

Aft er school Pr ogr am

Par ent Manual

A comprehensive guide to assist you and your child in having a successful experience with Si View Metro Parks.

425.831.1900

[Www.siviewpark.org](http://www.siviewpark.org)

Si View Metro Parks
P.O. Box 346 / 400 SE Orchard Drive
North Bend, WA 98045

After School Program 2008-2009
Parent Manual

Si View Metro Parks welcomes you and your family to our After School Program. We are looking forward to many new adventures and friendships. This manual will provide you with information about our program and our operating policies and procedures. Please take the time to review this information prior to the start of the school year. If you have any questions or concerns at any time, please feel free to contact our program staff at the Si View Community Center.

Program Location

Si View Community Center
400 SE Orchard Drive
North Bend, WA 98045
Phone: 425-831-1900

Youth Program Administration

Ryan Daly
Youth & Athletic Coordinator
e-mail: rdaly@siviewpark.org

Si View Metro Parks is pleased to offer our After School Program for children in grades K-5. Our After School Program promotes safe, healthy fun in a creative and challenging environment. Children will participate in a variety of activities including imaginative and active play, teambuilding, arts and crafts, cooking projects, nature and outdoor activities, fitness and sports.

Children will receive a light snack when they arrive at Si View each afternoon. Homework assistance and a designated homework “quiet area” are available each day. In addition, the After School Program will support learning with projects that compliment academics and school curriculum. Children will participate in hands-on experiential learning opportunities that promote fun, creativity, camaraderie and self-confidence.

The After School Program follows the Snoqualmie Valley School District calendar and will be closed on all “No-School Days.” The After School program fees include the Friday early release days. Transportation to the Si View Community Center will be provided by the Snoqualmie Valley School District from Snoqualmie, Opstad and North Bend Elementary Schools. It is the parental responsibility to ensure transportation to and from the Si View Community Center.

Registration and Enrollment

Participants

The After School Program is open to children in grades K-5 for the 2008-2009 school year.

Registration

Program registration will begin August 20, 2008 for daily, weekly, and monthly registration. Hours for registration are Monday thru Friday 9:00AM-5:00PM or online at www.siviewpark.org.

Registration is on a first-come, first-served basis, depending on space availability. It is the responsibility of the parent/guardian to keep their child's file updated with current information. The following items must be completed on file at the Si View Metro Parks district office at least two (2) weeks prior to attendance in the program.

- Enrollment Form
- Liability Waiver
- Payment Responsibility Agreement

Program Hours

The After School Program operates from the time of school release or 3:30PM-6:00PM, Monday-Thursday. Early release Friday program begins at approximately 1:15PM and ends at 6:00PM. Friday early release hours are included in the monthly program and fee. During these hours, children will be taking part in activities based upon recreational themes and projects consisting of arts & crafts, recreation and physical fitness games, science and nature, swimming, and other exciting events.

Payment Information, Fees, and Refunds

Payment Deadlines

After School Program fees are due at the time of registration. Monthly payments are due by the 25th of the preceding month. If we do not receive payment your spot will be forfeited to the next person on the waiting list. Payments are accepted in the form of cash, check, or credit card (MC or Visa). Please make checks payable to the "Si View Metro Parks" or "Si View MPD." Payments must be received in full. Partial payments and/or multiple party payments will not be accepted.

Any payments received after the 25th of the preceding month of enrollment will be assessed a \$20.00 late fee per child.

Checks returned to the Si View Metropolitan Park District will be assessed a \$15.00 service charge.

Program Fees

The following fees are based on a per month charge (limited to 25 participants):

K-5*	M-F	Sep 3-30	School Release – 6:00PM	\$174
K-5*	M-F	Oct 1-31	School Release – 6:00PM	\$189
K-5*	M-F	Nov 3-26	School Release – 6:00PM	\$164
K-5*	M-F	Dec 1-19**	School Release – 6:00PM	\$130

*Afternoon Kindergarten Only

*No Programs on October 12, Nov.11, 27 & 28 (See No School Day Camp for care)

**Does not include Winter Break

Special After School Program Rates

Children are welcome to attend the After School Program for just one week, or just one day as needed. Pre-registration is required and registrations must be complete one business day in advance of attendance. There is an extra fee to attend the program on field trip days. Each of the following special program days/weeks are limited to 5 participants per program offering.

