

Augusta County Parks & Recreation



RecCreate Program Parent Handbook 2019-2020



www.augustarec.com

We welcome your family to the Augusta County Parks and Recreation Department's RecCreate programs. These programs offer children the opportunity to experience new activities, increase physical activity, express creativity, develop friendships, build self-esteem and improve social skills. These programs will strive to help children grow in abilities and interests, life skills, leadership skills, good citizenship and community engagement.

The RecCreate programs are administered by Augusta County Parks and Recreation. Questions or concerns about the programs should be discussed with the Recreation Director at each individual site. After discussion, if you feel your concerns or questions have not been met, please contact Vicki York, Youth Recreation and Camps Coordinator, at 540-245-5727 or email her at vyork@co.augusta.va.us.

PROGRAM STANDARDS:

Our RecCreate programs operate under the procedures and regulations set forth by the Augusta County Parks and Recreation Department. If you have a concern with any policy, please ask the staff on-site or call the Youth Recreation and Camps Coordinator to discuss the situation.

Staff will maintain a Parent Information Board at each program site. These boards will be adjacent to the Sign-Out Sheets. It is important that parents/guardians check these boards daily for important information. Parent/Guardians will be notified of changes in policies, special events, registrations for other programs, etc. through these Parent Boards. A generic daily schedule of the program will be made available to parents/guardians on these boards. Communication from Parks and Recreation will be dispersed at these table locations.

DAILY SCHEDULE:

The daily schedule will include welcoming and checking in of children, recreational activities that will include structured group games (inside and outside depending on weather), music and dance activities, free choice play, creative activities, snack time, arts and crafts time, table activity time that may include board games, puzzles, blocks, cards, puppets, etc., and overseeing the release of children. The specific time block for these activities will be posted on the Parent Board at each site. However, schedule differences may occur when special activities, visitors, or school usage of rooms are planned. Staff will strive to give parents/guardians notice of schedule changes they know of in advance.

STAFF POSITIONS:

Our programs are operated by a number of different staff positions. They are overall supervised by the Director. The Youth Recreation and Camps Coordinator oversees the daily supervision of the programs, staffing issues, and is charged with the responsibility of ensuring the programs are meeting the goals set by Parks and Recreation. An Assistant Coordinator plays a major role in helping the Coordinator with these tasks.

On-site staff may include, in various combinations, a Director, Recreation Leaders, Recreation Aides, and/or Volunteers. All paid staff must submit 8 to 10 hours of continued training each year. The roles of these staff members are:

Director: Individual designated to be responsible for the direct supervision of children and for the implementation of the activities and services for a group of children. The duties of the Director includes the supervision of staff, record keeping, attendance at Directors meetings, liaison with school personnel, payroll, etc.

Leader: Individual designated to be responsible for planning and implementing recreational activities such as arts and crafts, music and dance, games, sports, and special events. Also, is responsible for overseeing daily routines. All duties are carried out under the supervision of the Director.

Aide: Individual designated to be responsible for helping the other staff in supervising children and implementing activities.

Volunteer: Unpaid individual who works at a site one or more days a week and assists with supervising children and implementing activities and services.

PROGRAM OPERATION HOURS:

The RecCreate programs will begin on the first full day of the school year and will run Monday through Friday from approximately 3:00 pm until 6:00 pm.

The RecCreate programs will follow the school calendar and will **not** meet when school is cancelled or closed; for example, teacher workdays, school holidays, parent/teacher conferences, early dismissal days, etc. Occasionally, the programs will not meet if the school has a special event and does not have room to house our programs. Staff will strive to give parents/guardians the dates of these events as they are given to them. **The monthly fees remain the same from month to month no matter the number of days missed for the above reasons.** These days are not included in the determination of the year's fee which is divided up monthly for you to pay.

REGISTRATION INFORMATION:

- A \$25.00 non-refundable registration fee is required for children attending our RecCreate programs; this is due at the time of registration.
- Enrollment at each site will be limited by the number of staff at each site, as well as, the facility capacity. You are able to register your child online, over the phone, or in person. **Please keep in mind if you are registering online that your child's registration will not be complete until we have received the \$25.00 non-refundable registration fee, the current monthly fee, and a completed registration form.** Registration forms may be downloaded from the county website, www.co.augusta.va.us/government/parks-recreation, picked up at the Parks and Recreation Department at the Government Center in Verona, or you may call to have forms either emailed or mailed. It is imperative that all forms be submitted with **complete** and **accurate** information. Before a child may attend, parents/guardians must provide the following information:
 - Completed registration form
 - Copy of custody papers or signed court documents if a birth parent is restricted from picking your child up from the program (if applicable)
 - Emergency Medication Authorization Form (if applicable)
 - Immunization records and most recent physical exam record for emergency purposes
 - Payment of registration fee and monthly program fee

Parents/Guardians need to notify on-site staff of all updates and changes to any of the above information.

