

# WOLVERINES



# FORWARD

Providing quality affordable child care for Griswold Elementary School Students

DIRECTOR: JASELYN CAVINESS

860-376-7616

# Contents

<b>Program Overview</b>	- 2 -
<b>Days/Hours of Operation</b>	- 2 -
Griswold Elementary School	- 3 -
Scheduled Early Release Days	- 3 -
Professional Development Days	- 3 -
Emergency Delays & Dismissals	- 3 -
<b>Program Enrollment</b>	- 4 -
<b>Program Withdrawal</b>	- 4 -
<b>Transportation</b>	- 4 -
<b>Attendance Policy</b>	- 4 -
Before School Attendance Policies	- 4 -
After School Attendance Policies	- 4 -
Reporting Absences	- 4 -
Check-In Procedure	- 5 -
Tracking of Students Who Do Not Report as Scheduled	- 5 -
Signing Out	- 5 -
<b>Daily Activities &amp; Schedule</b>	- 5 -
Before School Programming	- 5 -
After School Programming	- 5 -
Griswold Elementary Sample Schedule	- 6 -
Homework Policy	- 6 -
<b>Staffing &amp; Supervision</b>	- 6 -
<b>Student Health &amp; Safety</b>	- 6 -
CPR Policy	- 6 -
First Aid Policy	- 7 -
Student Illness	- 7 -
Mandated Reporting	- 7 -
<b>Student Behavioral Expectations</b>	- 7 -
Disciplinary Procedures	- 8 -
<b>Program Fees</b>	- 8 -
2025/2026 Program Fees	- 8 -
Financial Assistance	- 9 -
Additional Charges	- 9 -

# Program Overview

The Wolverines Forward program 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](mailto: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 2025-2026 school year, the program begins on the first day of school, August 28th and ends on the last full day of school, June 12<sup>th</sup>.

## 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 at 1pm until the regular closing time of 6pm. These dates for the 2025-2026 school year are

Nov 13th, 14th, and 26th

Dec 23rd

March 4th and 5th

May 22nd

June 12<sup>th</sup> (tentative, this is the last day of school)

There is a \$15 additional charge 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 2025-2026 school year are

October 10<sup>th</sup>

November 4<sup>th</sup>

February 13<sup>th</sup>

March 6<sup>th</sup>

There is an additional charge of \$40 per day for the full day program. Sign-ups and payment will be due prior to the day of.

**\* Please note Wolverines Forward does not offer programming on holidays or school vacations.**

### 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 open at 9:30AM.
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 – Wolverines Forward will be canceled if after school activities are canceled. The Superintendent will indicate this in the announcement to parents/guardians.

<b>Situation</b>	<b>What does the Wolverines Forward program do?</b>
There is a 2-hr delay for GES.	Wolverines Forward before school will open at 9:30 AM
There is an early dismissal for GES.	Wolverines Forward after school will not be open. Students will need to take the bus or be picked up at GES dismissal.
All after school activities are canceled for GPS.	Wolverines Forward after school will not be open. Students will need to take the bus or be picked up at GES dismissal.
There is no school for GPS.	Wolverines Forward Before and After School will be closed.

## **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 Extended Learning 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 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 weeks' notice. All withdrawals should be made in writing to [jcaviness@griswoldpublicschools.org](mailto: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](mailto: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 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 being 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. The offered stations will be rotated and replenished frequently to ensure continued student interest.

#### Sample Schedule

SCHEDULE	ACTIVITY
6:30 - 8 AM	<b>Drop off and Free Play Centers</b> As students arrive they are able to choose from stations such as legos, board games, dramatic play, and There is also a daily instructor-led art project during this time. Students who bring breakfast are able to eat it during this time as well.
8 - 8:30 AM	<b>Fitness Activity</b> Students have the opportunity to participate in group games or play outside or in the gym.
8:30 - 8:40 AM	Cleanup and Dismissal to class Students will clean up the centers, gather their belongings, get breakfast from the cafeteria if they want, and get ready to head to class. Students are dismissed to their GES classrooms at 8:40 AM.

### 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.

#### Sample Schedule

SCHEDULE	ACTIVITY
3:10 – 3:30 PM	<b>Attendance &amp; Snack</b> All students will be dismissed from their classrooms to the GES cafeteria, where they will connect with their grade level team for a district-provided snack.
3:30 – 4:10 PM	<b>Homework Time and Fitness Break</b> Students will switch off beginning their afternoon with either a fitness break or homework/reading time.  Homework help will be offered to all students and group reading will take place often. Fitness breaks will take place either in the gym or outside. Students can participate in group games and free play.

	<b>K/1st grade</b> Mondays & Wednesdays- Homework/ reading time followed by a fitness break Tuesdays & Thursdays- Fitness break followed by homework/reading time  <b>2nd-4th Grade</b> Mondays & Wednesdays- Fitness break followed by homework/reading time Tuesdays & Thursdays- Homework/Reading time followed by fitness break
4:10 - 5:10 PM	<b>Enrichments</b> Students will rotate through enrichment offerings monthly. Our enrichments are; Nature Explorers, World Explorers, STEM Explorers, Fitness/Health Explorers, and Arts Explorers. The monthly themes within these enrichments change monthly.
5:15 – 6:00 PM	<b>Free Choice Centers</b> Students will gather their belongings in preparation for parent/guardian pick up from a designated location. Free play centers 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 time/ reading portion of the schedule. 2 days a week students will be able to bring their school-issued Chromebooks to program for use of school approved apps and digital assignments.

## Staffing & Supervision

Wolverines Forward is managed by a Director with significant experience in out-of-school learning. The Director oversees all aspects of the program and visits the site frequently to ensure that policies are being followed and quality programming is taking place. S/he also works in conjunction with the Program Coordinator to design and execute a schedule of activities. The 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 groups 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; check, or money order. No cash payments shall be accepted.

### 2025-2026 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 (Sept-June)
Registration (annual per child)	\$15
Before School	\$ 135
After School	\$ 175
Both before and after school	\$290

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 includes:

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