City of Longview Parks & Recreation

OUT OF SCHOOL PARENT HANDBOOK

2016-2017

POLICIES & PROCEDURES

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Table of Contents

Mission

[To build healthy community by providing high quality recreation and park services for everyone]

General Information **3**

Daily Schedule **4**

Daily Activities **5**

Registration Fee/Forms, Attendance & Volunteer Information **6**
Medical Consent
Sign In & Out Policies
ADA

Payments, Scholarship, & Donations **7**

Guidance & Discipline Policy **8**

Health Care Policy & Medications Administration **9**

Emergency Plan **11-12**
Earthquake
Evacuation
Fire
Hazardous Material
Bomb Threat/ Lockdown

Confidentiality Policy **12**

Parent Waiver & Late Pick Up Policy- *Please sign and return* **13**

After School Program

General Information

This handbook is yours to keep as a reference. It contains many of the answers to frequently asked questions about our programs. For further questions, please contact the Recreation Office at 442-5400.

Site Numbers for the before & after school programs are as follows:

CVG:	431-7348
Kessler:	575.7552
Robert Gray:	575-7310
Northlake:	431-6810

Before & after school programs are operated by Longview Recreation staff. Our staff are easy to converse with and available to suggestions you have concerning your child. We hope this information is helpful to understand our program. We appreciate the opportunity and consider it a privilege to work with you and your child.

Our doors are open to all races, colors, and creed. Each child is treated with individualism and fairness. We feel that our rates are extremely affordable and have payment plans that are easy to comply with. Our program offers a wide variety of academics, cultural activities, and physical fitness.

Hours of Operation

CVG:	3:15 - 5:30 pm	
Kessler:	3:00 - 5:30 pm	
Robert Gray:	AM: 7:00 - 8:45 am	PM: 3:30-6:00 pm
Northlake:	3:15-5:30 pm	

We are closed on No School Days.
A $15 late fee may be accessed if your child is not picked up by closing.

Inclement Weather

If weather conditions cause a late start, the before school program will be cancelled.
If weather conditions cause a early dismissal, after school programs will be cancelled.
Like us on Facebook to stay up to date on all weather related closures.

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Daily Schedule

Based on 3pm Dismissal

Your sites daily schedule & planned activities
will be posted on the parent board.

3:00 Check-In, Rules & Expectations
Wash Up & Snack Time
Stations

3:45 Homework & Reading

4:00 Craft & Games Start

Kids switch activities

4:30 Craft & Games Start

5:00 Stations & Begin Clean Up

Activities

Activities may include: organized sports, arts, crafts, board games, singing, special guests and events.

Homework & Reading

There is a 15 minutes scheduled daily to complete homework. Children are allowed to make the choice to do homework or read. Younger participants will be read to by a staff person or an older student.

Quiet Area

The quiet area is a place participants can choose to go when they would rather not participate in the planned activities during a certain time of the program. Program rules still apply and children must remain in site of a staff member.

Stations

When station time is scheduled, staff members choose a variety of activities and lay out all necessary equipment. Children can choose from the variety of stations and the length of time spent at each station. Activities are given an assigned area and need to stay in the designated areas.

Movies

Occasionally, we show G and PG movies. If the movie is rated PG, we will post the movie title close to the sign in & out sheets for your approval. Children will be allowed to participate in another quiet activity.

Snack

Snacks are provided by the School District for qualifying after school programs. For those sites that do not qualify we will provide a daily snack.

Registration & Attendance

Registration Form

All students must complete a registration form prior to attending. Forms are available on site, at the school office, online at www.mylongview.com/recreation, and at the Recreation Office. It is important to have these forms filled out completely, accurately, and kept current throughout the year.

Participant Requirements

Participants must be students at the school where the out of school program is held. The program is open to Kindergarten through fifth grade students.

Inclusion Requests

If the participant has a disability needing special arrangements, assistance, or any condition which would limit the participant in activities, please notify the Recreation Superintendent at least two weeks prior to starting our program to discuss accommodations. Longview Recreation provides reasonable accommodation for people with disabilities.