<u>Special Rates</u>	<u>Dates</u>	<u>Fee</u>
Daily Rate	Varies	\$12
Early Release Daily Rate	Fridays	\$20
Weekly Rate	Varies	\$50
Parent Conference week	Nov. 24-26	\$50

Late Fee Charge

Any unregistered participant in attendance or late registration will be assessed a \$20 late fee per child (including daily, early release, and weekly registrations).

There will be a late charge of \$1.00 per minute for those children not picked up by 6:00PM. Payments for late-fees are due the next business day. Your child may not return to our program until payment is received. King County Child Protective Services will be called if the child is not picked up by 7:00PM.

Refunds

Requests for refunds must be made in writing and should give the name of the child, program date(s), and reason for the refund. **Refund requests will only be accepted with a minimum prior two-week notice.** Special circumstances, such as serious illness or injury will be considered when processing refund requests. There will not be a discount or a refund for days missed.

Daily Information

Check-Out Procedures

For the children's safety, a parent or guardian must accompany all children at departure time. Each child is required to be signed-out each day. A sign-out sheet will be kept at the community center front office. Children will only be released to those individuals authorized by the parent's written permission or to the individuals stated on the registration form. Photo identification may be required at time of pick-up.

Snack

An afternoon snack will be served at 3:45PM daily. Children that leave the program before this time will not receive a snack.

Reporting Absences

Please notify the Si View Community Center at 425-831-1900 when your child will not be in attendance for the day.

Contacting Your Child during program hours

Participants and Program staff cannot be reached directly. If you have a message for your child, please call the Si View Metro Parks district office and ask to speak with Ryan Daly. If you are trying to reach your child in an emergency situation, please inform the front desk staff of the situation when you call and you will be put through to next available supervisor.

Field Trips and Swimming Information

Field Trips

The After School Program will have occasional field trips. The cost of the field trip is included in the monthly camp fee. Daily/weekly fees may be increased to accommodate field trips.. Please do not send money with your child for the field trips, as they are not to purchase snacks, souvenirs, etc. Please make sure that your child is here on time. We do not have alternative daycare for your child if they miss the field trip.

Swimming

Early release Fridays include several swim days. Children swimming in the deep areas will be required to pass a swimming test conducted by the lifeguards on duty. On swimming days, Children should bring a swimsuit, towel, and sunscreen. Goggles are optional, but recommended. Please do not send toys or other water items to camp. We have plenty of items that may be used in the water.

Field Trip Bus Policy

The bus rules have been developed to ensure the safety of your child and other children while traveling. Children must remain in their seats at all times. Open containers of food or drinks are not permitted on the bus. In addition, children may not eat or drink while traveling in the bus. Children must maintain quiet conversations. Children must keep their hands inside the vehicle at all times. Children are not to make inappropriate gestures to passing motorists. Misbehavior on the bus may result in your camper not being permitted to attend the next field trip. Children may be immediately dismissed if behavior threatens the safety of themselves, fellow Children, or staff.

What to Bring and Wear

To ensure your child's safety, please send them in active play clothing each day. Preferably, children should be wearing tennis shoes or at the minimum shoes that allow them to actively participate in the activities.

Please provide the following:

- Participants should bring extra clothes suitable for a change in weather (jackets, shorts, sweatshirts, etc.).
- Please send a large sack or backpack with the child's name on it to hold camp belongings each day.
- Please mark all personal items with the child's name for easy identification. Clothing left at the center will be placed in the 'lost and found'. Unclaimed items will be taken to Northwest Center on a weekly basis.
- Please bring a water bottle each day labeled with the camper's name.
- On swimming days children should bring a swimsuit, towel, and sunscreen.

