	30	31			26	27	28	29	30					

Calendar Break Down:
180 Student Days/8 Staff Professional Development Days

School Hours:
GES = 8:40 – 3:10 PM GMS, GHS, GAHS = 7:30 – 2:19 PM

August 30	First Day of School for Students
June 12/Shortened Day for Students	Last Day of School for Students

SHORTENED DAYS

November 23	Shortened Day
December 23	Shortened Day
May 26	Shortened Day

HOLIDAYS /VACATIONS - NO SCHOOL

September 5	Labor Day
October 10	Columbus Day
November 11	Veteran's Day
November 24, 25	Thanksgiving Break
December 26 – January 2	Holiday Recess
January 16	Martin Luther King Day
February 20, 21	President's Day Recess
April 7	Good Friday
April 10 - 14	Spring Break
May 29	Memorial Day

STAFF DEVELOPMENT DAYS

August 25, 26, 29	Staff Development Days/No Students
October 7	Staff Development Day/No Students
November 8	Staff Development Day/No Students
February 17	Staff Development Day/No Students
March 10	Staff Development Day/No Students
May 26	Staff Development Day/PM
June 12	Staff Development Day/PM

CONFERENCE DATES

November 9, 10	Half Day for All Students
March 2, 3	Half Day for All Students

Snow days will be made up in this order: June 13, June 14, June 15, 16, 17. Should we exceed five snow days by 2/1/23, the Board may consider vacation days/staff development days to be school days.

GHS Exam Half Days: January 17, 18, 19, 20 and June 7, 8, 9, 12. Please keep in mind that June exam dates could change and will be based on number of snow days to be made up at the end of the school year.

Griswold Elementary School

The program at Griswold Elementary School will operate both before and after school. The morning program will open at 6:30 AM and students will be dismissed by program staff to their classrooms. In the afternoon, Wolverines Forward students will be dismissed to the GES cafeteria, and the program will remain open until 6:00 PM. Drop-off and pick-up will be at the GES cafeteria.

Location	Grades Served	Hours of Operation	
Griswold Elementary School	K through 4	Morning Program:	6:30 - 8:40 AM
	K through 4	Afternoon Program:	3:10 – 6:00 PM

Scheduled Early Release Days

The after school program will offer half day programming on scheduled early release days. Sites will remain open from the end of the school day until the regular closing time of 6pm. These dates for the 2022-2023 school year are

Nov 9, 10, 23

Dec 23

March 2, 3

May 26th

There is an additional charge for half days. Students enrolled in before school only will be charged \$10 per half day. Students enrolled in after school program will be charged \$8 per half day. Sign-ups and payment will be due prior to the day of.

Professional Development Days

Wolverines Forward will offer full day programming on professional development days. These dates for the 2022-2023 school year are

October 7th

November 8th

February 17th

March 10th

There is an additional charge of \$25 per day for the full day program for enrolled Wolverines Forward students. Sign-ups and payment will be due prior to the day of.

Emergency Delays & Dismissals

Changes to school hours may impact Wolverines Forward hours, and parents/guardians will be notified of any change with as much advance notice as possible. The following are potential scenarios and how they will be managed:

1. Delayed Opening - The before school program will follow any delays deemed necessary by the Superintendent of Schools. In the event of a delay, Wolverines Forward will be closed.
2. Early Dismissal – The after school program will be closed if school is dismissed early due to inclement weather. Parents/guardians must determine an alternate dismissal plan for their student in advance. Teachers and offices will be provided with a list of students and their inclement weather dismissal plans at the start of the school year, and will follow these plans if the Superintendent determines that an early dismissal is necessary.
3. After School Activities Canceled – The program *may* be canceled or close early if after school activities are canceled. The Program Director will work with the Superintendent of Schools to determine what action is necessary to keep participants and staff safe, and the Superintendent will indicate this in the announcement to parents/guardians.

Program Enrollment

Each family that enrolls a student in Wolverines Forward must first complete the required registration paperwork. This will be followed by an e-mail from the Program Director with next steps, including payment of an annual registration fee and the initial monthly payment. The Director shall e-mail within one business day, and the child's spot in the program shall be secure for two business days following the initial correspondence. This timely communication is particularly important in the event that a waitlist exists. While Wolverines Forward strives to meet the needs of all families interested in the program, staffing and space constraints may result in a waitlist. In such instances, the Program Director shall place students on the waitlist based on the date that the registration form is received. A parent/guardian who is contacted via telephone does not reply within two business days, the next student on the waitlist will be offered the spot.

Program Withdrawal

We understand that family schedules and needs change, and program withdrawals are permitted at any time. To allow for proper staffing and the opportunity to fill your student's spot in the program, please provide a minimum of two-week notice. All withdrawals should be made in writing to jcaviness@griswoldpublicschools.org. Program fees will continue to be due, regardless of student attendance, if a parent/guardian fails to follow the withdrawal procedure.