Sign in / Sign Out

All participants must be signed in & out by an authorized parent/guardian daily, this is required by the state. This is for the protection of the child. Failure to follow this policy will result in expulsion from program. Please keep your child's registration form current regarding who has permission to pickup your child.

Volunteers

We welcome parents to volunteer at our program. Community volunteers who assist at the program are supervised by out of school staff at all times. Ongoing volunteers are screened by Washington State Patrol Screening.

Payments & Other Information

Payments

Payments are required the day of service. All balances must be paid in full by the end of the week, balances not cleared will be charged a $10 late fee. Participants with balances lasting more than a week will be dropped from the enrollment until paid in full., unless arrangements have been made with supervisor.

- Payment is due at or before the time of service.
- If a participant has not prepaid, then payment is due the day they attend the program.
- Monthly and quarterly fees are processed at the Recreation Office and can only be accepted on site in the form of a check.

Fees

Robert Gray Only	AM:	$7 daily, $28 week, $78RD/$83 month, $196/$196quarter
	PM:	$10 daily, $38 week, $110RD/$115 month, $282RD/$287quarter

***Resident or Non-Resident**

A resident is anyone who lives or owns property within the Longview city limits. Out-of-City residents pay an additional $5 on monthly & quarterly payments.

Scholarships

Recreation Scholarships may be available for youth who, for financial reasons, would be unable to participate in the out of school program. To be considered a child must reside within the Longview city limits. Interested families should contact the Recreation Office at 360.442.5400 to begin the approval process. Limited scholarships are available.

Donations

Donations are occasionally requested to fill a need for a specific activity or event. If you wish to make a monetary donation, please contact the recreation office.

Guidance & Discipline Policy

Program Rules

Zero Violence	Respect Others	Respect Others Property
Remain in site of leader at all times	Have Fun	Be Your Own Boss

Guidance

Our program uses a disciplinary policy built on mutual trust, with staff and children working together to help children grow and mature.

In helping to direct the child toward self-discipline, the following guidance techniques are used:

- Positive statements are used in giving directions.
- Redirection is used when needed.
- The child is given opportunities to make choices and solve problems.
- Suggestions are given to prevent conflicts between participants.

We teach a problem solving curriculum which empowers children to resolve small conflicts on their own. These consist of:

Apologize	Go to Another Game	Ignore It
Make a Deal	Share & Take Turns	Talk it Out
Tell them to Stop	Wait & Cool Off	Walk Away

Discipline

Staff strive to handle all discipline situations in a tactful, polite, and consistent manner.

Our program follows a three strike discipline policy:

- Three warnings in one day equals a time out.
- Three time outs in one day equals grounds for suspension. This decision will be approved by the out of school supervisor prior to implementing.
- Three suspensions in one year equals expulsion from program. This decision will be approved by the out of school supervisor prior to implementing.

Policies

Health Policy

The before & after school program will not accept the child for care if any of the following symptoms are present or have been present within the last 24 hours.

- Fever over 100°
- Conjunctivitis (pink eye)
- Flu
- Unusual rash
- Severe cold
- Vomiting
- Diarrhea
- Sore throat
- Head lice
- Contagious illness of any sort that results in child being too ill to participate in daily activities

The child may return to school 24 hours after his or her temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24 to 48 hours (depending on the illness) after the first dose of an antibiotic.

If a child receives an antibiotic for an ear infection he or she may return to school immediately if he has been free of other symptoms mentioned for at least 24 hours.

Medication

Our staff cannot administer medication, nor can there be any concessions made for children having medication at our programs and administering it themselves.

Emergency Plan

General Information

In the event of an emergency the Site Coordinator and designated staff will assume control of the center. They will be in contact with the Recreation Office, to assess the scope and magnitude of the emergency and establish boundaries of the scene.

