BEFORE SCHOOL

P.A.R.K.

Parent Handbook

2013-2014

GROVE CITY
PARKS AND
RECREATION

P.A.R.K. Before-School Program
Parent Information
2013-2014

We would like to welcome you and your child(ren) to the before-school program held at the Kingston Center. We are delighted to be able to provide care for your child before he/she attends school each day. Our program will begin on the first day of school and will end on the last day of school. Our program will operate from 6 a.m. until the buses start transporting the children to their designated school sites. Buses will begin transporting elementary students at approximately 7:40 a.m. Intermediate students will begin transportation at approximately 8:15 a.m. Your child must be present at the program before this time, in order to eliminate any errors in transportation. Our program will operate every day that school is in session. If there are any changes with bus numbers or times, parents will be notified with an updated schedule.

I. Policies and Procedures

A. Registration

Registration must be completed prior to your child attending the program. Registration will not be accepted at the program sites. Transactions must take place through the City of Grove City Parks and Recreation office in City Hall. A $30 non-refundable registration fee must accompany each registration.

B. Enrollment

It is unlawful for the program to discriminate against the enrollment of children on the basis of race, color, religion, sex or national origin. Only those children enrolled in a South-Western City Elementary School located in the city limits of Grove City can be enrolled in the program.

C. Breakfast

Breakfast will be provided and served to the children daily. Breakfast will be available at approximately 6:30 a.m. for students. (Your child will need to be present by 7:15 a.m. to be assured of a breakfast). We will provide them with a variety of breakfast items, which may include: fruit, milk, juice, toasted English muffin, open-faced bagel, Pop Tarts, variety of cereals, cheese stick, breakfast pizza, etc. The cost of breakfast is included in your tuition.

D. Activity

Your child(ren) will be provided with a variety of activities. These may range from rest to quiet activities and homework time to arts, board games, free-play type activities to programmed recreational activities. The activities we choose, we take into consideration that children are at different developmental stages and abilities.

E. Inclement Weather Days/School Closed

1. P.A.R.K. Before School Program follows the South-Western City School's calendar. The program will not be held on scheduled holidays or inclement weather days. If school is cancelled due to inclement weather the before-school program is also closed. You should tune in to the local radio and TV stations to hear the weather reports.

2. On days school is closed due to holidays or in-services, for example, the before-school program is also closed. Please refer to the school calendar for a list of the closed days so you may find alternative care now.

3. In the case that school may be delayed due to snow, our program will still operate from 6 a.m. until the buses are able to transport the children to their designated sites. Our leaders will remain at the program site until all children are gone from the program.

F. Attendance

A sign-in sheet will be located at the program site and a parent or guardian must sign in the child each day. If the parent or guardian does not sign in the child, the leaders will assume your child is not there for the day.

G. Illness Policy

If your child exhibits any of the symptoms listed below at the before-school program, the following procedures will be followed:

1. Any child will be isolated from the rest of the group (within sight of the leaders) and provided with a place to rest.
2. A parent or guardian will be called immediately to pick up the child.
3. A leader will wait with the child at the program site until a parent or guardian arrives. It is imperative to react quickly to a call from our program. Our leaders have other commitments after the before-school program.

We will consider your child ill if they display any one of the following symptoms:

- Diarrhea (3 or more abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to turn red or blue or make a whooping sound).
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching of the eyes.
- Temperature of at least 100 degrees F when in combination with any other sign or symptom of illness. Temperature shall be taken axillary (under arm) method with a digital thermometer.
- Untreated infected patches or rashes on the skin.
- Stiff neck, with an elevated temperature
- Vomiting, more than one time when accompanied by any other signs or symptoms of illness
- Unusual dark urine or grey or white stool.
- Evidence of lice, scabies or other parasitic infestation.
- Sore throat or difficulty in swallowing.

H. Tuition Payments

1. The tuition fee for the 2013-14 Elementary school year is $90 per child per month (regardless of the number of weeks in the month). If your child is enrolled in Kindergarten, tuition is $47 per child per month.

   The tuition fee for the 2013-14 Intermediate school year is $100 per child per month (regardless of the number of weeks in the month). August and June are not included in the payment schedule.

2. The P.A.R.K. program will provide you with Tuition Payment Slips. You will have until the tuition payment due date to pay.

3. All tuition payments are due on the 15th of the month for the following month. (If the 15th of the month falls on a weekend, the tuition will be due on the first business day following the 15th). **Tuition payments accompanied by a tuition payment slip are due by**:

Aug. 15	**for August/September**
Sept. 16	**for October**
Oct. 15	**for November**
Nov. 15	**for December**
Dec. 16	**for January**
Jan. 15	**for February**
Feb. 18	**for March**
Mar. 17	**for April**
Apr. 15	**for May/June**

4. Once a child is enrolled in the program, his/her spot is held until the tuition payment deadline. Any payment not received by the deadline will result in your child being dropped from the program. Registration of children on the waiting list(s) will begin on the day following the tuition deadline.