MONTHLY FEE POLICIES:

- The fees for the RecCreate program are due in monthly installments for the length of the school year. The monthly fee must be paid on or before the first day of said month.
- Payments Will Not Be Accepted On-Site.
- A \$25.00 late fee will be charged after midnight on the 10th of each month if a monthly payment has not been made. Late fees will not be waived under any circumstance.
- An additional \$15.00 fee will be charged after midnight on the 20th of each month if a monthly payment and late fee have not been paid in full and your child will be suspended from the RecCreate program until all past due fees have been paid.

Please do not send your child to the program after the 20th of the month if you have not called and made payment arrangements. Late fees will not be waived under any circumstance.

- Three (3) late monthly payments, consecutive or non-consecutive, will result in the **expulsion** of your child from the program effective the first business day after the 10th of the third month late.
- There will be a \$30.00 charge for returned checks. All returned checks must be replaced with valid payment immediately following notification. Receipt of a returned check may result in a “cash only” payment requirement and/or suspension or expulsion of your child from the RecCreate program and other Parks and Recreation programs.
- Established fees will not be adjusted regardless of the number of days the program meets during the month and regardless of the number of days a child is absent from the program.

METHODS OF PAYMENT:

- Discover, MasterCard, and Visa credit cards used on our website (www.co.augusta.va.us/government/parks-recreation), over the phone, or in person at the Parks and Recreation office.
- Personal check put in the postage mail or presented in person at the Parks and Recreation office. These payments must be received by the 10th of each month or the last business day before the 10th of the month and by 5:00 p.m. in order to be processed through our office and to avoid a late fee.
- Payments put in the outside drop box located near the drive-thru at the Government Center for after business hours. These payments must be received early enough so that they can be processed by the 10th of each month or the last business day before the 10th of the month and by 5:00 p.m. in order to avoid a late fee.
- If your bank allows, you can set up recurring payments to be made by your bank on your behalf. These payments must be received early enough so that they can be processed by the 10th of each month or the last business day before the 10th of the month and by 5:00 p.m. in order to avoid a late fee.

CANCELLATION FROM PROGRAM AND REFUND POLICIES:

- Fees will remain the same regardless of the number of days the program meets during the month and regardless of the number of days a child is absent from the program.

- If you wish to withdraw your child from the program a Withdraw Form (found at the end of the Handbook) must be completed and turned in to either site staff or the Parks & Recreation office **prior to the last business day of the month**. Failure to complete and return the form will result in fees continuing to accrue; parent/guardians will be responsible for any remaining balances.
- If you feel that you are due a refund after withdrawing your child, please complete the Refund Appeal Form (request to be emailed to you). This will be reviewed and decided upon by the Parks and Recreation Department Director.
- If a child enters the program, is withdrawn, and re-enters in the same school year, there is a \$15.00 re-processing fee which is payable with the monthly fees before the child returns to the program.

ABSENCES FROM PROGRAM

If a child will not be in the program for **ANY** reason on a scheduled day, **it is the responsibility of the parent/guardian** to notify the on-site staff in one of the following ways:

- Advanced written notice to the staff that your child will be absent on a given day.
- Advanced verbal notification to the staff that your child will be absent on a given day. The staff will document and parent/guardian will initial.
- By calling the individual RecCreate site prior to 2:30 p.m. on the day your child will be absent and leaving a message on the phone voice mail.