Site Phone Numbers

CVG:	431-7348
Kessler:	575-7552
Robert Gray:	575-7310
Northlake:	431-6810
Recreation Office:	442-5400

Earthquake

Washington State is vulnerable to earthquakes. The center's staff members will take charge and give instructions in a firm, calm voice to ease any panic that may be associated with the earthquake.

Center's Role: In the event of an earthquake, the staff and children will proceed with the following during earthquake & after shocks-

- In gymnasium: Squat into a tight ball, cover heads and necks with arms and hands.
- If outside: Move to a clear area, free from trees, electrical wires and duck, cover and protect head and neck.

After the Earthquake: Staff will assess for injuries and perform first aid if needed.

- Site Director will assess building for damage.

Family Role: Implement Family disaster plan. If you are uncertain if the center has experienced damage or has been evacuated **Go to the site** and inquire.

Evacuation

Center's Role: If an evacuation is necessary, the staff will evacuate children, staff and volunteers to a pre-designated location. The site in which people will be transported will be determined at the time of the event and the decision will be based on information and direction from the fire department, police department or Washington State Patrol. Evacuation location will be posted on the Site's Doors. Law enforcement will also know location of evacuation site.

Family's Role: Implement Family disaster plan. Pick up your child if contacted by the center.

Emergency Plan

Fire

Fire drill are conducted at the program. Children and staff are accustomed to fire alarms and currently have an evacuation plan in place. All fire alarms are treated as is they are real.

Center's Role: Staff will evacuate children out of the building to established area, account for all children, staff & volunteers. If it is thought that someone is trapped in the building, the Director or Site Coordinator will notify fire fighters.

Family's Role: Implement family disaster plan. Pick up children if contacted by the center.

Hazardous Material Spill/ Release

If a hazardous material spill, or release occurs, the program will follow the advice of the fire department and proceed with the following procedures:

Center's Role: Sound the building fire alarm. First aid to those injured or exposed will occur. Bodily contact areas will be rinsed with copious amount of water. If a shelter-in-place is necessary, staff will duct tape around doors, windows, and vents if necessary. If necessary, family members according to Child's Emergency list will be contacted to pick up child.

Family's Role: Implement your family disaster plan. Learn about hazardous chemicals by calling the Department of Emergency Management 577-3130. Pick up your child from the center.

Bomb Threat/ Lockdown

When a call is received of a bomb threat or threatening situation is occurring, a decision by the Director or Site Coordinator will be made to evacuate or lockdown.

Center's Role: For lockdown, children will remain in the gym and out of site of all windows and doors. An *All-Clear* announcement will be made to site when threat is over. For a bomb threat, evacuation of the building will occur as a "fire drill."

Family's Role: Implement Family disaster plan. Pick-up child if contacted by site.

Confidentiality Policy

Confidentiality Policy

Our goal is to strive for School Aged Care excellence. This includes a commitment to the confidentiality of our services. We do not reveal information concerning your family to anyone outside our staff without your written authorization. In treating your child, it is likely that some information may need to be revealed to, and obtain from, outside agencies (i.e. physicians, schools, referral sources) in order to adequately treat your child. We will communicate with outside persons only with your written permission.

Limits to Confidentiality

There are three circumstances in which there is an ethical and legal obligation to breach confidentiality. These three circumstances include:

Child Abuse: We are mandated reporters of past or present child abuse. This includes physical abuse, sexual abuse, and neglect. There is no statute of limitation on child abuse reporting. We are dedicated to the welfare of your child. If a report of abuse is needed, we will make you aware of this and discuss any concerns you may have.

Threats of Suicide: If an individual makes statements that suggests the individual is suicidal, then we must communicate that information to appropriate family members, school officials, and to appropriate mental health support organizations. This would be true for children or family members.

Danger to Others: The staff at our centers have a concern for the welfare of the society. If we believe that someone is in danger of being hurt, we will take steps to inform that person and, if necessary, others to ensure that person's safety.

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