



# 2020-2021 ELEMENTARY AFTERSCHOOL PROGRAM HANDBOOK

**PARKS & RECREATION**

**MAIN OFFICE:**

20 East Gay Street  
Harrisonburg, VA 22802  
(540)564-3160  
(540)574-5179 (fax)

If you have any questions about the program in regards to registration and enrollment, you must call the Parks & Recreation Department.

**\*PLEASE DO NOT CALL THE SCHOOL OFFICE OR THE SITE PHONE IF TRYING TO ENROLL**

**AFTERSCHOOL SITE PHONES:**

Cub Run	476-2916
John C. Myers	271-1834
John Wayland	476-2918
Lacey Spring	578-1599
McGaheysville	476-1656
Mountain View	578-6016
Ottobine	879-3406
Peak View	476-2917
Pleasant Valley	578-6015

\*Please note these telephone numbers are only answered between the hours of 2:45–6:00pm. Please leave a message for staff to return your call.

**ADMINISTRATION**

The Afterschool program is administered by Rockingham County Parks and Recreation Department. Concerns or questions about this program should be discussed with the Afterschool Site Director. If you feel your concerns have not been adequately resolved after discussion with the Site Director, please contact Rockingham Parks & Recreation Department at 540-564-3160 and speak with the Childcare Coordinators or Recreation Programs Supervisor. Please contact the Parks & Recreation office for more information about registration.

Our program is approved for exemption from licensure by the state of Virginia under section 63.2-1715 of the code of Virginia.

**Dear Parent/Guardian:**

Thank you for choosing Rockingham County Parks and Recreation as your afterschool care provider. For over 23 years, RCPR has provided safe and enjoyable afterschool experiences in a safe and comfortable environment. Our staff strives to meet the diverse individual and collective needs of the participants. Each day your child will have the opportunity for creative, play, project and nutritional time.

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.

This parent handbook will familiarize you with payment options, operating hours, schedules, policies and procedures. We encourage you to take the time to review and become familiar with this information. If you have any questions or suggestions, please feel free to contact our office at 540-564-3160.

Sincerely,

*Rockingham County Parks and Recreation Department*

## **PURPOSE AND PHILOSOPHY:**

Rockingham County afterschool program works in partnership with our families, schools and community to provide a fun and nurturing program that meets the diverse needs of our children in a safe and caring environment.

## **PROGRAM INFORMATION:**

Each participant will have the daily opportunity for:

- *Creative Time*: supervised arts and crafts, drama or music activities
- *Play Time*: active games, sports and fun fitness
- *Project Time*: task-oriented activities to stimulate creativity and challenge skills
- *Snack Time/Unwind Time*: healthy snacks & relaxation time

## **PROGRAM OBJECTIVES:**

- To promote the development and improvement of personal and character skills such as safety, good health, respect, responsibility, caring, fairness, trustworthiness and citizenship
- To promote the development and improvement of social and interpersonal skills such as acceptance of others, cooperation and conflict resolution
- To increase exposure to and knowledge of a variety of recreational and leisure activities
- To have fun with peers in a safe, fun and social environment

## **ABOUT OUR STAFF:**

Our primary concern is the safety and well-being of each child in the program. Staff is selected based on their educational background, experience and commitment to working with children. In addition, staff is required to have criminal history background check, as well as, training in policies and procedures, safety, child development, behavior management and recreation programming. In keeping with our commitment to safety, our staff is certified in First Aid and CPR. At least two staff members must be present at all times during hours of operation. Our staff to participant ratio will be no greater than 1:20 – most of the time our programs strive to exceed that standard with a ratio of 1:15.

## **GENERAL INFORMATION**

### **ELIGIBILITY:**

- Enrolled at one of the schools listed
- Pre-K-5<sup>th</sup> (must be 4 by 9/30)
- Good standings at school and with the Parks & Recreation Department
- Does not have a balance on account with the Parks & Recreation Department

### **GRADES:**

- Afterschool will be closed on teacher workdays and holidays
- Grades Pre-K-5<sup>th</sup> (must be 4 by 9/30)

### **HOURS:**

- 3:00PM-6:00PM Regular School Days
- 1:00PM-6:00PM Early Release Days (not due to weather)

### **LOCATIONS:**

- Cub Run
- John C. Myers
- John Wayland
- Lacey Spring
- McGaheysville
- Mountain View
- Ottobine
- Peak View
- Pleasant Valley

## **REGISTRATION PROCESS:**

REGISTRATION PROCESS CANNOT BE COMPLETED ONLINE.

