

Rockingham County Recreation

**After School Program
Parent Handbook**

2011-2012



Rockingham Department of Recreation



20 East Gay Street
Harrisonburg, VA 22802

[540] 564-3160

FAX [540] 574-5179

Cell Phone: Lacey Spring.....578-1599
Cell Phone: Cub Run.....476-2916
Cell Phone: John Wayland.....476-2918
Phone: Ottobine Elem.....879-3406
Cell Phone: Fulks Run Elem.....476-2919
Cell Phone: Pleasant Valley.....578-6015
Cell Phone: Mt. View.....578-6016

Please note these telephone numbers may only be reached between the hours of
3:00 p.m. – 6:00 p.m.

If you have any questions regarding the program, you must call the
Afterschool cell phone number or Recreation Department 564-3160.

PLEASE DO NOT CALL THE SCHOOL OFFICE

Kathy McQuain
Director, Recreation

Jo Ann Davis
Programs Supervisor

Dear Rockingham County Families:

We would like to welcome and thank you for choosing the Rockingham County Recreation After School program. As we enter a new chapter of our program, we strive to provide your child with a safe and comfortable environment, so they can get the most out of their experience with us.

Our main emphasis is to provide your child with an affordable, fun and safe program during the afternoon hours. One of our key elements is “play”. Through the activities we offer, we are hoping to help your child develop life-long leisure and recreational skills.

Parents are always welcome to observe the program at anytime. If you have any questions or concerns, please feel free to call me at 540-578-1185 or e-mail jdavis@rockinghamcountyva.gov.

Pleasantly Yours,

JoAnn Davis

Administration

The After School program is administered by Rockingham Recreation Department. Concerns and/or questions about this program should be discussed with the after school care provider. If you feel your concerns have not been adequately resolved after discussion with the supervisor, please contact Rockingham Recreation Department at 564-3160 and speak with Jo Ann Davis, Supervisor of the After School program, or Kathy McQuain, Director.

Philosophy and Goals of the Program

The main purpose of Rockingham County After School program is to provide a safe and nurturing environment to students of working/busy parents. The program is open to children in grades pre-K thru 5th grade. Due to the diversity of grade levels, our after school environment recognizes that all children have different needs; therefore, it tries to incorporate a variety of activities for the children. The program will be held Monday through Friday. The program will be closed on inclement weather days and other days as posted. The day will include indoor and outdoor activities, group games, snacks and homework time.

Creative and meaningful play is encouraged to foster positive social interaction among peers. Creativity and self-expression are encouraged in each child, helping each develop a positive self-concept. Limitations and rules will be set and reinforced to help children grow in self-discipline and to enhance their social skills.

No child shall be denied admission to this program based on race, creed, sex, color or national origin.

Program Information and Enrollment

Program Times:

The After School program is designed to supervise children from 3:00 p.m. to 6:00 p.m. by offering organized activities, which are provide in a safe and nurturing environment. Before school care is also available from 7:00 am – 8:00 am (only available at certain locations). During school holidays and teacher work days, the full days of operation will be 7:00 am – 6:00 pm (see schedule for dates) at the following locations only:

- Cub Run Elementary
- John Wayland Elementary
- Mountain View Elementary

**All participants may attend these sites at the regular fee (\$10/day for registered participants and \$25/day for non-registered participants).

Registration Fees:

Registration is required for admission to the program. **A \$50.00 non-refundable registration fee is issued and must be paid at the time of registration.**

Enrollment Requirements:

Before a child can enter the program, the parent/guardian **MUST** submit the following information and payments to **Rockingham County Recreation Department:**

- Complete Registration Form
- Parent Handbook Form & Picture Release Form (Page 13 of the handbook)
- Emergency Medical Care Information & "Authorization Medication Form"
- Registration & Tuition Payment Due One Week Prior to Start Date

(To register for the Summer Playgrounds you must fill out a separate registration form)



Fees

Fees are payable on the first school day of each month. The fee options provided are the ONLY options available. Please choose from one of the options below:

1	Day per week per month	\$30.00 per month
2	Days per week per month	\$45.00 per month
3	Days per week per month	\$65.00 per month
4	Days per week per month	\$85.00 per month
5	Days per week per month	\$100.00 per month

Fee Restrictions & Additional Information:

- Again, there will be a *non refundable registration fee* of \$50 per child.
- The first child in the family will be charged \$100.00 per month and each additional sibling will be charged \$90.00 per month. Only siblings attending **full time** will receive this discount.
- There will be no additional cost for early release days at 1:00 p.m.
- The Afterschool Program will be open on teacher workdays and during school breaks (see calendar on page 10 of this pamphlet) for an **additional fee of \$10 per day** for those currently registered in the program; **all others will be charged \$25 per day.** Registration and payments **MUST** be made one week prior to teacher workdays or school breaks. **Please keep in mind that the full day program, which runs 7am to 6pm, is at the following locations only:**
 - John Wayland
 - Mountain View
 - Cub Run
- There will be **no charge** for month of August or the month of June.
- The full monthly fees will be charged from September thru May *regardless* of school holidays and closings.
- Receipts will be emailed to those who provide an e-mail address. All others will be on a monthly request only.

Late Fee:

A fee will be assessed for any child not picked up by 6:00 p.m. A late fee of \$5.00 will be assessed at 6:01 p.m. with an additional \$5.00 charge for each 15 minutes thereafter-
 (i.e.: 6:16 = \$10 -6:31 = \$15)

Before School Program Fees (where available)

This program runs from 7 a.m. to 8 a.m. Students can be dropped off anytime between those hours in the morning. When making payments for the before school program, you **MUST** choose the number of days your child will attend for the whole month. The fees are listed below and *payment begins the first day of the month and should be received no later than the seventh of that same month.* Additional days can be added to the month, but must be called in one week prior to the date you would like to reserve. **Those Students who are not registered with the after school program will need to pay a \$25 registration fee.**

1	Day per week per month	\$15.00 per month
2	Days per week per month	\$30.00 per month
3	Days per week per month	\$45.00 per month
4 or 5	Days per week per month	\$60.00 per month

**Days that are not used during the month will not be carried over to the next month.

Payment Policy

- Mailing the payment to RCRD, 20 East Gay Street, Harrisonburg, VA 22802.
- Making the payment at the RCRD office anytime Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.
- Depositing the payment in the Drop Box located in the front of the County Administration Building (Please mark envelope RCRD).
- Making payment over the phone using a credit card, either Visa or Master Card, by calling 564-3160 during the office hours listed above. Please have your card ready when calling.
- Making an online payment through the Rockingham County website.

Make checks payable to Rockingham County Recreation & Facilities (R.C.R.D.).

There will be a \$5.00 late fee if payment has not been received by the seventh of each month. Fees more than thirty days overdue will result in dismissal from the program.

Discipline Policy

1. It is the goal of this program to offer fun and structured activities for your child within a safe and healthy environment. Some rules regarding the actions of the children are necessary to ensure safety in this setting. Discipline is only indicated when the safety and welfare of a child and/or their classmates is compromised. Physical and verbal punishment of children is strictly forbidden. The following procedures will be followed concerning the disciplining of students enrolled in this program:
 - a. The child will be reminded of the school rules regarding his/her action and the reason for the rule.
 - b. Child is then re-directed into an alternative activity.
 - c. If the child continues to violate the rule, the child will be placed in a "time-out" area for an allotted time, not to exceed five minutes. The child will return to the group activities after a brief discussion with the supervisor concerning the need for "time-out".
 - d. Continuing behavior problems will be discussed with the parent/guardian during a private conference. Severe behavior problems could result in a call to a child's parent/guardian for immediate pick-up of the child from the program and could result in a child's suspension.
2. Parents and supervisors working together can help a child understand the expectations and boundaries placed on them and to respect property and others around them.



Arrival and Departure Procedure

You must notify the After School Supervisor if your child will be absent on a regularly scheduled day, you can call anytime during the day and leave a voice mail on the after school programs' phone number, located on page two of this pamphlet.



Parents must come to the After School location to escort the children from the area. The sign in sheet **MUST BE INITIALED** indicating that the child has been picked up. Parents are required to provide names, addresses and telephone numbers of two or more persons other than parents to be called for emergency pick-up. Anyone who is not indicated in writing by the parent will not be allowed to pick up a child from school.

If a child is not picked up by 6:15 p.m., the instructor will call the parent. If the parent cannot be located, the emergency contact persons will be notified. In the event a child has not been picked up by 6:30 p.m., Rockingham County Department of Recreation will be notified for further instructions.

In the event that the After School program must close early, radio station WSVB will be notified and an announcement will be placed on the air, or you can check our Facebook page.