These policies have been established to safeguard your children. Please know that we do not always receive notes you send to school giving directions for children to ride buses home; nor is the Youth Recreation and Camps Coordinator always near the computer to receive daily emails about absences; therefore, you must follow one of the procedures outlined above to insure that we know where your child is. Your failure to comply with these notification procedures may result in the following:

- ❖ 1st Child Search: Verbal Notification
- ❖ 2nd Child Search: Verbal Notification
- ❖ 3rd Child Search: Written Notification
- ❖ 4th Child Search: 2 day suspension from program without refund
- ❖ 5th Child Search: 4 day suspension from program without refund
- ❖ 6th Child Search: Expulsion from program without refund

ARRIVAL PROCEDURES:

Each child is responsible for his/her prompt arrival to the RecCreate program at the designated meeting place upon the start of the program. Children should arrive within 5 minutes of the beginning of the program. Tardy arrivals are recorded and will be discussed with parents/guardians. Repeated tardiness in reporting to the RecCreate program may lead to suspension and possible expulsion from the program. An **Outside Activity Permission Form** (found at the end of the Handbook) must be completed and signed by the parent/guardian for any ongoing activity that causes your child to arrive at the program at a time other than normal start time. **After checking into the RecCreate program, children will not be permitted to return to their classrooms to retrieve items they have forgotten.** Please encourage your child to take time to make sure they have their coats, and all books and papers for homework before leaving their classroom daily.

PICK UP PROCEDURE AND POLICY:

Children will be signed out each day on a designated attendance sheet found near the Parent Board, by the person picking up the child. **Children are not permitted to sign themselves out of the program.** Children may **ONLY** be picked up by the individuals whose parents/guardians have specified on the child's registration form. **Please make certain that you have included on the registration form all individuals you feel may possibly pick your child up during the school year and with whom you have a trusting relationship.** **For safety reasons, we will not accept authorization/information for pick up over the phone.** We must have prior written notification or verbal face-to-face notification in which case a staff member would write it down and have parent/guardian initial.

*****All individuals picking up children should be prepared, on any given day, to show a picture identification*****

Each parent/guardian or individual upon signing out a child is then fully responsible for the safety and behavior of that child while he/she exits the school building. Children should be escorted out the door by the pickup person. Please be aware of traffic in the school parking lots. After leaving, unattended children may not return to the school or program.

LATE PICKUP POLICY:

All RecCreate programs close at 6:00 p.m. Monday through Friday. The program site phone will be the official clock. After 6:00 p.m., the staff shall call the parent/guardian at home and/or work to inquire about the child remaining. When a late parent/guardian cannot be reached by telephone, the staff shall begin calling the emergency individuals listed on

the child's registration form to have the child picked up immediately. In the event that the emergency individuals cannot be reached, the Sheriff's Department will be contacted at 6:30 p.m. to pick up the child at site.

- There is a late charge for persons arriving after the 6:00 p.m. closing time no matter the reason—weather, traffic, etc.
- A \$5.00 fee will be effective at 6:01 p.m. and an additional \$1.00 charge for each minute after 6:01 p.m. Late fees are payable to the site staff at the time of late pick-up. If the pick-up person does not have the money at that time, the child may return to the program the next day allowing the parent/guardian to pay that evening or the fee can be added to their online account and paid online. If the late pick-up fees are not paid by the next evening, the child may not return to the RecCreate program until they are paid in full.
- Repeated late pick-ups may result in the following
 - ❖ 1st Late Pick-up: Verbal Notification
 - ❖ 2nd Late Pick-up: Verbal Notification
 - ❖ 3rd Late Pick-up: Written Notification
 - ❖ 4th Late Pick-up: 2 day suspension from program without refund
 - ❖ 5th Late Pick-up: 4 day suspension from program without refund
 - ❖ 6th Late Pick-up: Expulsion from the program without refund

CHILDREN'S PERSONAL BELONGINGS

Upon arrival to the program, each child is required to put his/her own belongings, such as coats, book bags, snack and lunch boxes, in the area designated by staff. The staff will not be responsible for holding or keeping children's valuables during the program. Rules for items brought from home (toys, electronic devices, etc.) will be established by the RecCreate staff.

DRESS CODE AND RECREATION POLICY:

We ask that children be prepared and dressed in practical attire for a recreational program. While dress shoes, sandals, and boots are very popular, **sneakers/tennis shoes** are **required daily** for the program for safety purposes. Please help children to remember to pack a pair of sneakers in their book bag on a day that they are wearing different shoes to school.

Staff is encouraged to plan for outside recreation each day unless it is raining, sleeting, lightning, hailing, bitterly cold, or the outside recreation area surfaces are covered with snow, ice, or are unsafe. We understand the term "bitterly cold" is judged differently by

different persons. Our guidelines for staff suggest that a few minutes outside on cold days are beneficial. Therefore, children need to dress to be prepared to go outside every day.