- All registration information and fees must be received at the RCPR OFFICE in order for registration to be complete. Pre-registration is required. Registration must be completed by one week prior to the first day to enroll for the first day of school.
- A \$50.00 non-refundable Registration fee is required at the time of registration.
- Registrations are accepted on a first-come, first served basis. Space will be limited at each site. Registrations beyond the site's limit will be placed on a **waiting list**.

## PAYMENT AND ATTENDANCE INFORMATION

### RATES & FEES: \*NEW\*

DAYS PER WEEK	MONTHLY FEES
4-5	\$110 / \$95 Siblings
3	\$80
*Days not used during the month cannot be carried over to the next month or week.	

**\*We will no longer offer the Punch Pass option. Parents must sign their child up for 3 days a week or 4-5 days per week options.\***

### PAYMENT INFORMATION:

- Fees are due on the 1<sup>st</sup> business day of each month and must be paid no later than 5:00pm the 7<sup>th</sup> business day of the month.
- Payments will not be accepted on site.
- There will be no charge for months of August or June.
- The full monthly fees will be charged from September thru May *regardless* of school holidays/closings.
- A sibling discount of \$15 per month per child will be applied to accounts of families attending 4-5 days per week (First child - \$110, Second child - \$95, Third child - \$95, etc.).
- No fees will be prorated because of non-attendance.
- **Monthly tuition not received by the last business day of the month will result in dismissal from the program.**
- Service is subject to suspension/termination for non-payment. All payments/late charges must be made before services can resume or registering for any other RCPR activity.
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### PAYMENT METHODS:

- Auto-Debit: Payments can be automatically withdrawn from your debit or credit card each month. Please complete the auto-debit form attached to the registration forms to enroll in this service. There is no additional fee for this service, however if your card is declined and the bill is not paid prior to 5:00pm of the 7<sup>th</sup> business day of the month, a late fee will be assessed. If your card is declined **3 times** (decline, insufficient funds, card number error etc.) you will be removed from the auto debit program and placed in installment billing for the remainder of the school year.
- Online: [www.rockinghamcountyva.gov/recreation](http://www.rockinghamcountyva.gov/recreation) and then click on Registration and Payments
- Walk In: Payments can be made at the Rockingham County Administration Center, Monday-Friday 8am-5pm
- Mail In: Rockingham County Parks & Recreation 20 East Gay Street Harrisonburg, VA 22802. Payment must be received in office by the 7<sup>th</sup> business day
- Phone: Parks and Recreation Office by Visa and MasterCard, Monday-Friday 8am-5pm. 540-564-3160

### LATE PAYMENT FEE:

- Late fees will be assessed at 5:00pm on the 7<sup>th</sup> business day of the month. **NO EXCEPTIONS**
  - 1<sup>st</sup> late payment= \$15 late payment fee **per child**
  - 2<sup>nd</sup> late payment= \$20 late payment fee **per child**
  - 3<sup>rd</sup> late payment= \$30 late payment fee **per child**
  - 4<sup>th</sup> late payment will result in **IMMEDIATE** termination from the program effective the **8<sup>th</sup> business day** of the 4<sup>th</sup> month late

### **REFUND & CANCELLATION POLICY:**

- Payments will not be prorated due to illness, weather, vacation, disciplinary actions, termination, or non-use, etc.
- Withdrawal requests must be made with the main office prior to the last day of the month. You can make this request by calling the recreation office at 540-564-3160 and speaking with the Childcare Coordinators.
  - Failure to contact the main office will result in fees continuing to accrue; parents will be responsible for any balances remaining.



### **PROGRAM ATTENDANCE POLICY:**

Parents must notify the Afterschool Site Director if your child will be absent on a regularly scheduled day. You may call anytime during the day and leave a voicemail on the afterschool programs' phone number located on page two of this handbook.

