CITY OF HARRISONBURG
PARKS & REC

S.O.A.R.
Parent Manual
2022

Cecil F. Gilkerson Community Activities Center
305 South Dogwood Drive
Harrisonburg, VA 22801
(540)433-2474

Our Program

Harrisonburg Parks and Recreation's S.O.A.R. (Summer Organized Activities and Recreation) Program is a recreationally based program for City of Harrisonburg residents. ***The program is open to students who have completed kindergarten until their 12th birthday.*** *(Upon their 12th birthday individuals can get a teen membership at the Community Activities Center.)*

Through a balance of free play, organized activities, and arts and crafts, we strive to provide the best possible care for your child. Our goals are to promote person and character skills such as safety, respect, responsibility, fairness, honesty, trustworthiness, and citizenship. Staff will work to promote social and interpersonal skills including cooperation, conflict resolution, and acceptance of others for all children within our program.

Age-appropriate recreational activities may include:

- -Active games designed to teach teamwork, communication skills, and to facilitate stress reduction through physical activity
- -Passive games designed to teach sharing and cooperation skills
- -Space for individual activities such as reading, coloring, creative time

Hours of Operation

*Tuesday, June 21th -Friday, August 19th 2022
*Closed Monday, June 20th, Monday July 4th , 2022
*Open 7:30am-5:30pm

S.O.A.R. will NOT meet: June 13th - 17th, or August 22nd, 2022

Our Staff

It is our mission to always put the safety and security of your child above all else. Full-time, year-round, and seasonal staff are required to maintain current training in:

- -First Aid and CPR
- -Bloodborne Pathogens
- -Emergency Medication
- -Playground Safety
- -Behavior Management
- -Active and passive games
- -New Employee Orientation
- -Programming techniques
- -Seasonal in-service training

All staff are subject to a criminal background check as well as alcohol and substance abuse testing. All staff will be knowledgeable and responsible for conducting emergency preparedness procedures. Staff will use a positive approach to behavior management and will not compromise the health, safety, or well-being of any child.

Enrollment

All children must be registered by a parent or legal guardian. Registration information shall include parent/guardian phone numbers, emergency contact information (**2 individuals other than parents**), and any pertinent health information. All forms must be completed in their entirety and the (non-refundable) first week of attendance paid before the registration process is complete.

Payment Information

A fee of $50 per child, per week is charged for this program. The weekly program fee is due by 5pm the ***WEDNESDAY prior to the week of service***. If the fee is not paid by the due date, the participant **WILL NOT** be able to attend until payment is received.

Week:	Payment Deadline:	Cancel By:
June 21st - June 24th(Closed 6/20)	June 15th	June 6th
June 27th - July 1st	June 22nd	June 13th
July 5th - July 8th(Closed 7/4)	June 29th	June 20th
July 11th- July 15th	July 6th	June 27st
July 18th - July 22nd	July 13th	July 5th
July 25th- July 29th	July 20th	July 11th
August 1st - August 5th	July 27th	July 18th
August 8th- August 12th	August 3rd	July 25th
August 15th - August 19th	August 10th	August 1st

It is the parent's responsibility to cancel any weeks not needed by the cancellation deadline listed above (2 weeks prior to the payment due date Cancellations must be in writing via Email to amber.craig@harrisonburgva.gov

Payment Options

-In Person: Cash, Check, Visa/MasterCard/Discover
-Online: www.harrisonburgva.gov/online-registration (instructions on page 10)
-By Mail: Checks Payable to: "Harrisonburg Parks and Recreation"

Harrisonburg Parks & Recreation
S.O.A.R. Program
305 S. Dogwood Drive
Harrisonburg, VA22801

ALL RETURNED CHECKS ARE SUBJECT TO A MANDATORY $35 FEE PER CITY CODE 4-1-37

Refunds & Cancellation

All refunds will be applied to your household as a household credit. If it is deemed necessary to refund the amount to the individual, it can take up to 3 weeks to process this request. ***Payments will not be prorated due to illness, weather, vacation, disciplinary actions or non-use.***

Inclement Weather Policy (Ex: flooding, tornado, power outage)
Updates will be posted on:

-City of Harrisonburg website
-WHSV.com/closings
-Department Facebook and Twitter pages

Sign In/Sign Out

Harrisonburg Parks and Recreation has established the following standards to insure the safety and well-being of children attending the S.O.A.R. program regarding drop off and pick up procedures.

