

Seven Hills Recreation Center

Before & After Care Program / Kids Day Off Camps

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This handbook contains information regarding our Before and After School Program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in our program. It will answer many questions you have about the Seven Hills Community Recreation Center and this program.

Philosophy and Goals

The Seven Hills Before and After School Program was established to provide a quality, safe environment for children grades K-8, before and after school day hours. We will provide a caring environment that is conducive to the learning levels of each child. We strive to support their continual growth through various recreational activities indoors and outdoors. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical, and emotional growth through creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your child.

Admissions

A child is considered to be enrolled in the center only after the registration fee has been received along with the proper registration form, the administrator confirms the availability of space and the required paperwork is received, including basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file.

This is for the safety of your child.

The emergency form must be completed and returned. If the emergency form is not received prior to the first day of attendance, your child will not be able to attend the program until the form has been received.

- Request for Medication (During the summer for sunscreen or if necessary for medication during the school year)
- Emergency Medical Authorization Form

Hours and Days of Operation

Before and After School Program Hours:

Before School: Monday - Friday; 6:30-8:45am

After School: Monday – Friday; 3:00-6:00pm

These are start and stop times for this program. Parents who leave their children later than the stop time for the program will be billed (See Late Pick-Up Charges).

The Seven Hills Community Recreation Center's lobby, gym, fitness room, locker rooms and track are open Monday – Friday; 5:30am-9:00pm, Saturday; 8:00am-8:00pm, and Sunday; 12:00pm-6:00pm. Information about daily passes and yearly membership fees are available at the front desk in the lobby.

Holidays

The Before and After School program at the Seven Hills Community Recreation Center will be closed as scheduled during winter break in December, January, spring break in March or April, depending on the schedule.

**However, keep an eye out for break camps, the Recreation Center typically offers camp programming at various times when school is not in session (i.e. Winter, Spring, and Summer breaks, and Kids Days Off). **

Staff/Child Ratios and Maximum Group Size

The Seven Hills Community Recreation Center will not exceed the following state required ratios:

School age children-1:18

Because we desire to provide a higher level of quality care, we will strive to maintain at least a 1:12 ratio in the school age program.

The maximum group size is as follows:

School age children- 36

Maximum group size is defined by the number of children in one group that may be supervised at any time. Limitations do not include lunch time, outdoor play or special activities.

Bus Schedule Information

Green Valley, Dentzler, and Hillside

The children enrolled in the Before and After school program will be picked up from the Recreation Center for Before Care. The children enrolled in the After Care school program will be dropped off at the Recreation Center. When we receive the schedule from transportation, you will get the information. This information is given to us on the first day of school by the PCSD Transportation Department.

Program Coordination with the Schools

Each school will receive a roster with the names of the children from their school that are enrolled in both the Before and After School program on the Friday prior to the week the roster indicates. **Please register and pay, for the “next week” by the previous Thursday.** This will ensure that both the Seven Hills Recreation Center and the schools are on the same page in terms of which students are enrolled in the Seven Hills Before and After School Program. If your child's schedule for the program changes suddenly or deviates from their normal schedule, please contact the school and the Recreation Center as soon as possible so your child's attendance can be accounted for. We are open on early release days and closed when school is closed.

*****IT IS VERY IMPORTANT THAT YOU PROVIDE A SCHEDULE OF DAYS YOUR CHILD WILL BE HERE FOR FULL OR PART TIME, AS THIS IS HOW WE CAN PROPERLY SCHEDULE STAFF.*****

Breakfast

We offer breakfast for purchase during Before Care, 6:30am to 8:30am. The cost is \$3 per day. The menu consists of, granola bars, fruit cups, waffles, French toast sticks / pancakes / cereal, and drink of their choice (changes based on seasonal availability and product availability).

Daily Schedules

Before School Schedule:

- | | |
|----------------|--|
| 6:30 - 7:15am; | Arrival time for children, free choice |
| 7:30 - 8:10am; | Small group activity, small art activity, exploration of activities, board games |
| 8:10 - 8:20am; | Finish activity, clean up, and group time |
| 8:20 - 8:25am; | Line up for bus |
| 8:25 - 8:45am; | Busses arrive to transport children to school (Parma City Schools) |

After School Schedule:

3:00 - 3:45pm;	Arrival time for children, check in, and restroom break
3:45 - 4:00pm;	Snack is served, announcements
4:00 - 4:30pm;	Dedicated homework time (help available)
4:30 - 5:30pm;	Choice of activities: art, gross motor, exploration of materials, swimming, or special event, (swimming will occur on Thursday after homework time). Clean up, quiet activities, and departure of children (parents can pick their children up at any time, however they must pick them up by 6:00pm).

Drop Off- Pick up Procedure:

DROP-OFF:

- Pull up to the Unloading Zone by kitchen / patio.
- A counselor will greet you at your car to collect your student and their belongings. Counselors will also escort your student in the building, having them wash their hands on the way in and they will sign your student in.