If you would like to limit or postpone recreational activity for your child on any given day due to a possible injury or illness, please send a note to be submitted to the on-site staff. We will do our best to accommodate the request, however, please be aware that we will not be able to leave a staff member indoors with a child due to child/staff ratio requirements.

FOOD:

A time is set aside each day for children wishing to eat a snack brought from home. We encourage parents/guardians to provide healthy, low sugar, low fat snacks. **We do not allow candy, gum, or soda.** Any special treats served will be posted on the Parent Board seven (7) days before serving.

MOVIES

A time is set aside each week, typically Fridays, for children to watch a movie. This is not a definite and is left up to each individual site to put in their schedules if desired. The movies will be rated either "G" or "PG" and will be posted on the Parent Board seven (7) days before showing. Should any parent/guardian have a concern with any movie that is listed on the Parent Board, please discuss this immediately with the on-site staff.

ILLNESS POLICIES AND PROCEDURES:

Children in the RecCreate program will be excluded immediately if they are showing signs of the following:

- ❖ Fever (should be free of fever for 24 hours without fever reducing medication)
- ❖ Vomiting or diarrhea (should be free of both for 24 hours before returning to program)
- ❖ Any symptom of childhood diseases---scarlet fever, German measles, mumps, chicken pox, whooping cough
- ❖ Croup
- ❖ Lice (must notify staff immediately so that proper steps can be taken)
- ❖ Bed bugs (must notify staff immediately so that proper steps can be taken)
- ❖ Unexplained rash
- ❖ Skin infection---boils, ringworm, impetigo, scabies
- ❖ Pink Eye/other eye infections

This is for the benefit of the sick child, as well as, for the other children and staff. When a child is exhibiting one of the before mentioned conditions, the parent/guardian or emergency

contact person will be called. Arrangements must be made to have the child picked up within 30 minutes. Failure to do so may result in the permanent dismissal of your child from the program.

Parents are asked to notify Parks and Recreation within 24 hours after a child or any member of the immediate household has developed any reportable contagious disease, except for life threatening diseases, which must be reported immediately.

PERSONAL HYGIENE:

Any child having a bathroom accident will be required to clean and change clothes immediately and independently. Should a child not have a change of clothes or cannot clean and dress themselves independently, a parent will be called for immediate pick-up for sanitation purposes. Should a child not be able to perform these tasks independently, the parents/guardians will be required to have a meeting with the Youth Recreation and Camps Coordinator to discuss situation.

FIRST AID AND INJURIES:

Members of each staff are trained in first aid procedures and CPR/AED procedures. Routine or minor injuries, such as scrapes, minor cuts, scratches, or bruises, will be handled by staff at the sites. In the case of a more serious injury, emergency services will be called and parents/guardians will be contacted. An accident report will be completed by staff whenever a child is injured and placed near the Parent Board for a parent's signature. The report will then be filed in the child's on-site file.

MEDICATION POLICY:

Should your child have a life threatening medical condition that requires medication, you may submit the medication to the on-site staff using the following guidelines:

- Complete and sign an Emergency Medication Authorization Form
- Submit medication in the original packaging with the original, in date prescription label

All medications will be stored in a locked container and kept on-site. Should symptoms or an event occur that is related to your child's condition, the staff will give the medication to your child to self-administer and staff will call 911 and/or parents/guardians. The RecCreate staff has not received training in emergency medical treatment and will not be liable for any repercussions resulting from your child being given any medication you provide or from your child self-administering improperly or failing to self-administer.

REPORTING CHILD ABUSE AND NEGLECT:

As state mandated reporters of child abuse and neglect, and with the interest of children in mind, staff is required to report any suspicions of child abuse or neglect to the proper authorities. Recognition of child abuse will continue to be a part of our ongoing training for staff.

BEHAVIOR MANAGEMENT POLICIES:

The expectations of the children's conduct are as follows:

- Display proper actions to keep yourself and others safe
- Be respectful to yourself, your peers, and to all staff
- Be responsible for your actions, with your belongings, and with RecCreate equipment, supplies, and facility
- Follow directions the first time they are given
- Be a good friend by saying kind things to each other and work out problems without aggression
- Be a good sport by always trying your best, remember not to brag or cheat
- Keep hands, feet, and other objects to yourself
- If you make a mess or get items out, be sure to clean up and put away
- Display a positive attitude
- Have Fun

Should a child have difficulties following the above expectations, is being uncooperative with peers and staff, or is a safety threat to himself/herself or others, staff will contact parents/guardians to pick up their child immediately and this will result in a Behavior/Discipline Report.