Transportation

Transportation to/from the program is not available at this time.

Attendance Policy

Students who select Monday through Friday enrollment will be given priority over those who request to attend part-time. Requests for part-time enrollment will be considered based on program and staffing availability on the requested day(s). Drop-in care is not available. Fees will not be prorated based on days attended.

Before School Attendance Policies

Students must be accompanied into the building and signed in by their parent/guardian each day. Students may not be dropped off at the entrance of the building or be sent in alone. Children who do not arrive at the before school program on their scheduled day will not be tracked.

After School Attendance Policies

Reporting Absences

Parents/guardians must inform Wolverines Forward if their student will be absent on an afternoon that s/he is scheduled to attend the program. Additionally, written notice must be received in advance from a parent/guardian if a student is to attend a different activity in the building on a day that s/he is scheduled to be at Wolverines Forward. Such correspondence is to be sent to jcaviness@griswoldpublicschools.org.

Check-In Procedure

Program staff will follow a daily process to ensure that all students have arrived safely to the designated check-in area as follows:

1. Prior to school dismissal, check for parent/guardian notes regarding changes in schedule and with the main office to determine if any student has been dismissed early.
2. Students will be greeted upon arrival to the designated area and checked off on the attendance log. The tracking process will immediately ensue for any student who does not report as scheduled.

Tracking of Students Who Do Not Report as Scheduled

The tracking steps include the following actions:

1. Contact the school's main office to make an announcement over the PA system.
2. Check with the child's teacher to determine if s/he is still in the classroom.
3. Contact parent/guardian or, if parent/guardian cannot be reached, emergency contacts. If no contact can be made, the School Resource Officer and/or local law enforcement will be engaged.

Please understand that this process is taken very seriously, and it is imperative that program staff are informed in advance of any changes in a student's schedule. Repeated failure to report absences may jeopardize your student's spot in the program.

Signing Out

A parent/guardian, or authorized emergency contact over the age of 18, must enter the building to sign the student out each day. A sign-out form will be readily available. If an emergency situation arises and results in the need for a person not listed on the registration form to pick a student up, the parent/guardian must send an e-mail to inform the Program Director of the change. This must come from the e-mail address listed on the registration form. Please inform those who may pick your student up that they will be required to provide photo identification in order for the student to be released.

Daily Activities & Schedule

Wolverines Forward strives to provide activities and enrichment opportunities that complement the school day while addressing the needs of the whole child. Activities will vary by program and day, with

the following components regularly be incorporated: snack, attendance, homework assistance, wellness breaks, and enrichment activities.

Before School Programming

The first portion of the morning program will be student-driven based on their needs and/or interests. Students may complete homework assignments or choose from a variety of stations, such as Legos or other building activities, board games, or art supplies. The offered stations will be rotated and replenished frequently to ensure continued student interest. While this portion of the program may involve individual or group activities, each day will conclude with group time as the students have a wellness break before heading to class.

After School Programming

The afternoon schedule will be more structured and driven by a daily schedule and pre-planned activities. Below are typical schedules for each location.

Griswold Elementary Sample Schedule

SCHEDULE	ACTIVITY
3:15 – 3:30 PM	Attendance & Snack All students will be dismissed from their classrooms to the GES cafeteria, where they will connect with their grade level team for District provided snack.
3:30 – 4:00 PM	Homework Help Teams will work in their designated areas to complete homework assignments. Grade level reading materials, math and literacy activities (both remedial and accelerated) will be available for students who have completed their work.
4:00 – 4:30 PM	Fitness Break The specific activity will vary, but each will ensure that students engage in daily physical activity. Staff shall have a variety of tools to choose from such as organized games, yoga, and mindfulness options.
4:30 – 5:15 PM	Enrichments Students will rotate through enrichment offerings monthly. Some offerings are Arts & Crafts, Engineering Club, Sports Club, Nature Explorers World Explorers, and Science Explorers. Fridays will focus on game-based, physically active scheduling.
5:15 – 6:00 PM	Program Dismissal Students will gather their belongings in preparation for parent/guardian pick up from a designated location. Free play activities will be available for student use while they await the arrival of their parent/guardian.

Students are not required to arrive at the start of the morning program or remain until the period noted as the dismissal period. Parent/guardian needs and family schedules will dictate these times, and an estimate is requested on the registration form for planning purposes only.

Homework Policy

In order to create an environment that is conducive to focusing and completing work, all students will be required to participate in the homework help portion of the schedule. 2 days a week students will join a certified teacher for age-level appropriate activities, skill building, and homework guidance. The other 2

days students will have the opportunity to use their Chromebooks and school approved apps to encourage their academic growth.