-***Parents are required to escort their children into the facility and sign them in.***
-Parents must sign their child out of the program each day and record the time.
-Parents may designate in writing alternate designees to pick up their child if necessary (these changes can be made at any time and will be verified by the program coordinator). Staff may require identification from all individuals at any time.

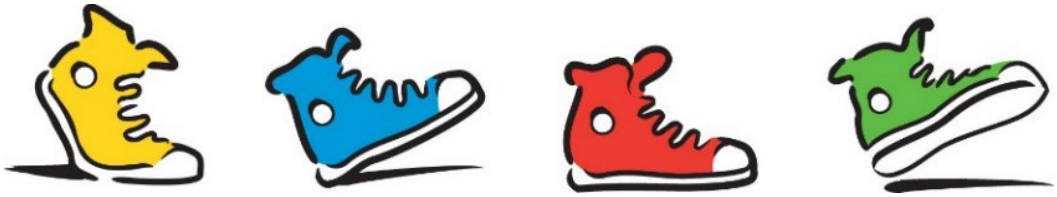
Program Schedule

Participants will be divided into 2 groups for most activities: K-2nd and 3rd+. Below is a loose overview of the day's events. On swimming days, morning snack is served at 9am with lunch typically taking place at 11am. There will be no snack bar this summer. Children will have an additional afternoon snack time after pool days.

7:30am-9:00am	Free Time
9:00am-12:00pm	Rotation between morning snack, activity, craft, and free play
12:00pm-3:00pm	Lunch, movie, field trip, craft or swimming (depends on day)
3:00pm-4:00pm	Rotation between afternoon snack, gym or game room free time
4:00pm-5:00pm	Afternoon activity and outdoor play
5:00pm-5:30pm	Kid's Choice of gym or game room free time until pick up

Dress Code

Children should be dressed comfortably and practically for various activities. Due to various crafts and activities during the day **individuals may want to bring an extra set of clothes with them.** ***Tennis shoes are required for participation in all activities.*** *No open-toed shoes are allowed for your child's safety. Flip flops may be brought with child on swimming days for use at appropriate time.*



Personal Belongings

Please be sure to label all items with your child's first and last name. **We encourage children to leave sentimental and valuable items at home to avoid the risk of items being damaged or lost: stuffed animals, action figures, dolls), and electronic devices (including cell phones).**

***** Harrisonburg Parks and Recreation will not be responsible for damage or loss of any personal items. *****

Food Policy

Parents must pack a morning snack, lunch, and afternoon snack for each child. A water bottle should be sent for use throughout the day as well.

- ***All lunches must be labeled with child's name.***
- All lunches should be placed in cooler packs with ice blocks; be sure to pack utensils.
- Please include a drink with your child's lunch.
- NON-MICROWAVEABLE ITEMS ONLY.
- Please do not pack any glass containers or GUM.

Field Trips

Harrisonburg City School Buses are used for field trips. Different field trips require different attire based on location or activity. The Recreation Department will communicate needs for specific field trips as necessary. Parents will not be able to pick up their child from a field trip location unless previous arrangements with the department/program coordinator have been made.

Swimming/Swim Evaluations

A certified lifeguard will be on duty and will not count towards the staff/child ratio. Staff will have designated areas at the pool. General swim rules will apply when attending Westover Swimming Pool Complex.

All parents are required to fill out a swimming permission slip designating where their child is permitted to swim in the pool. Westover Pool requires each child to complete a swim evaluation to gauge swim levels prior to the child's first pool day. Please note that your child's swim evaluations will indicate their ability, which may differ from the permission slip completed by you, the parent. If a parent states a child may swim in the deep end but does not have the ability based on the evaluation they will be limited to the pool's restrictions. If the swim evaluation deems an individual's ability as greater than the parent's request, the parent's restrictions will be enforced.