### **SIGN IN / SIGN OUT:**

To ensure the safety of all our participants, consistent communication between staff and parent and accurate record keeping, we require that parents/authorized persons sign in/out their child each day/time of attendance.

- Participants will only be allowed to leave the program with someone other than the parent/legal guardian if written notification from the parent/legal guardian is provided.
- Participants are only to be signed out by an individual listed as an authorized pick up person.
- All authorized pick up persons must be prepared to show picture identification at time of pick up.
- Authorized pick up persons must come into the facility to escort the participant from the afterschool site.

### **LATE PICK UP POLICY:**

- All Afterschool programs close promptly at 6pm. Each participant must be picked up by 6pm. Please arrive on time or make other arrangements for on-time pick up.
- Participants not picked up by 6pm will be assessed a late fee of \$5 plus \$1 for each additional minute. Fees will be collected by the Rockingham County Parks and Recreation Department (**not on site**) and are unable to be auto debited with the monthly fee. **You will have 3 business days to pay the late pick up fee or your child will not be permitted to attend the program until the balance is paid.** Payments can be made by phone or at the Recreation Department. Unpaid late pick-up fees can result in a monthly late fee if not paid promptly.
  - Example: Pick up at 6:05pm=\$10 late fee; Pick up at 6:20pm=\$25
- If a participant is not picked up by 6:05 p.m., Afterschool staff 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. the Rockingham County Sheriff's Department will be contacted.

### **LATE PICK UP PENALTIES:**

- 1<sup>st</sup> time: Late pick up fee assessed, verbal warning
- 2<sup>nd</sup> time: Late pick up fee assessed, written warning
- 3<sup>rd</sup> time: Late pick up fee assessed, 3-day suspension from program
- 4<sup>th</sup> time: Late pick up fee assessed, 1-week suspension from program
- 5<sup>th</sup> time: Termination from program

### **INCLEMENT WEATHER POLICY:**

**(Includes, but is not limited to: snow, tornado, power outage)**

\*If school is released early or closed due to weather there will be **NO** afterschool program

Updates can be found at:

- Radio station WSVA & other local radio stations
- Rockingham County Parks and Recreation Facebook and Twitter page
- Rockingham County Parks and Recreation Department Office 564-3160
- Emails may be sent to the ones on file

## **FOOD POLICY:**

- The Afterschool program provides a light, healthy snack each afternoon.
- Please Note: If your child has a food allergy, especially nuts, it may be beneficial to provide your child with an additional snack in case they cannot eat the snack provided.

## **PROGRAM SCHEDULE:**

The Afterschool program is open to children in grades Pre-K thru 5<sup>th</sup> grade. Due to the diversity of grade levels, our Afterschool environment recognizes that all children have different needs; therefore, we incorporate a variety of activities. Where possible, the participants are divided by age for appropriate activities. Typically, groups are divided by grade: Pre-K to 2<sup>nd</sup> grade and 3<sup>rd</sup> to 5<sup>th</sup> grade.

This schedule is an example of a typical day in the Afterschool program and is subject to change.

- 3:00-3:15pm Sign In: Get settled and divide groups
- 3:15-3:45pm Play Time: Active Games, Sports, Fun Fitness (Either in Gym or outdoors)
- 3:45-4:00pm Snack Time: Snacks (provided)
- 4:00-4:30pm Homework Time: for students with homework; **Quiet time:** for those students without homework
- 4:30-5:00pm Creative Time: supervised arts/crafts, drama or music
- 5:00-5:30pm Project time: task oriented activities for creativity or challenge skills
- 5:30-6:00pm Kids' Choice Time: Kids choose either creative, play or project time

## **CHILDREN'S DRESS CODE / PERSONAL BELONGINGS:**

Students will follow the Rockingham County Schools dress code.

