

Candy Making • International Cooking • Quilting •
 Ropes & Adventure Courses • Walking for Fun & Fitness
 • Wizard workshop 1 • Basketball • Bucket Drumming
 • Counted Cross Stitch • Klutz Games • Pottery. Part 1
 • Rocker Glass Mosaics • Ice Cream
 Making Sports • Taking Stock •
 Wizard Sitter Training • Board &
 Card Game • Role Playing Basics •
 Table Tennis & Snacks • Exploring
 Electricity • Photography •



Fitness • Tile Mosaics
 Games • Board & Card
 • Design • Machine Sewing
 Microwave Cooking
 • Bucket Drumming
 Mock Court
 Golf •

Disc Golf • Rock
 Climbing • Yarn Crafts
 • Walking for Fun & Fitness
 • Basketball •

Klutz Games • Pottery
 & Aviation 2 • Glass
 Cream Making • Sports
 Workshop 2 • Board
 Training • Board & Card
 Games • Pasta Cooking
 • Role Playing Basics
 • Table Tennis
 • Appetizers & Snacks • Exploring

Middle School U

Student & Parent Handbook

Electricity •
 Gym Games •
 Photography •
 Polymer Clay • Video
 Production • Billiards •
 Creative Writing • Healthy
 Cooking & Eating • Rock
 Climbing 1 • Running & Fitness • Tile Mosaics
 • Active Team Games • Board & Card Games •
 Design • Machine Sewing • Microwave Cooking
 • Baking • Bucket Drumming • Golf • Mock Court

MIDDLE SCHOOL U

Program Policies and Practices

Included in this handbook are the program policies which govern the Middle School U programs. Policy statements are noted in **bold type**. The current practices that support the policies complete each section.

If you have any questions regarding Middle School U policies and practices, please seek clarification from a program administrator. It is important for parents to understand the parameters within which Middle School U programs operate.

Changes To Policies

In an effort to provide timely decisions and complete communication that will support quality programming, Middle School U and Wisconsin Youth Company reserve the right to change current policies and practices. Parents will receive notification of changes.

Dane County Administrative Office:
1201 McKenna Blvd., Madison, WI 53719
608-276-9782 or 800-238-1174
608-276-4050 (Fax)
608-276-9898 (Message Center)

GUIDING PRINCIPLES

Middle School U is a program of Wisconsin Youth Company. Wisconsin Youth Company exists so that the children of Wisconsin benefit from communities that nurture them, at a sustainable cost.

- There are safe and secure places to be a child outside home and school.
- Caring adult role models regularly interact with children.
- Children value themselves, others, and their environment.
- There is encouragement and support for community engagement.
- Resources are available for children to explore and pursue their individual interests.
- Resources are available for children educational support and enrichment.

The Wisconsin Youth Company Board of Directors meets monthly at 1201 McKenna Blvd., Madison. Unless otherwise noted, all board meetings begin with a 15-minute discussion period during which any interested party may bring an item to the board's attention. Please call the administrative office, 608-276-9782 or 1-800-238-1174, for the date and time of the next board meeting.

A current list of Wisconsin Youth Company, Inc. Board of Directors is available on our website at www.wisconsinyouthcompany.org. Board minutes are available upon request from the administrative office, 1201 McKenna Blvd., Madison, WI 53719.

CONFIDENTIALITY

All Middle School U staff are trained in proper procedures to respect and protect families' rights to confidentiality. **All student and family information is kept confidential, unless a signed release is obtained, and used only for the purpose of guarding the student's health and safety.** All persons with access to student's records are instructed to not discuss or disclose personal information regarding the students or facts learned about the students and their relatives.

Account Access

All registered families have a Middle School U account. In order to protect your privacy, we are unable to provide account information to anyone other than the account holder or authorized party. If you wish to permit us to speak to any authorized party, such as a spouse, about your account, please send written authorization to the administrative office address.

Account Passwords

Families requesting information on an account will be required to provide their account password to access the information or make changes to the account. In the event an authorized person forgets the password, a security question will be asked so we may provide the password. If the security question cannot be answered correctly, the password can be mailed to the account holder's address.

Requests for Information

If requests for information about a student come from outside agencies or organizations, including the student's school, parent permission will be necessary to proceed. In the event of a legal dispute, a court order will be required.

Referrals

Middle School U staff who feel that a student would benefit from assistance from another agency or would like assistance in working with a student at the program site are instructed to follow the Discipline & Progressive Guidance Policy, to discuss the concern with the director and to solicit parental involvement.

Research Studies

All research studies using enrolled students as subjects require specific approval from the executive director and will include advance notification to families. Families will have the option of declining participation in any research study. In no case will a study release confidential information about students or their families.