Based on the swim evaluation AND permission slip, children will be given color coded wristbands to designate where they are permitted to swim.

Sunscreen

We are a recreationally based program. We spend time outside as well as at the pool. Please be sure your child is wearing sunscreen prior to drop off. On pool days they may bring their own sunscreen to apply prior to swimming at the pool. Children will be responsible for applying sunscreen themselves, however staff are able to assist when necessary. Spray sunscreen will be available on site should a child not have their own to apply.

Illness and Injury

The center will maintain a first aid kit on site, as well as portable kits for field trips, visiting the playground and any special events. City-issued radios to reach emergency services will be used daily.

A child will not be allowed to attend for the day or within 24 hours of being picked up for the following:
-100° F temperature or higher
-A contagious skin rash
-A contagious eye infection
-A communicable disease
-Vomiting or diarrhea
If your child has head lice, they will not be able to attend until treatment has been given.

Parents will be required to pick up their child within a reasonable amount of time (no more than one hour) should their child become ill, injured, or have a bathroom accident (for sanitation purposes a child cannot remain in soiled clothing). The child will be kept comfortable and isolated from the group until pick up.

Parents must inform the center within 24 hours if their child or any member of the immediate household develops a communicable disease, except for life threatening diseases which must be reported immediately. Prior to returning, a parent or guardian must provide a physician's certification that the condition is no longer contagious.

Medication Policy

Due to the Drug Control Act specifications about medication administration by non-health care providers, the S.O.A.R. program cannot administer short or long-term medications. We will only hold and administer medications for life threatening illnesses and emergencies (EpiPens, Albuterol, Inhalers, etc.).

Behavior Management

It is our expectation that all participants know and follow the basic rules below.
-Keep your hands (and all body parts) to yourself
-Follow staff instructions
-Show respect to all participants and staff (including other's and the facility's property)
-Use appropriate language (foul language is not permitted)
-Treat others as you'd like to be treated (both physically and verbally)
-Inside voices are used inside, outside voices are used outside
-You make a mess, you clean it up
-Safety first
-Have a positive attitude!

Staff will use the following forms of behavior management:
-Positive Reinforcement/Natural Consequences
-Redirection
-Time Out
-Written Discipline forms (Struggle Forms and Disciplinary Action Forms)
-Written Behavior Plans (child may be asked to sign behavior plan in some instances)

In the event it is necessary, staff may call parents for pick up if a child is unable to comply with these rules. Calls may be made for the following but not limited to: inability to cooperate with staff and others, inability to participate in group exercises or if an individual becomes a threat to the safety of themselves or others.

Discipline Policy

-1st and 2nd Disciplinary Action = Warning
-3rd Disciplinary Action = Parent Conference
-After the 3rd Disciplinary Action = Suspension/Dismissal from the program

Your child may be suspended or dismissed from the program at any time if serious infractions of policies and procedures occur.

The following is a list of behaviors and incidents that will automatically be subject to immediate disciplinary action:

1. Use of profanity
2. Inappropriate touching
3. Disregard for program rules or staff directions
4. Disrespect for authority and other participants
5. Displaying obscene gestures or inappropriate attire
6. Possession of alcohol, drugs, drug paraphernalia or weapons
7. Defacing Harrisonburg Parks and Recreation property
8. Theft or unauthorized possession of another participants property
9. Theft or unauthorized possession of Harrisonburg Parks and Recreation property
10. Acts or threats of violence or bodily/physical harm directed toward staff or other participants

Expectations of Parents

To ensure your child's safety and success we require that all parents and guardians:

- -Review this handbook's basic rules of safety and conduct
- -Ensure that both themselves and participants are aware of and understand all rules and expectations
- -Understand the behavior management policy

Both parents and participants are expected to address staff respectfully. Parents are not permitted to reprimand other children in the program. Any use of profanity or obscene gestures will not be tolerated.