- 1) Clothing which exposes undergarments;
- 2) See-through apparel;
- 3) Clothing that exposes the midriff, lower back, cleavage, or bare chest;
- 4) Strapless tops or tops with spaghetti straps;
- 5) Dresses, skirts, pants, or shorts that are shorter than the student's mid-thigh;
- 6) Hats, hoods, or head coverings inside the school building, unless they are required for religious or medical reasons;
- 7) Sunglasses or other obscuring glasses inside the school building, unless they are required for medical reasons;
- 8) Spiked accessories or wallet chains;
- 9) Extremely tight pants worn without clothing which covers the student to mid- thigh, including, but not limited to: yoga pants, leggings, spandex shorts, compression shorts, "jeggings," or tights.
- 10) Jewelry, including facial or body piercings, that is actually or likely to be disruptive, distracting, or hazardous to the student or other students in the student's presence;
- 11) Dress that promotes, depicts, or in any way affirms, explicitly or implicitly, drugs, tobacco, alcohol, or illegal activity, including gang activity;
- 12) Dress that promotes, depicts, threatens, or in any way affirms, explicitly or implicitly, violence, profanity, vulgarity, or sexually implicit or explicit messages; and,
- 13) Dress that promotes or depicts discriminatory messages or practices or that denigrates a particular group of people.

Please mark everything belonging to your child with their name. **Rockingham County Parks and Recreation will not be responsible for damage or lost items.**

## **SICK CHILD & HYGIENE:**

Please do not send an ill child to the Afterschool program. If your child was absent from school they cannot attend the Afterschool program. The following are recommendations from the Report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics.

A child will be excluded from the Afterschool Program when any of the following exists:

- Fever (should be free of fever for 24 hours without fever reducing medications)
- Vomiting or diarrhea (should be free of both for 24 hours before returning to school)
- Any symptom of the usual childhood diseases-scarlet fever, German measles, mumps, chicken pox, whooping cough
- Common cold at onset
- Sore throat
- Croup
- Lice
- Bed bugs
- Any unexplained rash
- Any skin infection – boils, ringworm, impetigo, scabies
- Pink eye and other eye infections



**\*\*Please notify the staff 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\*\***

## **BATHROOM ACCIDENTS:**

Children must be able to use the restroom on their own and clean and dress themselves independently. Should a child have an accident, parents/guardian will be called for **immediate** pick up for sanitation purposes, unless the child already has a change of clothes packed with their belongings. If this is a reoccurring issue the child may be dismissed from the program without a refund.

## **MEDICATION:**

- Medication Authorization form must be completed and signed by the parent/guardian and child's physician if it is medically necessary for a participant to have medication on site. This form will be kept in the child's records on site.
- Medications must be in the original container with the original, in date prescription label
- Medications are to be given to the site director by the parent or guardian with dosage instructions clearly indicated.
- All medications will remain in a locked container at the school.

A written log will be kept by after school staff detailing the dates and times medication was dispensed at our afterschool program.

## **HEAD INJURY POLICY:**

Due to the nature of severity at times with head injuries, if your child experiences a head injury of any kind you will be notified by phone immediately.

## **BEHAVIOR MANAGEMENT POLICIES AND REGULATIONS:**

Rockingham County Parks & Recreation is committed to providing a safe, positive and respectful environment to all our patrons. Participants and parents are expected to follow the **CODE OF CONDUCT & RULES TO PLAY BY**, as well as all applicable afterschool Rules and Regulations, to ensure a positive experience for all. We take a constructive approach to discipline and our staff regularly reviews the rules with participants. Please, immediately report to staff any uncomfortable or threatening situations you or your child may experience in our programs. The department makes every effort to promptly resolve any inappropriate behavior.

### **CODE OF CONDUCT:**

Participants, parents, staff and volunteers are expected to:

- Be respectful, courteous, and considerate of others at all times.
- Communicate in an appropriate manner. Refrain from using abusive or foul language/gestures, harsh words, yelling or harassing others.
- Be responsible for their actions and understand that irresponsible behavior will result in disciplinary action.
- Refrain from deliberately causing harm to oneself or others.
- Never jeopardize the health and safety of others.
- Be respectful of the property of others & the site.

### **Rules To Play By:**

- Be a good listener
- Leave valuables at home
- Be a good sport
- Be attentive
- Be friendly and respectful
- Make new friends
- Respect the property of others
- Have FUN!!