Photo Release

A photo release is included on the Middle School U agreement form which grants Wisconsin Youth Company (WYC) permission to publish a student's image in its newsletters, brochures, displays or other printed material and on its websites for purposes of promoting the programs. Student names are not used when their images are displayed on our website or in widely distributed print materials. Parents may request, in writing, removal of their child's image from WYC'S websites, in which case his/her image will be removed no later than 15 days from receipt of the request. As part of the photo release parents release WYC, its employees, officers, directors and successors from any liability or claim related to the publication or disclosure for which they grant permission. Consent for the photo release is completely voluntary.

Cultural and Religious Diversity

As part of adding diversity to program planning at individual sites, customs and celebrations from a variety of cultures are welcomed and included. At times holidays or customs that have a religious significance for some are celebrated within the program environment, including individual or group acknowledgement of birthdays. Please speak with the director if your family celebrates

a holiday or has a custom that you would like to share with the group, especially for Middle School U courses with a multicultural focus.

The Middle School U courses do not offer a religious education program or curriculum, and the program does not include religious instruction or practices as a part of the daily schedule. Prayers are not said as a group prior to meals and snacks or at any time but individual students may follow their personal religious practices.

ENROLLMENT

Non-discrimination

Middle School does not discriminate against students or families in enrollment on the basis of race, creed, color, handicap, sex, sexual orientation, national origin, or ancestry.

Diversity is welcomed in all Middle School U courses, where students learn to appreciate individual differences.

Ages Served

Middle School U courses are designed to meet the needs of students who are entering 6th through 9th grades. Please refer to the Middle School U website or course registration materials for the ages served and course descriptions at specific locations.

Required Registration Information

Required information must be obtained from all families **before students may attend.**

1. Completed student registration form, including:
 - Full name, age, birth date, grade or class and school attended. Name, address, and phone number of all parents/guardians (both home and work phone numbers).

- Arrival and departure procedures for the student, including the names of all persons authorized to pick up the student.
- Anticipated start date and intended weeks of course attendance.

2. Completed Health History and Emergency Care Plan Form, including:

- Student's name, birth date, address, start date, and phone number.
- Parents' home, work, and cell phone numbers.
- Student's immunization record indicating state immunization requirements are met.
- A minimum of two emergency contact persons including addresses, telephone numbers, and relationship to the student. Emergency contacts must be 18 years of age or older and available during program hours.
- Name, address, and phone number of the student's physician or clinic.
- Information regarding a student's special needs or disability.
- Signed emergency medical care or treatment release.

3. Completed Account Security Form with password, answers to at least one security question, and signature of person(s) responsible for student's enrollment.

4. Completed Registration Agreement signed by the person(s) responsible for student's enrollment and payment of fees.

Confirmation of Registration

No spaces will be held without completed registration forms and stipulated payments. Parents are notified by mail or by phone of their student's acceptance into the course, and are not to send the student to the course without this confirmation.

Probationary Period

The first five days of attendance in Middle School U are probationary. The organization is committed to working with families in order to accommodate individual student's differences. In the best interests of establishing a successful environment for the student, the probationary period may be extended or reinstated. Students who have individual needs that cannot be accommodated within the program may have their enrollment terminated prior to the end of the probationary period.

Students with Special Needs

Middle School U is committed to serving students with varying abilities, and to do this to the extent that the quality of care given to all students is not diminished.

Middle School U staff are expected to make every effort to provide reasonable modifications that will accommodate the needs of students within the physical limitations of Middle School U locations, the availability of program resources, and within normal student to staff ratios.

Each registration that indicates that a student has special needs or other health concerns will be reviewed to determine necessary accommodations that will best meet the needs of the individual student in an effort to provide a safe and successful environment for every student. Middle School U management staff will work with parents to create an accommodation plan that meets the needs of the student and the course. This plan will be shared with staff as necessary.

After the plan has begun, the student's progress will be monitored and documented. Some additional adjustments may be necessary, including but not limited to, soliciting supplemental staffing from an outside agency, restricting the student's involvement in selected activities, limiting the student's attendance to certain days, and/or moving the student to another course that has greater staff resources. It may be determined that the student's needs exceed the program's ability to provide reasonable accommodations.

Cancellation / Change Policy

A written two-week advance notice must be received by the administrative office to cancel any week (fax, email, and hand-written notices are all acceptable); the down payment toward a cancelled course is non-refundable and non-transferable. Failure to submit written cancellation two weeks in advance will result in the liability of all fees paid and owed for that week. Requests to change a course location also require two-week advance notice (includes drop-off/pick-up locations, if applicable). Location change requests received with less than two weeks notice will not be granted. Families may add weeks or change their choice of course anytime up until the end of the business day Wednesday the week prior to which it will take effect, provided space is available. If a change of course will result in a difference in fees, changes received less than two weeks prior to the changed week will be assessed the higher of the two fees. Requests to add a week and course change requests must be received in writing. All written requests must include your account password.