Should a child's behavior warrant three (3) Behavior/Discipline Reports, the parents/guardians can expect to receive a phone call from the Youth Recreation and Camps Coordinator to discuss collectively, a possible solution.

A fourth (4th) Behavior/Discipline Report will result in suspension or possible expulsion from the program without refund.

The following behaviors will result in immediate disciplinary action:

- Cursing or profanity
- Disrespect of authority/staff
- Disregard of staff direction

- Disregard of program rules or conduct expectations
- Bullying other participants or staff
- Fighting or hitting other participants or staff
- Disrespect of or defacing property
- Threats of any kind towards other participants or staff
- Theft or unauthorized possession of property belonging to other participants, staff or school

**Your child may be suspended or expelled from the program without refund at any given time should a serious infraction of policies and expectations occur.

PARENT CONDUCT EXPECTATIONS:

As a parent/guardian entering our program at any time, you will be expected to behave in a manner that does not create chaos or fear in the environment, or show disrespect for any child, other parent/guardian, or staff. If your child has had an incident with another child, you are to discuss the matter with staff, not with the other child or parent/guardian. You will not be allowed to speak in a harsh voice, reprimand, or threaten any child in our program. You will also be expected to respect the staff and any demeaning or threatening actions towards them will be reported and dealt with. Again, we want a safe and nurturing environment maintained at all times. Deviations from the expected behaviors of parents/guardians may lead to the prohibiting of certain individuals from picking up children from the program or the expulsion of the child from the program.

We have expectations of the behavior/conduct of parents/guardians when entering the program, which are, but not limited to, the following:

- Address the staff and participants respectfully and courteously
- No use of profanity or obscene gestures
- No bullying of other participants or staff
- Parents are not permitted to address or reprimand another participant while in our program
- Parents are not permitted to address adversely another parent while in our program
- Smoking and use of alcoholic beverages are not permitted on school grounds
- Dangerous weapons, such as, guns and knives are not permitted on school grounds

WEATHER OR EMERGENCY POLICY:

If schools are closed or dismiss before 2:00 p.m., there will be NO RecCreate programs for that day. This applies to bad weather days or certain emergencies. Each family is

encouraged to have an alternative plan of action for these types of cases. If you are unsure if a program has been cancelled, you may call our weather hotline at 540-294-4219. All individual site programs can be closed at the discretion of Parks and Recreation and/or the on-site Director after the children have arrived at the program if weather becomes inclement or any other emergency occurs. Parents will be contacted by text, email, or phone call if such a situation arises.

OUTSIDE ACTIVITY PERMISSION FORM

I give permission for my child to attend the following activity. I understand that the RecCreate Program, nor its employees, will be responsible for my child's arrival at this activity, or his/her prompt return to the RecCreate Program after the activity dismisses. My child will be considered absent from the RecCreate Program until their arrival after the activity dismisses. If for some reason my child will **not** return to the RecCreate Program after this activity, I agree to notify the RecCreate Program staff in advance.

Child's Name: Tom Jones

Grade: 4

Name of Activity: 24 Challenge

Teacher In Charge of Activity/Location: John Smith/Room 44

Days of Week Attending Activity: Mondays, Wednesdays, and Fridays

Time of Day Attending Activity: 3:00pm – 4:00pm

How Long Activity Will Last During School Year: September 15 – January 3

Parent Signature _____

Date _____

EXAMPLE

OUTSIDE ACTIVITY PERMISSION FORM

I give permission for my child to attend the following activity. I understand that the RecCreate Program, nor its employees, will be responsible for my child's arrival at this activity, or his/her prompt return to the RecCreate Program after the activity dismisses. My child will be considered absent from the RecCreate Program until their arrival after the activity dismisses. If for some reason my child will **not** return to the RecCreate Program after this activity, I agree to notify the RecCreate Program staff in advance.

Child's Name _____ Grade _____

Name of Activity _____

Teacher In Charge of Activity/Location _____

Days of Week Attending Activity _____

Time of Day Attending Activity _____

How Long Activity Will Last During School Year _____

Parent Signature _____ Date _____