PICK-UP:

Check in with Front Desk at the time of pick up, parents are to sign out their child by placing their signature on the sign out sheet. Parents must make contact with the counselor to ensure that staff are aware that the child has been picked up.

Parents are responsible for the supervision of their child before they sign in and after they sign out.

Any special messages, medication, special pick-up notices, etc. are to be given to a staff member in writing. Staff must be made aware of each child's presence before the parent departs.

Please be ready to show proper identification when signing your child in or out. We will check the "List of Acceptable Persons to pick-up/drop-off child" form, in the event that the person is unfamiliar.

Fees and Payment Policies

Children for the Before and After School Program can either be registered as "full time" (4 or more days per week) or part time" (3 or less days per week). If your needs for a before or after school program are not met by these classifications, we apologize, however it is done this way to simplify the registration and administering processes of this program.

Attendance Policy:

Because we staff and budget our program according to the amount of students enrolled, no refunds, transfers, or credits will be issued.

Calendar/Holidays:

The Before and After School Program is based on the Parma City School calendar, not each individual school's calendar. The payment schedule and days open will be devised based upon the Parma City School calendar.

Returned Check Fee:

It is city policy that if your check has been returned to us due to insufficient funds, a \$35.00 fee will be charged to your account in addition to the timely payment of the outstanding bounced check. The parent will be required to pay cash or with a money order until all account balances are settled.

Late Pick-up Charges:

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is required. This is important, as many children fear they have been forgotten when parents do not arrive at their usual time. Please remember our staff is anxious to get home to their personal life on time too. Parents who leave their children later than 6pm will be billed as follows:

\$15 for every 15-minutes you are late picking up.

****This policy is designed to deter late pick-ups. After the third offense, the parent will be required to meet with the administrator to discuss possible solutions.***

Inclement Weather

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time or to stay open until the programs end time.

Supervision Policy

The major responsibility of our staff is to provide a safe environment while having fun in a recreational setting. The staff is alert to the safety needs of the children, anticipate possible hazards, and take necessary precautionary measures.

Supervision of Children:

At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but be within the sight and hearing of a staff member.

Children Arriving to the Center:

If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the school that they are to arrive/depart from. We will then consult with the parent to determine further action. For this reason, it is **VERY IMPORTANT** that parents contact the center when their child is not going to be attending.

Release of a Child:

Staff will release children **ONLY** to persons who are on the release form, which was provided by the parent and who are 16 years of age and older. If an emergency arises, the parent must call and provide a written, signed note giving the person permission to pick up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our #1 priority. For emergencies – call the Rec and speak to the Manager on Duty with specific information and instructions.

Staff will not release children to anyone, including parents, who appear to be under the influence of alcohol or drugs. Emergency contacts will be called to transport the child home. The police will be notified, if necessary.

Custody Agreements:

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Child Abuse Reporting:

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Transportation of Children

The center's staff will NOT transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The Parma City School District Department of Transportation will be providing transportation of school age children going to and from school during the school year.

Swimming Information

Swimming activities will be provided twice a week on Tuesdays and Thursdays for the After School program. All children will only be swimming indoors in the Seven Hills Community Recreation Center's natatorium. Lifeguards will be present at all times and camp staff will also be actively supervising the children. Swimming is not mandatory, but highly encouraged.

Guidance Policy

The Seven Hills Recreation Center's staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit out for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the workspace. Staff will not impose punishments for failure to eat or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to suspend the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of the children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22-OAC.

After School Snacks

The Seven Hills Recreation Center provides an afternoon snack at 3:45pm. Snacks will not be provided for the Before School Program. If your child needs a before school snack, please pack one for them.

Accidents/Emergencies

The Seven Hills Recreation Center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in our Emergency Action Plan procedure to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct periodic fire and tornado drills. In the event that the center would need to be evacuated, then we will have to close and contact the parents to pick up their children. A sign will be posted the front door of the center indicating that we have been evacuated and the location of where you can pick up your child. Parents will be contacted immediately to come to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

All staff members have received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action.

If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport. If a child would ever require Syrup of Ipecac to be administered, it would only be done with instructions from the Poison Control Center.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident /injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid, the child receives a bump or blow to the head, the child has to be transported by emergency squad, or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty- four hours after the incident occurs.

Management of Illnesses

The Seven Hills Recreation Center provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a backup plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Apparent Temperature in combination with any other signs of illness
- Diarrhea (more than 3 abnormally loose stool within a 24-hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching
- Untreated skin patches or unusual spots or rashes
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of an illness not listed above will be isolated and carefully observed for symptoms and the parent will be notified. If a child does not feel well enough to participate in center activities they will be asked to sit out until they feel better, if the child does not get better in a reasonable amount of time to begin participating again, their parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

Medications

The center will administer medications to a child only after the parents completes a Request of Medication form. The parent must complete all proper sections and medication must be directly handed to a staff member. Medication will be stored in a designated area inaccessible to the children. Medications may NOT be stored in a child's backpack. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School agers only will be permitted to maintain control of their inhalers. Parents must sign a release form

stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times. It may not be stored in a backpack. Anytime the child is unable to maintain control of the inhaler, it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request of Medication form. Over the counter medications will not be administered for more than 3 days without instructions from a physician.

