



Programmed After-school Recreation for Kids!

SEPTEMBER 2020

RECREATION SUPERVISOR NEWSLETTER

Welcome to the 2020-2021 P.A.R.K. Program!

The program goals are to provide a safe, secure, enriching and affordable place to be after school. P.A.R.K. is not intended to be an extension of school. We feel that after a long day of highly structured schoolwork, children need an opportunity to choose from a variety of activities planned to be fun and enriching while still allowing for spontaneity.

Monthly Tuition

While SWCSD follows a blended-learning schedule, tuition for After School P.A.R.K. will be \$100 per child per month. When SWCSD returns to 100% face-to-face learning in the future, the P.A.R.K. program tuition will return to the \$187 per child per month rate.

With the uncertainty of this school year and the possibility of returning to Virtual Learning, tuition due dates are changed. To accommodate families and the schedule changes that could arise, tuition is due by the last day of the month. This covers the days your child was scheduled to attend that month. Therefore, September tuition is due Wednesday, Sept. 30 for all days your child was scheduled to be at school based on the SWCSD schedule.

Parent Handbook

Please review the P.A.R.K. Parent Handbook to learn the philosophy, goals and policies governing the P.A.R.K. program. All program information, policies and procedures are outlined in the handbook for your convenience and to help your child have a positive experience during the after-school hours.

Access the handbook anytime online at GroveCityOhio.gov/parks-and-recreation/childcare or request a copy at your site.

COVID-19 Policies

P.A.R.K. will follow SWCSD COVID-19 policies with emphasis on the following:

Masks

- All staff and participants are required to wear masks during the program.
- Kindergarten-grade 2 can take a mask break inside; grades 3 and 4 must be outside to do so.

Social Distancing

- The group will use small-group and social-distancing practices to continue to promote safety.
- We will utilize tables in the cafeteria/gym as well as small group rotations in the gym and outside spaces.
- Staff ratios are one P.A.R.K. leader to nine or fewer children.

Cleaning Procedures

- Shared supplies will be limited and disinfected after each group use and at the end of the day.
- Kids will wash hands and use hand sanitizer throughout the program hours to keep hands clean.



The City of Grove City • Parks and Recreation Department

P.A.R.K. Recreation Supervisors: Megan Williams and Amanda Gehres

614-277-3050 • GroveCityOhio.gov • facebook.com/GroveCityOhio • twitter.com/GroveCityOhio • instagram.com/GroveCityOhio

End-of-the-day Pickup

Parents will remain outside when arriving to pick up their child. Parents may call the site cell phone prior to arriving at pickup door to speed up the process.

- Staff will confirm the adult picking up using his/her ID and sign out the child using the staff member's initials and identifying the person picking up the child.
- Parents are not to enter the building unless directed by staff in case of a special circumstance.
- If your child is outside at pickup, please wait outside while a P.A.R.K. leader takes your child inside to retrieve his/her belongings.
- Kids will sanitize hands before leaving the program.
- **Buckeye Woods only:** parents need to call the site cell phone at pickup to notify staff you are waiting outside each time. Staff will escort your child outside to confirm pickup and sign out.

Attendance

Attendance is taken each day for safety and security. If your child will not be at the program due to illness, being picked up early or riding the bus home, **it is your responsibility to call and leave a message on your site's voice mailbox before 2:15 p.m.** to inform the P.A.R.K. staff. *School staff do not relay messages regarding absences to P.A.R.K. program.*

If you fail to report your child's absence on the P.A.R.K. voice mail, the recreation supervisor will assess a tracking fee of \$20 on each occurrence. Please see the handbook for more information.

Unplanned Required Early Pickup of Child

On rare occasions, P.A.R.K. staff or program supervisors may contact you regarding an immediate need for you to pick up your child because of illness, injury or other circumstances that jeopardize the safety of your child or other participants. It is imperative that you have arrangements in place to adhere to this request within a reasonable amount of time.

If you are unable to pick up your child in such a circumstance, it is your responsibility to have arrangements in place for an alternate person available to do so. Ensure this person is listed as an emergency contact.

Please be mindful of the stress this can and may place on your child, the other P.A.R.K. participants and the staff.

Thank you for your cooperation and understanding and for taking responsibility during unexpected situations.

Known Medical Conditions

If a medical condition is listed on your child's Emergency Medical Form, a *Child Medical/Physical Care Plan Form* must be filled out to inform and provide the P.A.R.K. leaders with all necessary instructions to properly care for your child. If you need to fill out this form, please see a P.A.R.K. leader or download a form.

P.A.R.K. Site Cell Phone Numbers

Buckeye Woods	614-519-4664
Highland Park	614-571-9624
J.C. Sommer	614-571-9620
Monterey	614-571-9622
Richard Ave.	614-571-9623

Snack Time

The daily schedule of the P.A.R.K. program includes a snack time and all children are required to bring a packed snack to the program. It is best to pack your child's snack separately from lunch items so he/she will know the difference and only eat their lunch items at their assigned lunchtime and have their snack for the after-school program. Please be mindful of packing a variety of healthy choices and a satisfying amount to sustain them throughout the program hours. P.A.R.K. does not permit soda drinks.

Snack time is often much more than a time of nourishment and hydration, it is an opportunity to use social skills and interact with the friends you sit with, model manners and have conversations with the P.A.R.K. leader who is sitting at that particular table.

Thank you for making time daily to pack a great snack for your kids!

Let Your Children Know You Care

If your child is anxious about school, send personal notes in a lunch box or book bag. Reinforce the ability to cope. Children absorb their parents' anxiety, so model optimism and confidence. Let your child know that it is natural to be a little nervous any time you start something new, but your child will be just fine once he or she becomes familiar with classmates, the teacher and school routine.

Please Help Us Help You

It is very important to us to provide the best care for your school-age child in the after-school hours. We like to see each child be successful and have a positive experience in our program, enjoying his/her time after school with a variety of activities and excellent social opportunities.

Please let the P.A.R.K. staff know if your child is struggling with anything that may affect his/her behavior or demeanor as these may be recognizable during program hours. In turn, it is in the best interest of the child that P.A.R.K. staff share with you any issues or concerns that arise during the program that will help you and your child find a remedy and grow from the experience. Please know we are interested in hearing any of the good things that are happening in your child's life so that we can be excited for them as well!

P.A.R.K. Staff Training

All P.A.R.K. leaders are required to be certified in CPR, first aid, recognition and prevention of child abuse, and identification of communicable diseases. P.A.R.K. leaders also attend various trainings throughout the school year as we partner with organizations such as Action for Children, After-school Counts, Educational Council and the Ohio Department of Job and Family Services.

P.A.R.K. Leaders

Please take the time to get to know your child's P.A.R.K. leaders. We have a great group of staff members. Each P.A.R.K. leader fills a different niche in our program with varying interests, hobbies, ideals, educational backgrounds and levels of experience! We are proud of their hard work, commitment and dedication to the P.A.R.K. program.

We are hiring! If you or someone you know is interested in joining our team, visit GroveCityOhio.gov for details.



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