Attendance Limitations

Reasons why your child may not be able to attend the S.O.A.R. Program:

- -Failure to make payments
- -Failure to comply with program policies and procedures
- -Child's temperature is 101° F or higher
- -Child has communicable disease (please see medication, illness, and injury section)

Playgrounds

Playgrounds utilized will meet all current ASTM publication F 1487-01, and CPSC Handbook for Public Playground Safety. Harrisonburg Parks and Recreation's certified playground safety inspectors will inspect park playground equipment on a regular basis.

Asbestos Notification

The Community Activities Center was built in 1977 and contains some building materials that have been identified as containing asbestos. In 1995 these materials were identified in ceilings and floors and removed, encapsulated or action was taken to abate any risk to human health; and periodic surveillance inspection by a licensed inspector is conducted.

Child Abuse and Neglect

Section 63.2-1509 of the code of Virginia requires any person providing full or part-time participant care to report any suspected participant abuse or neglect within 24 hours.

The S.O.A.R. program begins at 7:30am and ends at 5:30pm with late pickup occurring no later than 5:45pm. Any child dropped off before 7:30am or picked up after 5:45pm, is considered child neglect, and can be reported to social services.

Quick Reference Fact Sheet

Payment/Fee Information

Weekly Fee- $50 due the Wednesday prior to attendance.

Week	Payment Deadline	Canc. Deadline
June 21st - June 24th	June 15th	June 6th
June 27th - July 1st	June 22nd	June 13th
July 5th - July 8th(Closed 7/4)	June 29th	June 20th
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August 8th- August 12th	August 3rd	July 25th
August 15th - August 19th	August 10th	August 1st

Payment Options

-In Person: Cash, Check, Visa/MasterCard/Discover
-Online: www.harrisonburgva.gov/online-registration log in and select the week to pay for in your shopping cart and proceed to payment (instructions on back of this page)
-By Mail: Checks Payable to: "Harrisonburg Parks & Recreation"

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Food Policy

-Each child will need to have a packed lunch, **please include utensils**
-Please pack lunches in labeled containers with ice blocks
-Do not pack glass or gum
-Do not pack a lunch that needs to be heated

Behavior Guidelines for Participants

-Keep your hands (and all body parts) to yourself
-Follow staff instructions
-Show respect to all participants and staff (including other's and the facility's property)
-Use appropriate language (foul language is not permitted)
-Treat others as you'd like to be treated (both physically and verbally)
-Inside voices are used inside, outside voices are used outside
-You make a mess, you clean it up
-Safety first
-Have a positive attitude!

Paying for After-School Activities and S.O.A.R. Program services online

1. Log into your account at: https://www.harrisonburgva.gov/online-registration

2. On the welcome screen there are 2 options to take you to your shopping cart. One at the top with your household number listed, and one on the left side of the screen

3. Once in your shopping cart, multiple monthly/weekly(S.O.A.R.) fees will be present. Just select the "x" to remove the months/weeks you will not be paying for.

Shopping Cart

Showing 1 To 3 — Total Results (3)

	Description	Name	Total Fees		
✖	April (3-5) (510230-H2) (Enrolled)	*Charlotte	$ 50.00		
✖	March (3-5) (510230-G2) (Enrolled)	*Charlotte	$ 50.00		
✖	May (3-5) (510230-I2) (Enrolled)	*Charlotte	$ 50.00		
	Grand Total Fees Due		$ 150.00		
	Total Old Balances Not in Shopping Cart		$ 0.00		

Proceed To Checkout | Continue Shopping | Pay Old Balances

4. The system will tell you if the removal is successful as seen below.

✔ Removal Successful

Shopping Cart

Showing 1 To 1 — Total Results (1)

	Description	Name	Total Fees		
✖	March (3-5) (510230-G2) (Enrolled)	*Charlotte	$ 50.00		
	Grand Total Fees Due		$ 50.00		
	Total Old Balances Not in Shopping Cart		$ 100.00		

Proceed To Checkout | Continue Shopping | Pay Old Balances

5. Once the correct month/weeks are shown, proceed to the Checkout and insert all billing information, then click continue at the bottom of the screen to process the payment.

Summary of Charges

New Charges In Shopping Cart:	$ 0.00
Old Balances In Shopping Cart:	$ 50.00
Total Balance for household:	$ 50.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: * — Visa/MC/Discover