



After-School Parent's Manual



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

Our Program

Harrisonburg Parks and Recreation's After-School Program is a recreationally based program open to students who are enrolled kindergarten up thru 6th grade (until their 12th birthday). This program is restricted to City of Harrisonburg residents only (children must attend Harrisonburg City Public School and arrive on school bus). Through a balance of free play, organized activities, as well as arts and crafts, we strive to provide the best possible care for your child.

Program Objectives

- ❖ Promote personal and character skills such as safety, good health, respect, responsibility, caring, fairness, honesty, trustworthiness and citizenship.
- ❖ Promote social and interpersonal skills such as cooperation, conflict resolution, and acceptance of others

Hours of Operation

The After-School program is offered throughout the school year as After-School activities including all Early Release Days. The program runs from the time of school dismissal to 5:45pm with late pick up ending at 6pm. This program follows the school calendar and will NOT operate on days schools are closed (teacher work days, snow days, or holidays). Please see inclement weather policy on pg. 4 for other closure notifications.

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



Our Staff

It is our mission to always put the safety and security of your child above all else.

Full-time and year-round 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

After-School staff are subject to a criminal background check as well as alcohol and substance abuse testing.

Staff will be knowledgeable and responsible for conduction of 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 a non-refundable registration fee of \$25 must be paid before the registration process is complete. Enrollment is not continuous, you must re-enroll at the beginning of each school year for the program.

Payment Information

A fee of \$50 per child, per month is charged for this program. Fees are due on the 1st of the month.

- ❖ If an After-School balance is outstanding, S.O.A.R. Summer Program enrollment could be affected as well.

If you realize you've enrolled for a month of service that is not needed, a notice of 2 weeks prior to the payment due date is required to cancel without incurring a cancellation fee of \$10. This notice must be in writing or emailed to nicole.gray@harrisonburgva.gov

Payment Options

- ❖ In Person: Cash, Check, Visa or MasterCard
- ❖ By Phone (540)-433-2474: Visa or MasterCard
- ❖ Online: www.harrisonburgva.gov/online-registration log in and select the month to pay for in your shopping cart and proceed to payment (instructions on pg 8)
- ❖ By Mail:

Checks Payable to: "Harrisonburg Parks and Recreation"
Harrisonburg Parks & Recreation
After-School 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 are subject to a cancellation fee of \$10 if a notice of 2 weeks prior to the payment due date is not given. 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: snow, ice, flooding, tornado, power outage)
Schools closed (all day): **CLOSED**
Schools release early due to weather: **OPEN** until weather permits otherwise

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 recreationally based programs regarding drop off and pick up procedures.

- ❖ Students must arrive to the program on a City of Harrisonburg school bus.
- ❖ 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.

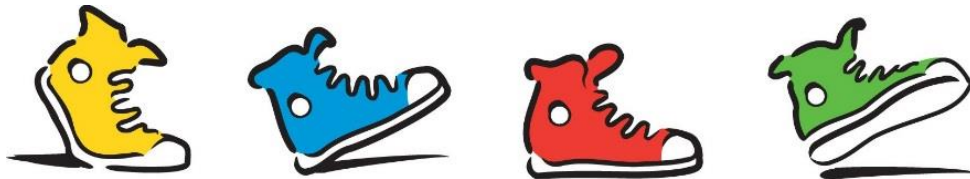
After-School Program Schedule

This schedule is to be used as framework for a typical day in the After-School program and is subject to change at any time.

3:30-3:40pm	Middle schoolers arrive; get snack
4:00-4:45pm	Elementary school buses arrive (last bus typically at 4:30pm) *participants go to snack upon arrival and then to free time in the gym or game room *Once all participants finish snack, activity time will start (may be earlier than 4:45pm in some instances)
4:45-5:15pm	Activity time- kids in groups K-2 or 3+ (all individuals enrolled must participate in activity with the group)
5:15-5:30pm	Free time in the gym or game room
5:30-6:00pm	Game room time until final pick up

Dress Code

Children should be dressed comfortably and practically for various activities. *Tennis shoes are required for participation in all activities. No open-toed shoes are allowed for your child's safety.*



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) at home.

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

Food Policy

A nutritional snack is provided every afternoon however if your child prefers they can bring their own snack to be eaten when they arrive at the Rec Center.

Illness and Injury

The center will maintain a first aid kit on site, as well as portable kits for field trips and 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
- ❖ 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 (please limit to no more than an hour) should their child become ill or injured. 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, our After-School 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.).

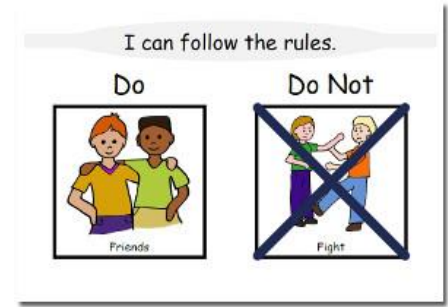
Behavior Guidelines for Participants

- ❖ Safety First
- ❖ Keep all body parts to yourself
- ❖ Respect others and their property
- ❖ Use kind words
- ❖ Follow instructions
- ❖ Use inside voices (unless outside)
- ❖ Staff are NOT to be climbed on
- ❖ You mess it up, you clean it up
- ❖ Have a positive attitude
- ❖ Have fun!

Behavior Management

It is our expectation that all participants know and follow basic rules.

- ❖ Show respect to all participants and staff
- ❖ Use appropriate language (Foul language is not permitted)
- ❖ Treat others as you'd like to be treated (both physically and verbally)
- ❖ Show respect of others property, as well as the site's property, equipment, supplies, and facilities



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.

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)

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 After-School Program:

- ❖ Failure to make payments
- ❖ Failure to comply with program policies and procedures
- ❖ Child's temperature is 100° 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 After-School program ends at 5:45pm with late pickup ending at 6:00pm. If any child is picked up after 6:00pm, it is considered child neglect, and can be reported to social services.

Revised 8/27/19

Paying for After-School and S.O.A.R. Summer 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 (summer) fees will be present. Just select the “x” to remove the months/weeks you will not be paying for.

Shopping Cart

Showing 1 To 6 Total Results (6)

Description	Name	Total Fees		
<input type="checkbox"/> April (K-2) (510230-H) (Enrolled)	Duckie	\$ 50.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> February (K-2) (510230-F) (Enrolled)	Duckie	\$ 50.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> January (K-2) (510230-E) (Enrolled)	Duckie	\$ 50.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> March (K-2) (510230-G) (Enrolled)	Duckie	\$ 50.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> May (K-2) (510230-I) (Enrolled)	Duckie	\$ 50.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reg. Fee (K-2) (510230-R) (Enrolled)	Duckie	\$ 25.00	<input type="checkbox"/>	<input type="checkbox"/>
Grand Total Fees Due		\$ 275.00		
Total Old Balances Not in Shopping Cart		\$ 0.00		

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		
<input type="checkbox"/> January (K-2) (510230-E) (Enrolled)	Duckie	\$ 50.00	<input type="checkbox"/>	<input type="checkbox"/>
Grand Total Fees Due		\$ 50.00		
Total Old Balances Not in Shopping Cart		\$ 225.00		

5. Once the correct months/weeks are shown, proceed to the Checkout.

Summary of Charges

New Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 50.00
Total Balance for household:	\$ 50.00
Minimum Amount Due Today:	\$ 50.00
Maximum Amount Due Today:	\$ 50.00

The Following Information is Required to Complete Your Transaction

Amount To Be Paid Today: *

Using This Payment Method: *

Billing Information

First Name: *

Last Name: *

Home Phone w/area code: *

Email: *

Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.