Family Information Updates

Parents are to inform the Middle School U office in writing of any changes in address, home or work numbers, emergency contact and/or authorized pick-up information. In order to protect the confidentiality of student's health records, all changes to health information must be made through the administrative office in writing. Please include your account password with your update.

Enrollment Termination Procedure

Enrollment in the Middle School U program may be terminated for the following reasons if attempts fail to resolve or eliminate the behavior or action:

- 1. A student who presents needs that cannot be satisfactorily met within the constraints of the Middle School U program, whether due to special needs or disruptive behaviors.**

- 2. Delinquent tuition fee payment. Parents must have been issued and not responded to at least two notices of unpaid fees before termination of enrollment may take place.**
- 3. Consistent late pickup of student or consistent failure to follow Middle School U policies.**
- 4. Immediate termination of enrollment results from violent, unsafe behavior where student is a danger to self, staff or other students in the program.**

When termination of program enrollment occurs, the parents will be notified by phone and through written communication of the effective date that the student will be withdrawn from the program. A fee refund will be issued for unused payment. Parents can appeal the decision to terminate their child's enrollment through written request to the executive director. The executive director will then convene a committee to begin the appeal process.

FEES

Down Payment

A down payment of \$20 per course selected per student is required upon registration in order to reserve space in the course and will be applied toward the total cost of the course on the week for which it is being paid. The down payment is not refundable or transferable, unless a requested week is unavailable.

General Fee Practices

Upon confirmation of enrollment parents are given fee payment coupons that indicate the amount due and the due dates. Fees are due in advance, by the first day of the course to which they apply. Fees not paid by the due date may result in a student's removal from the course. A \$10 billing fee will be applied to accounts showing a balance after the Monday of each course week. Fees repeatedly not paid by the due date may result in a student's removal from the program.

Fees are payable, by mail or in person, at the Dane County Regional Office at 1201 McKenna Blvd., Madison, WI 53719. Checks should be made payable to Middle School U. Parents are cautioned not to send cash through the mail. Parents are encouraged to record their payments to help them with record keeping. Unless an account is past due, no invoices will be sent to parents. Invoices are only sent to primary account holders. No payments will be accepted at the program site.

There is no fee reduction or credit given for missed days due to illness, or any other reason. If a student unexpectedly misses more than a week of the program, parents may submit a written request for special consideration of fee credit/recovery.

Financial Assistance

Limited scholarship funds may be available through Wisconsin Youth Company on a first-come, first-served basis. In order to provide an enriching experience for as many eligible students as possible, available scholarships are limited to one course for each eligible student for the summer. For scholarship information, please contact the Middle School U office.

Tax Information

A summary statement of what a family has paid for Middle School U and other programs offered through Wisconsin Youth Company over the calendar year is mailed to the parents of all participating students by January 31.

ATTENDANCE

Arrival and Sign-In

Students arrive at Middle School U according to the arrival procedure outlined on their registration form. Students are either authorized to arrive independently or are to arrive with a parent or other individual authorized by the parent. All students, whether they arrive independently or with a parent, are expected to check in with staff upon arrival and sign themselves in to the program on the attendance list. Time of arrival must be noted.

Departure and Sign-Out

Students are dismissed from the Middle School U program according to the departure procedure outlined on their registration form. Students are either authorized to depart independently or are to depart with a parent or other individual authorized by the parent to pick up the student. All students, whether they depart independently or with a parent, are expected to check out with staff before departing and sign themselves out of the program on the attendance list. Time of departure must be noted. Students who are not authorized to depart independently must wait for their parent or other authorized individual to come to pick them up before departing the program. Students who are authorized to depart independently must wait until the departure time indicated on the registration form to leave the program.

Early Drop-off and Late Pick-up Outside of Course Time

Parents dropping off students prior to the start of the course for which they are enrolled or picking students up after the course closing time for which they are enrolled are charged a fee of \$10.00 per student for each 15 minute increment. If pick-up must be delayed, parents are asked to contact their Middle School U location and let the staff know. Repeated late pick-ups may result in removal from the program.

Extracurricular Permission Form

The Extracurricular Permission Form provides Middle School U with written parental permission for students to leave programs and supervision for non-Middle School U-sponsored events (e.g., summer school, Scouts, sports practice, music lessons, etc.). Forms are available through the administrative office, on our website, and at all program locations.

Course Cancellations and Closings

If bad weather, physical plant problems, or other emergencies exist in the community surrounding the course location or the course facility itself, the course will not operate. In the event that courses need to end early, we ask that parents pick up the students as early as possible. Program closing announcements may be made on the radio and/or TV or by

contacting families directly. Information can also be obtained by contacting the administrative office. There is no credit or fee reduction for course cancellations or program closings.