Typical Daily Schedule

3:00 – 3:10 p.m.	Sign In
3:10 – 3:45 p.m.	Games in gym (cold or rainy weather) Playground (warm weather)
3:45 - 4:00 p.m.	Wash hands and have snacks
4:00-4:30 p.m.	Quiet time, homework, reading, coloring, etc.
4:30 – 5:00 p.m.	Playtime (Lego's, games, clay, etc.)
5:00 – 6:00 p.m.	Free play in gym or playground

Inclement Weather

The County After School Program is closed whenever Rockingham County Schools are closed due to inclement weather. If schools are dismissed early because of bad weather, the After School program will not operate.



Parent Reminders

There is no specific dress requirement for After School but we do ask that your child be dressed in comfortable and practical attire. Tennis shoes are recommended. Although very popular with young children, dress shoes, sandals and cowboy boots are not practical for play and outdoor activities. Please mark everything belonging to your child with your child's name. Toys should not come to after school. Children should not bring personal items to the After School program. We will not be responsible for damage or loss. If they have personal articles, they must be left in their back pack or given to the supervisor upon their arrival.

Food Policy

The program will provide a light snack each afternoon for the children.

On days when Afterschool is open from 7:00 am-6:00 pm, each child should pack their lunch, 2 snacks and drinks for the day.

Please Note: If your child is allergic to certain foods, especially to nuts, it may be beneficial to provide your child with an additional snack in case they cannot eat the snack provided.





Medication and Health

1. "Authorization to give Medication" form will be completed and signed by the parent/guardian. This form will be kept in the child's records on site.
2. Medications are to be given to the supervisor by the parent or guardian with dosage instructions clearly indicated. Medications must be in the original container. If medication is a prescription then the prescription label must be attached.
3. All medications will remain in a locked container at the school.
4. A written log will be kept by after school staff detailing the dates and times medication was dispensed at school.

Please do not send an ill child to school. The following are recommendations from the Report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics. A child should not be taken from the home when any of the following exists:

- a. Fever (should be free of fever for 24 hours)
- b. Vomiting and/or diarrhea (should be free of diarrhea for 24 hours before returning to school)
- c. Any symptom of the usual childhood diseases-scarlet fever, German measles, mumps, chicken pox, whooping cough
- d. Common cold at onset
- e. Sore throat
- f. Croup
- g. Any unexplained rash
- h. Any skin infection – boils, ringworm, impetigo, scabies
- i. Pink eye and other eye infections.

**Please notify the supervisors upon diagnosis of a contagious disease. We ask your cooperation in this matter so your child and others will be protected from illness and disease.

Rockingham County After-School Calendar – 2011-2012

School Dates & Closings		School will be:	Afterschool / Times
August 23, 2011	First Day of School	Open	*Afterschool Open 3:00pm – 6:00pm
September 5, 2011	LABOR DAY	CLOSED	CLOSED
October 28, 2011	Teacher Workday	Closed	*Afterschool Open 7:00 am-6:00 pm
October 31, 2011	Teacher Workday	Closed	*Afterschool Open 7:00 am-6:00 pm
November 8, 2011	Parent Conference Day	Closed	*Afterschool Open 7:00 am-6:00 pm
November 23, 2011	Early release	1:00 p.m.	**Afterschool Open 1:00 pm-6:00 pm
November 24 2011	Thanksgiving Holiday	Closed	Closed
November 25, 2011	Thanksgiving Holiday	Closed	Closed
December 19, 2011	Winter break	Closed	*Afterschool Open 7:00 am-6:00 pm
December 20, 2011	Winter break	Closed	*Afterschool Open 7:00 am-6:00 pm
December 21, 2011	Winter break	Closed	*Afterschool Open 7:00 am-6:00 pm
December 22, 2011	Winter break	Closed	*Afterschool Open 7:00 am-6:00 pm
December 23, 2011	HOLIDAY	Closed	Closed
December 26, 2011	Winter break	Closed	*Afterschool Open 7:00 am-6:00 pm
December 27, 2011	Winter break	Closed	*Afterschool Open 7:00 am-6:00 pm
December 28, 2011	Winter break	Closed	*Afterschool Open 7:00 am-6:00 pm
December 29, 2011	Winter break	Closed	*Afterschool Open 7:00 am-6:00 pm
December 30, 2011	HOLIDAY	Closed	Closed
January 2, 2012	HOLIDAY	Closed	Closed
January 17, 2012	Early release	1:00 p.m.	**Afterschool Open 1:00 pm-6:00 pm
January 18, 2012	Early release	1:00 p.m.	**Afterschool Open 1:00 pm-6:00 pm
January 19, 2012	Early release	1:00 p.m.	*Afterschool Open 1:00 pm-6:00 pm
January 20, 2012	Teacher Workday	Closed	*Afterschool Open 7:00 am-6:00 pm
February 9, 2012	Early release	1:00 p.m.	*Afterschool Open 1:00 pm-6:00 pm
February 10, 2012	Teacher Workday	Closed	**Afterschool Open 7:00 am-6:00 pm
March 30, 2012	Early release	1:00 p.m.	*Afterschool Open 7:00 am-6:00 pm
April 2, 2012	Spring Break	Closed	*Afterschool Open 7:00 am-6:00 pm
April 3, 2012	Spring Break	Closed	*Afterschool Open 7:00 am-6:00 pm
April 4, 2012	Spring Break	Closed	*Afterschool Open 7:00 am-6:00 pm
April 5, 2012	Spring Break	Closed	*Afterschool Open 7:00 am-6:00 pm
April 6, 2012	HOLIDAY	CLOSED	CLOSED
May 28, 2012	MEMORIAL DAY	CLOSED	CLOSED
June 5, 2012	Early release	1:00 p.m.	**Afterschool Open 1:00 pm-6:00 pm
June 6, 2012	Early release	1:00 p.m.	**Afterschool Open 1:00 pm-6:00 pm
June 7, 2012	Early release	1:00 p.m.	**Afterschool Open 1:00 pm-6:00 pm
June 8, 2012	Teacher Workday	Closed	*Afterschool Open 7:00 am-6:00 pm