Food Supplements or Modified Diets:

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this matter.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 32 degrees or rises about 95 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities, which will take place in the gym. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.

Parent Visits

Parents are encouraged to participate whenever possible in the activities with their child at the center. Parents have unlimited access to all areas of the children used for youth programming during hours of operation. This creates a bond between home and the center and allows parents, children and staff members to relate experiences. We ask the parent to notify the administrator or his designee of his presence when entering the center. Staff members are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in lengthy conversations. Our staff members want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found:

1. Camp Director
2. Director

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. Our staff members fully realize that you are trusting us with your little ones and we want our relationship to be a good one.

What to Send the First Day

School year checklist:

- Backpack
- Coat (weather permitting)
- Hat (weather permitting)
- Gloves (weather permitting)
- Snow boots (weather permitting)
- Tennis shoes that have non marking soles
- Swim suit, towel, flip flops and bag for this gear for Swim Days!

Appropriate Clothing

We recommend that children are dressed in comfortable, washable clothes for daily activities and are labeled with the child's name. Children may be involved in indoor play or outdoor play in good weather.

Toys From Home Policy

We do not recommend that children bring toys from home. Any type of electronic devices are NOT permitted. These items cause disruptions within the days' activities and have become lost and stolen in the past. If a child does bring a toy from home, we will ask that the child to put it back into their backpack.

Technology

We adhere to a strict technology policy – we ask that students do NOT bring their own forms of technology. With that being said, we do know that certain schools now send home tablets / computers for students. If they have homework to do on that device, we will allow it. We will not allow disruptive play on the device and we will not allow other students to utilize someone else's technology – simply for the sake of safety.

Only appropriate materials are to be viewed please.

Discipline Policies

We urge the children to make good choices which in turn create good consequences. Our goal is to guide the children with their social skills. We will aid in talking with the child about the situation, monitoring children while they talk through a problem together, redirect them to another activity, and praise them for good behavior.

In accordance with the 5101:2-12-56 of the Ohio Revised Code, the following approaches **are not** used in our center:

1. Using cruel, harsh, or corporal punishment;
2. Using physical restraints to confine a child;
3. Confining a child in an enclosed space;
4. Humiliating or using profane language, threats, derogatory remarks, or verbal abuse;
5. Having to discipline a child for failure to eat, sleep, or toilet training accidents;
6. Techniques of discipline shall not humiliate, shame, or frighten a child;
7. Withholding food, rest or toilet use;
8. Delegating discipline to any other child, and
9. The center shall not abuse or neglect children.

Under the rule of 5101:2-12-45 staff members are required by law to report signs of abuse or child neglect to the local children's service agency.

Anytime a child is disciplined for any reason the staff will fill out an incident form that the child's parent or legal guardian will have to sign and return to the recreation center before that child will be allowed to participate in the camp again.

****The type of discipline depends on the severity of a child's actions and how frequently a child disobeys the rules. The general guidelines for discipline are.****

1st offense- Warning

2nd offense- Timeout / Loss of pool time/activity time

3rd offense- See Camp Director or Manager Duty, fill out behavior report

From There - 3 behavior reports will result in a **suspension of 3 days** without a refund. Any further issues after suspension, student can be removed from the program.

Parents– these are our policies. They are non-negotiable. If your child cannot abide by the rules, they will be asked to leave the program (no refund issued). We do our best, for every participant to have a great experience.

INFORMATION ABOUT COVID-19

Day Camps will be open following strict guidelines outlined by the Ohio Department of Health:

- Masks at this time are required for transportation.
- Registration can be done online or over the phone to help maintain social distancing.
- Students can be dropped off and signed in at the kitchen door (near the pick up / drop off area in front)

Incident Forms & Behavior Reports

These forms are to inform parents about minor injuries and behavior issues that incurred at camp, and negative as well as positive behavior. If you receive a behavior report please fill the report and return.

These forms will be provided to the parents at the end of camp day and must be signed to acknowledge and then returned to Summer Camp staff to be kept on file.

What to bring to camp: Lunch, snack, water bottle, masks, weather appropriate gear, sunscreen, insect repellent (wipes are best), swim suit, beach towel, goggles (with name), bag for the wet stuff.

What not to bring: Cell phone, video games, pocketknife, personal sports equipment, anything that will break your heart if it gets lost, etc...

Please return this page of the handbook, along with the Emergency Medical Authorization PRIOR to the first day of programming for your student.

Student's Name: _____

School Attending: _____

Parents Name(s): _____

Anything you believe we should know about your student (physical, emotional, anything!) that would help us to better serve your family throughout the school year:

I have read and agree to the Before and After Care Handbook procedures and policies.

I understand that if I do not adhere to the above, my child could lose privileges of attending the program, only with properly documented notification from the Recreation Department.

Parent / Guardian Signature: _____

Date: _____