Attendance Message Number

If a student is ill or will for another reason be absent from the course, parents are to call the attendance message number at 608-276-9898. Information will be forwarded to the student's Middle School U site.

Unexpected Absences

If a student does not arrive at Middle School U within a reasonable amount of time and the staff has not received a message that the student will be absent, staff will follow these steps:

For a student who **is not** authorized to arrive independently and is expected to arrive with a parent or other authorized person:

- Contact parents at home and work.
- No further attempts to locate the absent student will be made at the site level.

For a student who **is** authorized to arrive at the course independently:

- Contact parents at home and work.
- Contact program director who will determine if further action is to be taken, which may include calling emergency contacts.
- No further attempts to locate the absent student will be made at the site level.

To conserve valuable staff time and ensure the safety of all students it is important that parents remember to call the attendance message number whenever there is a change to the student's attendance. **Middle School U is responsible for students only during the time they are checked into the program.**

SUPERVISION AND STAFFING

In the interest of safety and quality programming Middle School U staff are required to know the whereabouts of each student at all times.

Instructor to student ratios are course specific and range from 1:6 to up to 1:15. In addition to the course instructor, the Middle School U program is staffed by a site director, assistant director and youth leaders. These staff members assist the instructors during course time and supervise the students during non-course time.

STAFF TRAINING AND ORIENTATION

Middle School U staff receive an initial orientation that includes the following information:

- Program policies
- Location of nearest telephone
- Confidentiality
- Student abuse and neglect recognition and reporting
- Staff orientation time frames and items covered
- Health observation and precautions, medication, universal precautions, infectious disease control and communicable disease recognition
- Emergency training including first aid, fire, tornado, CPR and fire extinguisher use
- Student supervision regulations and procedures
- How to identify potential hazards and how to protect students from these hazards
- Sharing of a student's specific health care needs
- Student behavior management techniques
- How to respond if a student is missing
- Job responsibilities as they relate to job descriptions
- Schedule of activities at the course location
- Documentation
- Required attendance at staff meetings

On-going training is provided through memos and publications, presentations at staff meetings and attendance at conferences.

PARENT INVOLVEMENT

Middle School U believes that a strong partnership with parents is essential to best meet the needs of each student. Additional information concerning Middle School U and other Wisconsin Youth Company programs and events can be accessed on the organization's website at www.wisconsinyouthcompany.org.

Program specific news and information is available at the sign-in table.

As an orientation to the Middle School U program, parents are asked to review all program policies and procedures and contact the site director or division director for clarification if they have questions or concerns. Once the student is enrolled, parents are welcome to visit at any time unless access is denied by court order. Middle School U is also managed by a division director whose name and phone number is posted on-site. If parents continue to have questions, they should contact the Dane County Administrative Office.

Parent and student surveys are distributed at the end of the summer and provide an opportunity for parents and participants to provide feedback on the organization's ability to meet stated goals and the expectations of parents and students.

This information is used to improve Middle School U's ability to meet the needs of the families and students involved in the programs. Information is also used in the on-going evaluation and development of the staff and leadership personnel of the Middle School U programs. Survey results are available upon request through the administrative office.

Parent comment pads are also available at the sign-in table for use as desired. Comments are welcomed and can be turned in at the site or mailed in to the administrative office.

Parent concerns that are unresolved after communication at the site level should be directed to the division director. If the resolution is unsatisfactory or there is disagreement with an administrative decision, parents may direct a written request for review to the executive director. The executive director will then review the decision in a timely fashion.

DISCIPLINE AND PROGRESSIVE GUIDANCE

Middle School U provides progressive student guidance that is designed to resolve or eliminate behaviors that are disruptive to a safe, supportive, and caring environment for students and staff. The procedure is based on the individual needs of each student in order for the student to successfully continue to participate and thrive from involvement in the Middle School U program.

Middle School U supports quality programming through effective student guidance beginning with developmentally appropriate and exciting activities and choices, correct staff student ratios and consistent supervision, positive modeling and reinforcement of appropriate behavior, and environments designed to be fun and educationally enriching.

Middle School U believes that clear and meaningful consequences are necessary when rules are broken or limits are tested. The following strategies are prohibited:

- Actions that are humiliating or frightening to students.
- Corporal punishment (spanking, hitting, shaking, etc.)
- Verbal abuse or any derogatory remarks made about a student or his/her family.
- Physical restraint or enclosing students in small confined spaces as punishment.
- The withholding of meals or snacks, or remarks alluding to such actions.
- Allowing students to have disciplinary power over other students.