5. Tuition is to be paid in one of the following ways:
   a. By mail (4035 Broadway, Grove City, OH, 43123).
   b. In person at City of Grove City Parks and Recreation office in City Hall (4035 Broadway) between the hours of 8 a.m. and 5 p.m., Monday through Friday
   c. By credit card (by phone 277-3050, fax 277-3090 or in person).
   d. In the drop box behind City Hall after hours (24 hours, 7 days per week).

6. Make checks payable to: **City of Grove City**.

7. If a check is returned due to insufficient funds there will be a $25 processing fee in addition to the amount of the check. If a check is returned a second time, all future payments must be made by cash or money order.

8. Reimbursements will not be made for absences, school holidays or inclement weather days.

9. Tuition for the P.A.R.K. program is tax deductible to the fullest extent of the law. Please remember to keep your receipts. If you pay by mail a receipt will be sent to you. Our tax identification number is 31-6400-527.

10. A written notice is required if you need to withdraw your child. Refunds will only be issued if you withdraw your child prior to the month starting. Once the month has started full or pro-rated refunds will not be issued.

I. Parent Access

The parent or guardian of a child enrolled in the P.A.R.K. program shall be permitted unlimited access to the program during the operating hours for the purposes of contacting the child, evaluating the premises or the care provided. Upon entering the premises the parent or guardian should notify the P.A.R.K. staff of his/her presence.

Parent concerns, opinions and suggestions are always welcome. Parents who need assistance with concerns or questions about the program may contact the P.A.R.K. Leaders, Recreation Coordinators or the City of Grove City Parks & Recreation Office.

Conferences with P.A.R.K. Leaders or the Recreation Coordinators will be available upon request of the parent.

J. Clothing and Personal Belongings

Send your child dressed appropriately and comfortably.
If your child brings personal belongings to the program he/she must be responsible for those items. The City of Grove City Parks and Recreation will not be responsible for any damaged or lost items.

K. Medication Administration Policy

The P.A.R.K. program has a strict policy against administering any type of medication that is not prescribed by a physician. We will administer only personal prescriptions filled by a pharmacist with a label bearing the child's name and directions for administration. The parent must complete proper authorization forms and must give the medication to the P.A.R.K. Leaders.

G. Electronic Media Policy:

Electronic game devices including, but not limited to, Nintendo DS, Gameboy Advance, PSP and other expensive electronic devices such as cell phones and MP3 players are not permitted at the P.A.R.K. program. Also, television and video watching during any Grove City Parks and Recreation program is not permitted. Program philosophy dictates that activity choices for program participants shall be creative, active and imaginative and provide enriching programming in a safe, fun environment.

II. Cell Phones

Each P.A.R.K. site has a cellular phone**. The cellular phone number for the Before School P.A.R.K. is 419-9910**. The staff will wear the cellular phone at all times during P.A.R.K. hours (6 a.m.-9:15 a.m.). This is your way of contacting the P.A.R.K. staff at that site.

III. Behavior Management Policy

The P.A.R.K. behavior management policy was established with the knowledge that children need clear limits, set in ways that do not negatively influence their self-esteem. Limits are set to protect each child from hurting himself/herself, others, the equipment or facilities. The leaders set guidelines and use various techniques for group management. The goal is for each child to become a problem-solver and conflict- resolver.

Our P.A.R.K. environment is designed to promote success, allowing for much freedom within the limits. Children need to explore the limits of each setting. Just as your children test you, they will probably test us sometime during the year, to define our personal and P.A.R.K. site limits. When children do test the limits we allow the child several chances to change the behavior…

a. Behavior problems will be managed through conflict resolution techniques, such as, leader/child discussion, redirection, choices, removal from the situation, loss of privileges, and in severe situations dismissal from the program.
b. Behavior will be managed according to the following steps.
    1. There will be a Leader/Child conference
    - Verbal
    - Redirect Child's actions
    - Choices
    - Offer solution
    - Removal from the problem situation

    If the behavior is consistent, habitual, or a severe inappropriate action:

    2. There will be a Leader/Parent conference
    3. Leader/Parent/Coordinator conference

    A child at the final step may have appropriate consequences established such as loss of privileges, suspension or dismissal from the program. Severe behavior problems could result in immediate dismissal from the program. If a child cannot adjust to the program setting and behave appropriately, the parent or guardian may be asked to find alternate care.

Behavior management is the slow process of helping a child see the sense and experience the success of acting a certain way. Behavior management helps children develop self-control and respect for themselves, other people and the community. Managing behavior should never harm, shame or frighten a child. All employees are required to treat children with respect, and use discipline as a learning opportunity.

IV. Emergencies and Safety Policies

A. Emergency Medical Forms must be filled out completely by the parent or guardian before the first day of the program. These are kept on site.

B. All children need to have at least <u>two</u> emergency contacts written on their Emergency Medical Forms. These people can be no more than one-half hour away from the site.

