

HARRISONBURG  
**parks and recreation**



# **AFTER SCHOOL AND SUMMER CHILDCARE PARENT MANUAL**

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

## **THE PROGRAM**

Harrisonburg Parks and Recreation's After School and Summer Childcare Program are recreationally based programs for children in kindergarten up to 12 years of age. Through a balance of free play, organized activities, field trips, arts and crafts, and homework time, we strive to provide the best possible care for your child. The program is offered throughout the school year as after school activities, including any Early Release Days or School Holidays from City Schools. During the summer months and School Holidays, we operate full day programs. The program is restricted to City of Harrisonburg residents only.

All after school programs run from the time of school dismissal to 5:30 pm with late pickup ending at 5:45 pm.

All full day programs run from 7:30 am to 5:30 pm with late pickup ending at 5:45 pm.

Age-appropriate recreational programs 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 or homework.

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 C.P.R.
- Bloodborne Pathogens
- Emergency medication
- Playground safety
- Behavior management
- Active and passive games
- New employee orientation
- Programming techniques
- Seasonal in-service training
- Other specialized training

Childcare staff shall be subject to a criminal background check and alcohol and substance abuse testing.

All staff will be knowledgeable and responsible for conducting emergency preparedness procedures.

Childcare staff will use a positive approach to behavior management and will not compromise the health, safety, and 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, 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. Childcare enrollment is not continuous. You must re-enroll at the beginning of each after school and summer childcare program.

## **PARENT UNDERSTANDING**

Harrisonburg Parks and Recreation has established the following standards to insure the safety and well-being of children attending recreationally based after school and summer childcare programs.

- Parents are required to escort their child into the facility on full day programs, and staff will check in each participant as they arrive.
  - During after school programs, staff will meet children and check them in as they exit the 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. Staff may require identification.
- A nutritional snack will be provided every afternoon. An additional snack will be provided in the morning during full day programs. Parents must also pack a lunch for full day programs, and the lunch must meet USDA food group requirements. All lunches should be placed in cooler packs with ice blocks. **NON-MICROWAVEABLE ITEMS ONLY.**
- Children should not bring personal play items from home including but not limited to: stuffed animals, action figures, dolls, electronic devices, and cell phones. Harrisonburg Parks and Recreation will not be responsible for any lost or stolen items.

### ***APPROPRIATE FOOTWEAR***

*Tennis shoes are required for participation in all activities. No open-toed shoes are allowed for your child's safety.*

## **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.

All after school and full day programs end at 5:30 pm with late pickup ending at 5:45 pm. For full day programs children may be dropped off no earlier than 7:30 am. Any child dropped off before 7:30 am or picked up after 5:45 pm, is considered child neglect, and can be reported to social services.

## **INCLEMENT WEATHER POLICY**

In the event Harrisonburg City Schools are closed due to inclement weather, we will not accept children due to the inability to ensure appropriate staffing. If Harrisonburg City Schools dismiss early due to inclement weather, we will accept children until weather permits otherwise. In the event there is inclement weather on a scheduled school closure, we will post any delayed openings, closings or cancellations on WHSV online as well as our Facebook page.

## **PAYMENT INFORMATION**

### **After School Childcare Program**

A fee of \$50 per child, per month is charged for this program. The monthly program fee is due by the first of each month of service. If the fee is not paid by the due date, a \$5 late payment fee will be assessed.

If you realize that you have enrolled for a month of service that is not needed, a notice of two 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 [scott.erickson@harrisonburgva.gov](mailto:scott.erickson@harrisonburgva.gov)

### **Summer Childcare Program**

A fee of \$50 per child, per week is charged for this program. The weekly program fee is due by the end of business the Friday prior to the week of service. If the fee is not paid by the due date, a \$5 late payment fee will be assessed.

If you realize that you have enrolled for a week of service that is not needed, a notice of two 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 [scott.erickson@harrisonburgva.gov](mailto:scott.erickson@harrisonburgva.gov)

**All fees are subject to change prior to any registration period.**

### **Payment Options**

- Payments may be made in person with cash, check, Visa or MasterCard.
- Payments may be made with Visa or MasterCard by calling 540-433-2474.
- Online - For more information contact Scott Erickson at 540-433-2474 or [scott.erickson@harrisonburgva.gov](mailto:scott.erickson@harrisonburgva.gov)
- Checks may be mailed to:
  - Harrisonburg Parks & Recreation
  - After School/Summer Childcare Program
  - 305 South Dogwood Drive
  - Harrisonburg VA, 22801

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

## **REFUNDS**

All refunds are subject to a cancellation fee of \$10 if a notice of two 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.

## **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.

## **SWIMMING**

A certified lifeguard will be on duty and will not count towards the staff/child ratio. Staff will have designated areas at the pool if they are not in the water with the children. 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. Based on this permission slip, children will be given color coded wristbands to designate where they are permitted to swim.

## **DISCIPLINE POLICY**

1<sup>st</sup> and 2<sup>nd</sup> Disciplinary Action = Warning

3<sup>rd</sup> Disciplinary Action = Parent Conference

After the 3<sup>rd</sup> Disciplinary Action = Suspension / Dismissal from the program

\*Your child may be suspended or dismissed from the program at any time if serious infractions of policy 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 other 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

## **MEDICATION, ILLNESS AND INJURY**

The center will maintain a first aid kit on site, as well as portable kits for field trips and special events.

The center shall have a designated phone or city issued radio to reach emergency services.

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 eye infection
- A communicable disease
- A contagious skin rash
- Vomiting or diarrhea

If your child has head lice, he or she 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 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.

Because of the Drug Control Act specifications about medication administration by non-health care providers, our after school and summer childcare programs cannot administer short or long-term medications. We will only hold and administer medications for life threatening illnesses and emergencies (EpiPens, Albuterol, Inhalers, etc.).

## **ATTENDANCE LIMITATIONS**

Reasons why your child may not be able to attend the After School or Summer Childcare Program:

- Failure to make payments.
- Failure to comply with program policies and procedures.
- Child's temperature is 100° F or over.
- Child has a communicable disease – 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.
- Early dismissal from school resulting from illness.

**Revised 06/29/2015**