Staff Role in Student Guidance

Middle School U encourages the development of self-control, self-esteem, and respect for the rights of others. Staff members serve as examples in their treatment of others and maintain self-control and respect when disciplining or helping to resolve conflict. The staff are trained in methods of group management and discipline, conflict resolution, and normal student developmental characteristics. When disruptive behaviors occur, the parents may be called and asked to pick up the student immediately if staff and camp director feel that the student is out of control and a danger to himself or others.

Levels of Behavior

To assist in the assessment of the severity of student behaviors exhibited, Middle School U defines three levels of behavior:

1. Behavior that interferes with the operation of the program.
2. Serious and/or illegal misconduct which is not health or life threatening.
- 3) Serious and/or illegal misconduct that it health and life threatening.

Procedure for Progressive Guidance

Communication with the parent is critical to the success of any chosen disciplinary interventions. When staff observe inappropriate behavior, they are instructed to document the situation, and concerns are communicated to the parent.

Possible disciplinary strategies are determined by taking into consideration the student's age, maturity, gravity of the offense, safety and protection of other participants, and program disruption. Staff trainings provide guidance in the use of these strategies. Interventions could include:

- Reconsideration and investigation: ask questions.
- Allowance for natural consequences.
- Modification of the environment.
- Encouragement of positive behaviors.
- Focus responsibility for choices and behavior on the student.
- Use of humor without sarcasm or put downs.
- Use of "I" statements to convey expectations.
- Reminding student of the rules.
- Clarification of the rule or message to provide rationale.
- Redirection or offering a choice.
- Active listening.
- Provision of a directive.
- Loss of a privilege.
- Time out or 'taking a break' (not to exceed 5 minutes).
- Development of a behavior plan.

If additional intervention is necessary, the division director reviews the situation and may recommend additional actions, including but not limited to:

- Referral to additional resources within Wisconsin Youth Company.

- Providing training and information on additional behavior management techniques.
- Soliciting community and school resources (with prior parental permission).
- Parent meeting to create an agreed upon plan for continued behavior modification.

In the event a behavior plan is unsuccessful, the division director will determine further actions which may include:

- Continued communication with parents.
- Revision of a behavior plan.
- Short term suspension from the program.
- Reduction or change in attendance or transferring attendance to another site.
- Termination of enrollment (refer to termination of enrollment procedure).

HEALTH AND SAFETY

Health History and Emergency Care Plan

Prior to the student's first day of attendance, parents will provide a completed Health History and Emergency Care Plan Form. Parents are required to review and update this information yearly and as needed including immunizations and current health conditions.

Parents who decline to have students immunized for religious, health or personal reasons must complete required documentation in order to enroll the student in the program.

Program Preparedness

Wisconsin Youth Company and Middle School U are committed to the prevention of and preparation for events that could negatively impact the health and safety of all program participants. Policies and procedures that outline proper practices to reduce or eliminate risk have been developed through collaboration with the organization's risk management consultant and are a part of every employee's orientation. Annual inspection of each program location, regular procedure review, and on-going training ensure compliance at each program site.

In addition, the following practices help support preparedness at Middle School U course locations:

- Completed Health History and Emergency Care Plan Forms are available on-site and accompany groups at all times.
- Accommodation plans for students with special health concerns will be kept confidential beyond being shared with and accessible to all staff assigned to care for that student through the on-site registration binder.
- Each staff member will receive information on universal precautions, providing first aid and the location of available supplies as a part of orientation.
- A first aid kit is maintained at all program locations and is available at all times.
- The inside building temperature will be monitored to be not less than 67 degrees. If the inside temperature exceeds 80 degrees, fans or other means will be used to provide air circulation.
- The emergency medical source and location is posted.
- Each program is equipped with communication devices (cell phones and/or two-way radios) that will support the ability to communicate within the program and also in an emergency outside of the regular program space.
- Students will be offered time and space to rest if needed.
- When fewer than 8 students are present there will be a second adult available within 5 minutes for emergencies.

Sites and Facilities

Middle School U courses take place in school or community buildings. Middle School U complies with all applicable standards regarding site and equipment evaluation and maintenance.

Illness

Upon their arrival each day, students will be observed by the staff for signs of illness. If a student arrives or becomes ill at the program, the following procedures will be followed:

- A staff member will spend time with the student, assessing the nature of the problem.
- If the student is obviously ill or uncomfortable, a staff member will contact the student's parent for instructions. The student will remain in a quiet area, isolated from other students but

within sight and sound of a staff person, and with appropriate books, or quiet diversions for comfort, until the parent arrives. Parents of ill students are encouraged to come as soon as possible.

- If the parent cannot be reached, a staff member may call an emergency contact to come pick up the student (if that contact is authorized to pick up), if that seems appropriate, or may isolate the student until contact can be made with the parent.
- As applicable, students who have not been in summer school due to illness are not allowed in the program that day.