What not to bring:

- **Mobile phones and/or other electronics (mp3 players, ipods, personal CD players, etc.)**
- Please do not allow you child to bring toys and/or valuables unless special arrangements have been made with program staff. Our facility and staff will not be held responsible for items that become lost, broken, or stolen.
- Toy weapons and guns are not permitted. Possession of these items will result in an automatic and indefinite suspension from the program.
- Do not send money with children. Our programs do not permit children to play video games, eat candy, or chew gum during program hours.

Illness and Medication Information

In the event of illness, parents must have alternative plans for childcare. Children not well enough to follow the day's routine (including outside activities) must not attend the program. This includes, but not limited to children with the following symptoms of illness:

- Fever
- Sore Throat
- Active Rash
- Discharging Eyes
- Nausea, Diarrhea
- Stomach Pain

If children become ill during program hours, a parent/guardian will be notified and asked to pickup their child. Parents should establish an alternate plan for their child if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday.

Contagious Disease

Parents are to inform a program supervisor IMMEDIATELY, when their child contracts a contagious disease (including but not limited to, ringworm, chicken pox, conjunctivitis, mumps, measles, viral infections, and lice) or is exposed to one. We will then post a notice to alert parents. Children being treated with antibiotics for a contagious disease may not return to our facility until the danger of infecting others is over.

Administration of Medicine

Prescription and non-prescription medication will only be administered with a completed medication authorization form on file and signed by the parent/guardian. Medication brought to the facility must be in its original container and must be CLEARLY labeled with the child's name, description of medication, physician's name, and dosage.

Please do not leave medication in the possession of your child or in your child's lunch.

Injuries

Our staff will treat all minor injuries, and parents will be notified at the time of pickup. If the staff determines that the camper should receive medical treatment, a parent/guardian will be notified immediately.

Emergency Procedures:

In case of serious illness or injury, the following procedures will be used:

1. Administer First Aid/CPR
2. Call 911
3. Contact parent or emergency contact
4. Transport to nearest hospital (if necessary)
5. File accident/medical report

Discipline Policy

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that govern our facilities, program/staff and the behavior of each child. The following procedures will be used when handling discipline situations:

First incident of continued disruptive behavior:

- A verbal warning will be issued and the child will be encouraged to continue playing.
- If the situation continues a time-out will be issued.
- The child will be asked to sit out from the group for a designated amount of time not to exceed 15 minutes.
- A staff person will talk with the child informing them that their behavior is not appropriate and to think about their actions.
- The child will resume play when the behavior is corrected.
- A parent/guardian will be notified of the situation when they arrive to pick up their child.

If the situation/problem continues following first time-out:

- A second time-out will be issued.
- The steps outlined above will again be followed.
- A parent/guardian will be notified of the situation when they arrive to pick-up their child.

If the situation/problem continues following the second time-out:

- A third time-out will be issued. The child will not return to the group. A youth program administrator will meet with the staff and the child to discuss the situation.
- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be suspended for the remainder of the day's activities. The child may also lose field trip privileges for the week.
- Parents will be notified that further situations/incidents may result in a one-week suspension from the program.
- A Staff-Parent conference will be required before the child returns to the program.

If the situation/problem continues following the one-day suspension:

- The child will be removed from the group.
- A youth program administrator will meet with the staff and the child to discuss the situation.
- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be suspended from the program for five days.
- Parents/guardians will be notified that further situations/incidents may result in permanent dismissal from the program.
- A Staff-Parent conference will be required before the child returns to the program.

If the situation/problem continues following the five-day suspension:

- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be permanently removed from the program.

We reserve the right to dismiss a child IMMEDIATELY if we experience extreme discipline problems. Such problems may include, but are not limited to, fighting, physical violence toward Children or other

staff, bringing weapons to camp, physically or verbally threatening others, and putting themselves, or other Children, and staff members in an unsafe situation.

It is important to maintain the cleanliness and safety of the building so that we can preserve the facility for years to come. If your child damages any part of the building, i.e, puts holes in wall, uproots trees, breaks windows, etc., the Parks District reserves the right to bill parents/guardians for the repair costs.

