

# Before & After school Program

## Si View Location

North Bend Elementary  
Snoqualmie Elementary  
Opstad Elementary  
Cascade View

## Fall City Location

Fall City Elementary

2011-2012



# Parent 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

**Before & After School Program 2011-2012  
Parent Manual**

Si View Metro Parks welcomes you and your family to our Before & After School Programs. 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 Locations

**NBE/SES/OES/CVES**

Si View Community Center  
400 SE Orchard Drive  
North Bend, WA 98045  
Phone: 425-831-1900  
\*Before & After School Program

**Fall City Elem.**

Fall City Elementary  
33314 SE 42nd  
Fall City, WA 98024  
Phone Si View: 425-831-1900  
\*After School Program only

Si View Metro Parks is pleased to offer our Before & After School Program for children in grades K-5. Our programs promote 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 the designated site each morning and/or 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 learning opportunities that promote fun, creativity, camaraderie and self-confidence.

The Before & After School Program follows the Snoqualmie Valley School District calendar and will be closed on all "No-School Days." The After School program monthly 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 call the school to ensure transportation to the Si View Community Center.

**Registration and Enrollment**

Participants

The Before & After School Program is open to children in grades K-5 for the 2011-2012 school year.

#### Registration

Children who have not been completely registered (paperwork filled out, fees paid, & registered via phone, online or in person) will NOT be admitted into the program.

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 item must be completed on file at the Si View Metro Parks district office at least one (1) week prior to attendance in the program.

- Enrollment Form

#### Program Hours

The **Before School Program** is available 6:30am to School Start for Kindergarten-5<sup>th</sup> grade for students attending NBE, SES, OPE. Participants will be dropped of by parents at the Si View Community Center.

The **After School Program** is available for Kindergarten-5<sup>th</sup> grade and operates from the time of school release (3:30PM)-6:30PM, Monday-Thursday. Early release Friday program begins at approximately 1:15PM and ends at 6:30PM. Friday early release hours are included in the monthly and weekly 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

Before & After School Program fees are due at the time of registration. \* Checks returned to the Si View Metropolitan Park District will be assessed a \$15.00 service charge.

#### \*Daily:

Before School Program-

- Child must be signed-up for the program by noon the day before or will be charged a \$3.00 processing fee.

After School Program-

- Child must be signed-up for the program by noon the day of or will be charged a \$3.00 processing fee

#### \*Weekly:

Before School Program-

- Child must be signed-up for the program by the first school day of the week by 6:00AM or will be charged a \$3.00 processing fee.

After School Program-

- Child must be signed-up for the program by the first school day of the week by noon or will be charged a \$3.00 processing fee.

#### \*Monthly:

Before School Program-

- Child must be signed-up for the program by the first school day of the month by 6AM or will be charged a \$3.00 processing fee.

After School Program-

- Child must be signed-up for the program by the first school day of the month by noon or will be charged a \$3.00 processing fee.

### How to Pay

To pay for a program, you can call by phone at 425.831.1900 or e-mail at [info@siviewpark.org](mailto:info@siviewpark.org) or fax your payment to 425.831.1442.

### Program Fees

(Program runs entire school year, see flyers for additional months)

For fee schedule look on the website; printed quarterly guide; or ask at the district office.

### Late Fee Charge

There will be a late charge of \$1.00 per minute for those children not picked up by 6:30PM. 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 In/Out Procedures

**Before School Care:** The facility will open each morning at 6:30am; children may be dropped off any time prior to 8:00 and must be signed in with staff immediately upon arrival. Children will be signed out of the Before School Program by a school administrator or designee.

**After School Care:** For the children's safety, a parent or guardian must accompany all children into the building upon departure time. Each child is required to be signed-out each day. A sign-out sheet will be kept with the program staff. 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

A morning & afternoon snack will be served daily. (oatmeal, granola bars, chips, pretzels, fruit, etc.)

### Reporting Absences

Please notify the Si View Community Center at 425-831-1900 when your child will not be in attendance for the day. This is very important when we are expecting everyone from a different site.

### 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. 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.

### 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.

### **Inclement weather**

**If schools are open, but running late**, the Si View Community Center, Pool and Annex Office will open at 10:00 am. The Si View Before School Program will be open at 6:30am until school starts. All other programs and activities scheduled to begin before 10:00 am will be cancelled. Programs and activities scheduled to begin at 10:00 am or later will start at their normal program time.

**If schools are closed**, the **Before & After School Program** and all programs scheduled to begin before Noon will be cancelled. A decision on the status of all other late-afternoon and evening programs will be made by Noon.

**If schools close early**, all evening programs and activities will be cancelled and the Si View Community Center and Pool will close early.

\*If a school closure is issued by the SVSD during the program hours of Before School Care the program will be canceled and parents will be called immediately to pick up children prior to 9:30am. If a late start is given by the school district during the Before School Program hours, the program will extend its hours to accommodate participants.

### **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       | • Discharging Eyes |
| • Sore Throat | • Nausea, Diarrhea |
| • Active Rash | • 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:

### **Daily steps for disruptive behavior:**

- 1) A verbal warning, child will be encouraged to continue playing.
- 2) Away from group to write how actions will change.
- 3) Angela's office/ parents called.
- 4) Further discipline / suspension possible.

### **Students and parents let's work together on good behavior!**

#### **If continued disruptive behavior**

- 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.

#### **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 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.

**Before & After School Rules:**

**BIG 3**

- Follow Directions
- Keep hands, feet, & objects to self
- Have Fun!

**Gym Time / Getting Started**

- Backpacks to cubbies, line-up on green line
- No climbing on mats
- No standing on scooters
- No one on stage unless you ask/no climbing up or jumping of stage

**Transition Time**

- Go to the bathroom
- Get a drink
- Wash hands
- Be ready for next activity

**Playground Rules**

- Feet first on slide
- No throwing rocks, putting rocks on the slide, or dropping on people
- Follow safety directions

**Homework Time / Fireside**

- Reading or Homework
- Stay seated raise hand for help
- Chairs are for sitting forward
- Clean-up area before dismissal

**Please sign and return to program staff.**

I have read and understand all information contained in the Parent Manual and hereby agree to the terms, conditions and policies. I understand that I am ultimately responsible for providing my child(ren) with the necessary supplies, equipment, and knowledge of the Before & After School Program requirements and policies.

\_\_\_\_\_

Parent/Guardian Name (in print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Name(s) of attending child(ren)

Grade

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_