Accident/Injury Response

Staff will contact 911 in the event of all life threatening emergencies or injuries.

The following steps will be taken when a non-threatening emergency or injury occurs:

1. Administration of First Aid and comfort to the student; superficial wounds shall be cleansed with soap and water and protected with a bandage or adhesive type strip; staff will communicate to parents upon arrival.
2. Immediate notification of the parent and following the instructions provided by the parent in the event of any injury to the head or injury that may need additional medical attention.
3. If parents cannot be reached and additional medical attention is needed, an “emergency contact” person specified by the parents is notified.
4. If no contact with the parent or emergency contact is made, staff will monitor the student. If additional or immediate medical attention is necessary, staff will call 911.

Accident/Incident Reporting

Each site will maintain a medical log that conforms to Wisconsin DHFS requirements:

1. The bound medical log will have lined and numbered pages and all entries recorded in ink. No spacing will be allowed between entries.
2. All injuries, no matter how minor, and all medications administered, will be recorded in this log and signed by the person making the entry.
3. Parents will be informed of minor injuries by receiving a copy of the completed site Accident Report Form.
4. Parents shall sign the form before being given their copy. When this is not possible, a staff member will record how notification was done (phone call, form sent home, etc.).
5. When a student injury requires medical attention, the division director shall be informed, and a State Accident Report Form shall be completed by the staff.
6. Directors will review log entries with site staff monthly to consider preventative measures that will minimize future occurrences.
7. The division director will review, by direct inspection, all medical log entries at least once during the summer season.

Medication

Over-the-counter medication may be administered to any student while in the program only if:

- A signed and dated written authorization by the parent is on site.
- The medicine is labeled with the student’s name including the dosage and directions for administering.
- The medication is in the original container and labeled with the student’s name, name of drug, dosage, and directions for administering.

Prescription medication may be administered only if:

- A signed and dated written authorization by the parent is on site.
- The medication is in the original container and labeled with the student’s name, name of drug, dosage, directions for administering, date, and physician’s name.

Medication Storage

All prescription medications and other medications shall be stored in an area inaccessible to students. The quantity of medication is recorded upon receipt from, and upon return to, the parent or guardian. All medication administered to students shall be recorded in the medical log and signed by the person administering it. Medications for individual students that may be needed for emergency care will be available at all times in the first aid kit. These medications would include but are not limited to medications needed in the treatment of asthma, diabetes, and severe allergies. To protect the safety of all students, individual students may not carry personal medications unless on an off-site course. Parents will be contacted once about any medication left at the site at the end of the summer. Unclaimed medications will be discarded.

Sunscreen and Insect Repellent

Students should bring their own supply of sunscreen and insect repellent to the program as needed and are responsible for applying sunscreen and/or insect repellent to themselves or requesting assistance if needed.

Nutrition

Snack is served to each student enrolled in Middle School U. Snacks will be chosen and provided in quantities appropriate to the age of the students served, consistent with the guidelines suggested by the US Department of Agriculture and include two items from two of the following groups: milk or milk alternative, meat or meat alternative, fruit or vegetable, whole grain. Parents are asked to follow these guidelines when providing lunch or other snack for the student due to special program hours or medical condition. Supplemental food items will be provided by the program location in the event students arrive without lunch. The need for and cost of lunch supplements will be communicated and charged to parents. To assist parents when packing lunches, the US Department of Agriculture guidelines are available at each program location, by contacting the administrative office, or by visiting our website at www.wisconsinyouthcompany.org.

The snack time routine will reflect the developmental age of the students and encourage self-serve opportunities including student assistance with set-up and clean-up and the use of table manners. Withholding food as a discipline strategy is prohibited.

Allergies

Allergies to food should be communicated on the Health History and Emergency Care Plan Form and may result in the creation of an accommodation plan that will fit the individual needs of the student.

Special Diets

A special diet, based on medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instruction of a student's physician and upon request of the parent. Parents must provide the items necessary to accommodate the special diet.

A special diet based on a food allergy may be served upon the written request of the parent. Parents must provide all food the student requires if a specialty menu such as vegetarian or kosher is desired by the parent along with a written request for this accommodation.

Communicable/Contact Diseases

Each staff member receives information regarding childhood illnesses during orientation. When a suspicion of communicable or contact disease exists in regard to one of the students enrolled at a site, the staff will:

1. Make the parents aware of suspicion or observation related to communicable disease and any specific requirement to have the student seen by a physician and/or the need for physician's approval before the student returns to the program.
2. Notify the school office (in the case of summer school involvement) and/or the health department as applicable if the student has a reportable communicable disease.
3. Notify the parents of all students in the program that a possible exposure has occurred. The identity of the ill student will not be discussed as a part of this notification.