As a participant, I will:

- Follow the program's CODE OF CONDUCT & RULES TO PLAY BY
- Follow directions and cooperate with staff
- Be nice and not bully, tease, pick on, kick, bite, hit or fight with others. I will show respect to all people
- Use program equipment, supplies and facilities in a safe and respectful manner

As a parent, I will:

- Serve as a good role model and example for my child
- Teach my child the CODE OF CONDUCT & RULES TO PLAY BY
- Provide staff with all requested information in a timely manner
- Assure my child departs the program site on time
- Show respect for staff and participants and not interfere with staff or volunteer duties



**DISCIPLINARY ACTIONS FOR PARTICIPANTS MAY INCLUDE:**

(depending on the severity of the incident):

- Alternate Behavior Management Techniques: Positive Reinforcement/Natural Consequences, etc.
- Redirection
- Time Out
- Written Discipline Reports
- Written Behavior Plans
- Phone call to parent
- Parent conference
- Suspension and/or dismissal from the program

**DISCIPLINARY ACTIONS FOR PARENTS FOR INAPPROPRIATE BEHAVIOR MAY INCLUDE:**

- Warning: verbal or written
- Suspension and/or dismissal of your child from the program
- Suspension of parent

Rockingham County Parks & Recreation reserves the right to call parents/guardians to pick up their child if the child is having difficulty functioning cooperatively with others, is unable to participate in group exercises, or is a threat to the safety of themselves or others. If the techniques listed in our Behavior Management Policy do not correct a child's behavior, then the child could be either suspended or permanently removed from our program with less than 24 hours' notice.

**DISCIPLINE POLICY:**

1<sup>st</sup> & 2<sup>nd</sup> Disciplinary Report=Warning

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

4<sup>th</sup> Disciplinary Report=Suspension or 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.

- Use of profanity
- Inappropriate touching
- Disregard for program rules or staff directions
- Disrespect for authority and other participants
- Displaying obscene gestures or inappropriate attire
- Possession of alcohol, drugs, drug paraphernalia or weapons
- Defacing property
- Theft or unauthorized possession of other participants, school or facility property
- Acts or threats of violence or bodily/physical harm directed towards staff or other participants

## RCPR AFTERSCHOOL QUICK FACT INFORMATION SHEET

### PAYMENT / LATE FEE INFO: (PAYMENTS WILL NOT BE ACCEPTED ON SITE)

- Fees are due on the first business day of each month and must be paid no later than 5:00pm on the **7<sup>th</sup> business** day of the month.
- Late fees will be assessed at 5:00pm on the **7<sup>th</sup> business** day of the month. **NO EXCEPTIONS!**  
**1<sup>st</sup> late payment**= \$15 late payment fee **per child**    **3<sup>rd</sup> late payment**= \$30 late payment fee **per child**  
**2<sup>nd</sup> late payment**= \$20 late payment fee **per child**    **4<sup>th</sup> late payment** will result in termination from program
- **Payment Options:**
  - **Installment-** Payments can be made online, mail in (must receive by 7<sup>th</sup> business day), in person, or by phone
  - **Auto Debit-** Payments can be automatically withdrawn from your debit or credit card each month. Please check your statement you received via email to confirm you payment

### EARLY RELEASE DAYS:

- The Afterschool Programs will be open from 1:00-6:00pm on early release days at no additional fee.

### INCLEMENT WEATHER:

Information found on Local radio stations, Facebook, RCPR office and emails may be sent to the ones on file

- Early School Dismissal (**because of weather**): Afterschool programs are **CLOSED**
- School Closed: Afterschool programs are **CLOSED**

### AFTERSCHOOL PHONE NUMBERS:

- Please call and leave a message on the Afterschool phone if child **will not be attending** on a scheduled day.

Cub Run	476-2916	Lacey Spring	578-1599	Ottobine	879-3406
John C. Myers	271-1834	McGaheysville	476-1656	Peak View	476-2917
John Wayland	476-2918	Mountain View	578-6016	Pleasant Valley	578-6015

### REMINDER:

- Full monthly fees will be charged for December and March despite scheduled school breaks. To offset this we do not charge for August or June.
- If you need to increase/decrease the number of days per month your child will be attending the program, please contact the RCPR office at 564-3160. Changes must be made **before** the first day of the month.

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- Displaying obscene gestures or inappropriate attire
- Possession of alcohol, drugs, drug paraphernalia or weapons
- Defacing property
- Theft or unauthorized possession of other participants, school or facility property
- Acts or threats of violence or bodily/physical harm directed towards staff or other participants