C. If a medical condition is listed on the Emergency Medical Form, a Child Medical/Physical Care Plan Form must be filled out to inform and train the P.A.R.K. leaders of a all necessary instructions to properly care for your child.

D. Action for emergencies will follow the procedures stated on the Emergency Medical Forms.

E. Children will be transported to the source of emergency medical or dental care by parent or guardian or by medical providers only depending on the seriousness of the accident.

F. Additional Safety Policies

1. No child is to be left unattended or unsupervised. Children may use the restroom or get a drink with the leaders' permission (one child at a time).

2. The staff has immediate access to a working telephone at all times.

3. Fire drills are held randomly on a monthly basis. Tornado drills are also discussed.

4. The recreation coordinators and leaders are required to immediately notify the local public children services agency when they suspect that a child has been abused or neglected.

5. If an injury occurs, an injury report form will be completed and the parent will be asked to sign the report on the following morning the program is in session. If a head injury occurs, the parent will be notified by telephone on the morning of the incident.

The P.A.R.K. program follows licensing guidelines set forth by the Ohio Department of Education and the Ohio Department of Jobs and Family Services. The guidelines are available on request from the Recreation Coordinators.

Please sign the following form and return the white copy to the P.A.R.K. program

Before School Parent Agreement

A Parent Handbook, which contains information on the P.A.R.K. program policies and procedures, has been given to me/us. I/we agree to read the Parent Handbook. I/we agree to abide by the requirements listed below as well as all the policies and procedures set forth in the Parent Handbook. In return the P.A.R.K. program agrees to provide care for my/our child/children, which meets the philosophy and goals of the program.

I/We, the parents of _____, agree to:

1. Enroll my/our child (ren) in the P.A.R.K. program by registering at the City of Grove City Parks and Recreation office located in City Hall.
2. Complete all forms necessary before my/our child (ren) can attend the program.
3. Make tuition payments according to the tuition payment deadlines established by the City of Grove City Parks and Recreation Department
4. Give five working days notice in writing, in the event I/we chose to withdraw our child from the program.
5. Pay one month of tuition in the event I/we choose to withdraw my/our child (ren) from the program if I/we did not notify the program one month in advance.
6. Make regular payments according to the tuition payment schedule.
7. Pay a $25 processing fee for any returned check. If a check is returned a second time, I/we will make further payments by cash or money order.
8. Sign our child (ren) in for the morning program and out for the afternoon program on the daily attendance sheet.
9. Agree to inform the P.A.R.K. leaders of the days that my/our child (ren) will not be in attendance, no matter what the reason for the absence. I/we understand that if advanced notification of my/our child's absence is not given to the P.A.R.K. leaders, a tracking fee of $20 will be charged to my/our account by the Recreation Coordinators.
10. Notify the P.A.R.K. staff and Parks and Recreation office of any changes in my/our registration information (e.g. address, phone numbers, place of employment, etc.).
11. In the case of severe inclement weather (i.e thunder and lightening), I give my permission for my child, a JC Sommer P.A.R.K. participant, to be transported to school in the Evans Center bus operated by a qualified bus driver employed by The City of Grove City. One P.A.R.K. leader will accompany the children on the bus to JC Sommer Elementary.

I/We understand that:

1. The registration fee is non-refundable.
2. I/We may be asked to withdraw our child (ren) in the event my/our tuition payments are not on time according to the tuition schedule.
3. I/We will be asked to pay the registration fee to re-enroll our child in the program if we fail to meet the tuition payment deadlines.
4. I/We will not be eligible for any tuition refunds once the month has begun.
5. I/We will be asked to attend a conference with the staff in the event of a serious discipline problem with my/our child (ren).
6. I/We may be asked to provide input, in person or in writing, which will help the staff know and serve my/our child (ren) better.
7. A parent roster listing names and phone numbers of P.A.R.K. families participating in the program will be distributed. My/Our name will be included in this roster unless I/we inform the recreation coordinators of my objection in writing.
8. Photographs or videos of the children participating in the P.A.R.K. program may be taken periodically and may appear in the newspaper, website or other publications unless I/we inform the P.A.R.K. Coordinator of my/our objections in writing.

_____	_____	_____
Date	Parent's Signature	Parent's Signature

JC Sommer Elementary P.A.R.K. Participant Walking Permission Form

My child _____ has my permission to walk to J.C. Sommer Elementary School, from the Kingston Center accompanied by the P.A.R.K. program staff, every day that SWCS are in session. In the case of severe inclement weather (thunder or lightning), I give my permission for my child, a JC Sommer P.A.R.K. participant, to be transported to school in the Evans Center bus operated by a qualified bus driver employed by The City of Grove City. One P.A.R.K. leader will accompany the children on the bus to JC Sommer Elementary.

_____ _____

Parent Signature Date

Park Street Intermediate P.A.R.K. Participant Walking Permission Form

My child _____ has my permission to walk to Park Street Intermediate, from the Kingston Center accompanied by the P.A.R.K. program staff, every day that SWCS are in session.

_____ _____

Parent Signature Date