4. Observe other students in the program for signs of illness during the course of the incubation time.

General Hygiene

Students and staff shall wash their hands with soap and water after going to the toilet and before eating or fixing snack. At locations where severe food allergies exist, students will be asked to wash hands after eating also. Food shall be served in bowls and cups, or on napkins and paper towels and under no circumstances on bare tables or floors. Equipment will be cleaned regularly. Eating surfaces will be washed and sanitized before and after each use.

Contact With Animals

Pets are not allowed at Middle School U. The local zoo or humane society may bring animals for display or educational purposes, and staff who bring the animals must provide supervision and control of the animals. If students come into contact with animals on field trips they will be closely supervised and will wash their hands before and after contact with the animal(s). If students encounter a wild or stray animal they will be instructed not to approach or touch the animal.

Personal Property

A list of what to bring for the course will be included with your confirmation letter. Middle School U is not responsible for lost, stolen or damaged personal property, including clothing. **Please label personal items.** Students are discouraged from bringing personal items beyond what is needed for the course. Prohibited items include animals, weapons, fireworks, alcohol, tobacco and drugs.

Course-Specific Safety Procedures

Some courses require specific safety equipment and have specific safety rules. Equipment requirements are communicated in the program brochure and confirmation letter, but in all cases students should be dressed appropriately for the course. For example, students enrolled in active courses should be dressed to be active with proper footwear and clothing. Students enrolled

in outdoor courses should be prepared for the day's weather and changes in weather. Course specific safety procedures will be communicated to students as part of the course.

Child Abuse and Neglect Reporting

Staff members who know or have reasonable cause to suspect that a student has been abused or neglected are mandated to contact the county welfare or local law enforcement agency.

TRANSPORTATION

Middle School U complies with all state guidelines when providing transportation for students. Transportation options include: chartered school bus, city bus, and Wisconsin Youth Company owned shuttle buses or 15 passenger vans with approved organization driver. Staff are not permitted to transport students in personal vehicles.

Transportation Policy

Public Transportation (municipal or chartered bus, etc.) or a Wisconsin Youth Company bus or van is the preferred means of transporting students in the program. Documentation of adequate liability insurance must be on file with Wisconsin Youth Company if the services of an independent transportation company are used. In an emergency, privately-owned vehicles may be used only with the prior approval of the director of program administration, provided that the following rules are met:

1. Written parental consent has been obtained.
2. The driver must hold a valid Wisconsin driver's license.
3. The driver must be at least 21 years of age and have at least two years' experience as a licensed driver.
4. Wisconsin Youth Company has documentation of adequate automobile liability insurance coverage on file.
5. Wisconsin Youth Company staff transporting students in a privately owned vehicle must be on Wisconsin Youth Company's authorized driver list.

Any vehicle transporting students in the Middle School U courses must be:

1. Licensed in accordance with the laws of the State of Wisconsin.
2. Clean, uncluttered, and free of obtrusions on the floors, aisles, and seats.
3. Enclosed.

Bus rules and safety procedures will be communicated to the students. Students and adults must wear seatbelts if available. While the vehicle is in motion, students should not be allowed to speak loudly, argue, roughhouse, etc. If necessary, the driver shall stop the vehicle until an acceptable driving atmosphere exists.

Any vehicle used to transport students must have its doors locked at all times while the vehicle is moving. A seat having a minimum of 13 inches shall be provided to each student. Each adult shall have a minimum of 20 inches. Students may not be left unattended in a vehicle. If there are more than three students in the vehicle whose disability would require special assistance in an emergency, a second adult in addition to the driver should be present in the vehicle. The driver or adult rider shall be responsible for seeing that all students remain seated. A staff member will check the vehicle to make sure that all students have exited the vehicle.

EVACUATION POLICY

Planning for Evacuation

Middle School U staff shall devise plans for evacuation in case of fire, tornado, or other emergency situations. It is the responsibility of the director to see that evacuation plans are complete and in place.

Emergency plans are to be posted at the program in an area conspicuous to all staff and students. These plans shall designate a primary and an alternate escape route as well as the location of the nearest telephone and fire alarm box. The location of fire extinguishers shall be shown. The staff will be trained

in the use of the fire extinguisher as well as in how to evacuate students in case of an emergency. This training shall be a part of the orientation.

The director is to see that fire evacuation plans are practiced every month and that these practices include exits from all the various rooms that the program may use at various times of the day. Documentation of these practices will be made on the fire and safety checklist, which shall be posted. Students should be taught during these practices that, in the event that they become separated or scattered, they should meet outside at a specific location away from the building.

It is also the director's responsibility to report any unsafe building conditions or faulty equipment to the facility administration as well as to Middle School U administration.

