

Frequently Asked Questions

Can I sign my child up for Home Base on the day of?

All registrations must be completed by 12 noon the business day prior to the day of supervision. If there is room in the program, you can call our office directly to sign up for Home Base after this time with a \$10 late fee added onto the course fee.

How/where do I sign my child in when I drop him/her off at Home Base?

Home Base is located in **SHS Youth Center, Physical Education Building**. Parents/Guardians must sign their child in on the Home Base Roster when they drop their child off. The roster is located on the table when you walk into the Youth Center. We ask that you initial the box next to your child's name to signify that they have been dropped off and are now in our care.

If I drop my child off directly at their Recreation or Summer School class, will you pick them up and take them to Home Base after the class ends?

Yes. As long as your child has a Weekly Morning Activity Schedule on file, we will pick your child up from all classes that are notated on their completed schedule.

If my child is absent, do I need to notify the Recreation Department?

It is not necessary to notify the Recreation Department if your child will be absent from Home Base. We will see that your child is absent when they have not been signed in on the roster for the day. Please note that no refunds, class transfers, or credits for Home Base will be granted after June 7, 2018.

If my child is signed up for Academic Summer School, will you walk them to their Recreation program after Summer School?

Yes, but only if they are registered for our Home Base Morning Supervision. If they are registered for the Supervised Lunch program (11:00 am - 12:30 pm), we will only pick them up at Summer School and escort them back to Home Base.

What forms do I need to fill out?

Each child participating in Home Base must have a Child Information Form completed and returned prior to their first day at the program. In addition, each participant must have a Weekly Morning Activity Schedule filled out for each week they are in attendance.

Where do I find extra Home Base forms?

All forms (Weekly Morning Activity Schedule and Child Information Form) can be found in the following places:

- Sign-in table at Home Base Morning Supervision
- Shorewood District Website, under the Recreation & Community Services Tab (www.shorewoodschoools.org)
- Recreation Department office

Please return completed forms to Home Base or the Recreation Department Office.

Who should I call if I need to contact my child during Home Base?

Please contact the Recreation Department at (414) 963-6913 x 4 if you need to contact your child while they are at Home Base.