Staffing & Supervision

Wolverines Forward is managed by a Program Director with significant experience in out-of-school learning. The Director oversees all aspects of the program and visits the sites frequently to ensure that policies are being followed and quality programming is taking place. S/he also works in conjunction with a Site Coordinator to design and execute a schedule of activities. The Site Coordinator focuses on the day-to-day operations and is consistently present at his/her assigned site. The Coordinator monitors the interactions between students and Wolverines Forward Instructors, who may rotate between programs based on scheduling needs. All staff members are required to attend regular professional development opportunities.

Student Health & Safety

CPR Policy

Wolverine's Forward staff members are trained and certified in first aid, medication administration, and CPR.

First Aid Policy

In the case of a minor accident or injury, first aid/CPR-certified staff will administer basic first aid, and parent/guardian will receive a notice with basic information.

If the injury or illness is more serious but not life threatening, first aid will be administered and the student's parent/guardian and/or emergency contact will be contacted immediately to assist in deciding an appropriate course of action.

If any injury or illness is life threatening, emergency personnel will be contacted immediately, the parent/guardian and/or emergency contact will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff will not transport children in staff-owned vehicles.

All injuries and illnesses will be tracked in a site incident log. For injuries that require medical intervention, staff will prepare an incident/injury report detailing the nature of the incident, the cause (if known), and details on any medical interventions administered.

Student Illness

Students who have a temperature of 100 degrees Fahrenheit or higher or who are vomiting shall not attend the program for 24 hours after the fever is reduced without medication or after vomiting has ceased. Exhibiting these symptoms during program hours will result in program staff contacting the parent/guardian and/or emergency contacts to arrange for the student to be picked up within thirty minutes. Students who stay home as a result of illness, or who become ill during the school day and are dismissed early, should not attend after-school programming.

Mandated Reporting

Connecticut General Statutes identify professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglected. All Wolverines Forward staff are mandated reporters under Connecticut law.

In accordance with state law, all mandated reporters are required to report suspected abuse when there is reasonable cause to suspect or believe that a child under the age of 18 years has been abused or neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury, or is placed at imminent risk of serious harm.

A mandated reporter shall make an oral report by telephone to the Department of Children and Families or a law enforcement agency as soon as possible, but no later than twelve hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected. The mandated reporter shall inform the Site Coordinator or Program Director that s/he is making such a report, who will in-turn inform the student's building principal. Not later than 48 hours after making an oral report, the mandated reporter shall submit a written report to the Department. The mandated reporter shall give a copy of the written report to the building principal or designee, as well as to the Site Coordinator.

Student Behavioral Expectations

As is defined in Griswold Board of Education policy 5114:

It is the goal of the Board to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs.

At a minimum, students are expected to:

- Follow the directions of staff, volunteers, or outside organizations delivering instruction;
- Show respect and speak kindly to others;
- Keep hands and feet to themselves;
- Ask permission to leave an area;
- Use equipment and materials properly, carefully, and with respect; and
- Clean up after themselves.

Disciplinary Procedures

Wolverine's Forward staff will use restorative practices to help guide students towards appropriate behavior. Should this not be an effective mode of altering behaviors, the following procedures will be followed for minor rule violations:

- First Occurrence: The student will receive a verbal warning. The behavior will be documented by staff, but the student will not be written up.
- Second Occurrence: The student will receive a written warning. The student's parent/guardian will be contacted, and the issue will be discussed. The staff person, parent/guardian, and student will establish an agreed upon strategy to allow for success moving forward.
- Third Occurrence: Repeated rule violations will not be tolerated, and may result in suspension or expulsion.

At the discretion of program and school administration, a student may be removed from Wolverines Forward immediately for any action or behavior that threatens the health, safety, or security of the student committing the act, program staff, and/or other students.

Program Fees

Wolverines Forward strives to provide quality before/after school programming at the lowest expense possible to parents, while still maintaining a quality, self-sustainable program. The Director will pursue grant opportunities regularly, and program fees will be reduced or eliminated whenever possible. All fees noted below are per student.

Fees are due upon enrollment in the program and by the first of each month thereafter. Fees must be paid using the District's on-line portal; no cash payments shall be accepted.

2020/2021 Program Fees

Monthly program fees are determined by multiplying a Board approved daily rate by the number of days in a school year. This annual rate is then divided by 10 equal months of payments, with the full annual amount paid in full by the beginning of June.

Program	Monthly (Aug-May)
Registration (annual per child)	\$15
Before School	\$ 120
After School	\$ 160
Both before and after school	\$260

Annual tuition amounts shall not be prorated based on student absences or due to weather related delays, dismissals, or cancellations.

Financial Assistance

Wolverines Forward accepts Care 4 Kids. For additional information on this State sponsored program, please visit their website.



Additional Charges

Charges incurred by the program as a result of a parent/guardian's failure to follow policies and procedures shall result in additional fees. This include:

Description	Fee
Late Payment Fee	\$20 per late month until the fees are paid in full
Returned Check Fee	\$25 per returned payment
Late Pick-Up Fee	\$5 per 5 minute increment after program closing time