***Afterschool Open 7:00 am-6:00 pm** = The Afterschool Program will be open on these days for an additional fee of \$10 per day for those currently registered in the program; all others will be charged \$25 per day. Fees must be paid one week prior. Payments can be cash, check, and credit card and should be paid to RCRD.

****Afterschool Open 1:00 pm-6:00 pm** = The Afterschool Program will be open on early release days for NO additional fee to those registered in the program. All others will be charged \$15.00 per day.

- There will be no charge for the month of August and the month of June, if the registration fees have been paid.
- The full monthly fees will be charged from September thru May regardless of school holidays and closings.
- On days Afterschool is open all day (7am-6pm) each child should pack a lunch, 2 snacks and drinks.
- All day programs are available only at Mountain View, John Wayland, and Cub Run Elementary School.

PARENT HANDBOOK FORM

I, _____ have read, agree to and understand the policies set forth in the After School Program Parent Handbook.

Date: _____

PICTURE RELEASE FORM

My child _____ has permission to be photographed and used in publications by the Rockingham County Recreation Department.

Parent Signature

Date

**This page is for your records. The next page is for RCRD.

PARENT HANDBOOK FORM

I, _____ have read, agree to and understand the policies set forth in the After School Program Parent Handbook.

Parent Signature Date

PICTURE RELEASE FORM

My child _____ has permission to be photographed and used in publications by the Rockingham County Recreation Department.

Parent Signature Date

** Please cut this page out and submit it to Rockingham County Recreation Department.

Exercise Facts for Kids

- Children who are sedentary are much more likely to become obese, which can lead to diabetes, early puberty and other weight-related problems.
- Risks for high blood pressure, type 2 diabetes, and blood cholesterol levels are reduced with exercise. Physical activity also helps children strengthen bones and muscles.
- The American Heart Association suggests children age 2 and over should exercise at least 30 to 60 minutes every day. These periods of exercise do not have to occur in one 30-minute session. Kids can run and play in several sessions that add up to 30 minutes or more.
- Children can engage in many activities that build cardiovascular endurance, strength and flexibility.
- Exercise that produces physical benefits should be of moderate or vigorous intensity. According to the Centers for Disease Control, moderate exercise is activity that is equivalent to walking at a brisk pace, gymnastics, ballet or softball. Vigorous activity is the equivalent of most competitive sports, jumping rope, jogging or running.
- Adults should do their best to make physical activity fun for children. This encourages the continuation of an active lifestyle through adulthood. Participating with your child or setting an example through your own exercise is a great way to encourage kids to lead an active life.
- Try to limit the amount of time children are allowed to spend in sedentary activities such as television or video games.

Rockingham County Recreation offers year-round activities for youth, teens and adults. It is our goal to keep our community healthy and active!

Check out our program guide available on our website:
www.rockinghamcountyva.gov

To read more about health and fitness go to <http://www.livestrong.com/article/40352-exercise-kids/#ixzz1MtXJqzXg>