Planning for Severe Weather

The director will designate a tornado shelter area in the safest possible part of the site. Each site has a weather radio which remains on during program hours so staff may be alerted about severe thunderstorm and tornado watches and warnings. Tornado drills will be practiced regularly to ensure students reach the designated tornado shelter in a timely fashion in the event of an actual tornado. Staff members will be informed of and knowledgeable about duties in the event of severe weather, including how to respond to severe weather while on field trips away from the site.

FIELD TRIPS

Middle School U believes field trips and special activities away from the site are an important part of a quality program. When taking students on field trips that require transportation, notice will be provided to the parents of all students, including date, times, and destination. When spontaneous walking trips are taken, staff will post signs telling where the group has gone and when they will return. Staff carries first aid supplies, attendance and registration information, as well as a cell phone on all trips. Field trips are made in accordance with Middle School U policies.

SWIMMING POLICY AND PROCEDURES

Only students enrolled in a swimming course or course that includes swimming as part of the course description will be permitted to swim as part of the Middle School U program. Swimming is not an option in other courses or during non-course time.

Swim Ability Assignments

Students will be allowed to participate in water activities based on their swimming ability. The makeup of assigned swim groups will be determined by individual student's swimming skills.

Level 1: Non-swimmers will be designated Level 1 and will be required to stay in water no deeper than chest level.

Level 2: Those having swimming skills equivalent to the Red Cross Beginning Swimmer course requirements, or higher, will be designated as Level 2 swimmers and will be permitted to swim within the designated pool area. Swimmers designated as Level 2 may be asked by the lifeguard to pass a swim test.

BEACH SWIMMING: ALL SWIMMERS MUST REMAIN IN WATER NO DEEPER THAN CHEST LEVEL.

General Swimming Procedures

A certified lifeguard must be present at all times when students swim. One staff member will be designated as the swim or waterfront supervisor. Students shall be checked in and out of the water with a buddy and under the supervision of a designated staff member. There shall be at least one staff member for every eight swimmers. Students shall remain within twenty feet of their buddy while in the water, and pairs shall inform staff when they enter or leave the water. Buddy checks will be called regularly, more frequently at the start of the swimming session in order to establish the pattern. Staff members will accompany students to bathrooms, locker rooms or other areas shared by the public or other programs.

Pool Swimming Procedures

All pool rules will be enforced by the lifeguard and by all Middle School U staff. The capacity of the pool may not be exceeded. Pool safety equipment (extension poles, buoys, etc.) must be present and in working condition when students are swimming. A divider between the deep and shallow ends must be set up if typically used at occupied pool.

In addition to the pool's lifeguard, one other adult should be out of the water watching any group of more than twelve students in the water. Middle School U staff present may either be swimming or on the deck watching, but should be ready to assist students as needed. Non-swimmers are required to stay in water no deeper than chest level. If the shallow end of the pool is deeper than the chest of non-swimmers, they shall not be permitted to swim.

Beach Swimming Procedures

Students will only swim in those areas designated as safe by the municipality and county health departments. Students will only use beaches where lifeguards are on-duty. All students shall stay within the roped off limits of the beach. All swimmers shall stay in water no deeper than chest level. Middle School U staff may either supervise from shore or from in the water.

Emergency/Lost Swimmer Procedure

In the event that a student becomes lost or is unaccounted for, the staff will:

1. Immediately notify all other adults, including the beach or pool lifeguards; describe the student and the last known whereabouts to all.
2. Call a general "buddy check" and get all other students out of the water.
3. Check the bathrooms, and nearby areas.
4. Follow the lifeguard's directions for conducting a water search, if necessary. All students shall remain out of the water until the missing student is found.

BOATING PROCEDURES

Only students who have a Red Cross Level 3 Swim Card or the equivalent may participate in boating activities. Boating can only happen under the supervision of an approved instructor who must be a lifeguard and have an instructor rating in the appropriate watercraft. PFD's (Personal Floatation Devices) must be worn by everyone when on all boats and piers.

Middle School U facilities are operated in accordance with U.S. Department of Agriculture non-discrimination policy, which prohibits discrimination on the basis of race, color, sex, age, disability, religion, or national origin. More information may be obtained here or from the office of Equal Opportunity, USDA, Washington, D.C. 20250. Any person who believes he or she has been discriminated against in any USDA-related activity should write immediately to: Administrator, Food and Nutrition Service, U.S. Department of Agriculture, 3101 Park Center Drive, Alexandria, VA 22302.

Middle School U
is a program offered by



www.middleschoolu.org
www.wisconsinyouthcompany.org

1201 McKenna Boulevard, Madison, WI 53719
608-276-9782 or 800-238-1174 Fax: 608-276-4050