

GREEN RIVER AFTER SCHOOL PROGRAM

PARENT MANUAL 2016-2017 SCHOOL YEAR



1775 Hitching Post Drive
Green River, WY 82935
(307) 872-0514

cduncombe@cityofgreenriver.org

Leisure Programs Division

TABLE OF ORGANIZATION

*City of Green River
Parks & Recreation Department*

Recreation Supervisor
Katie Duncombe, CPRP

Part time Recreation Staff
Recreation Assistant
Instructor
Recreation Leader

Philosophy of the Green River After School Program

The philosophy of the Green River After School Program (GRASP) is to provide a supervised structured and non-structured recreational and leisure opportunity for elementary aged youth in our community. GRASP focuses on incorporating developmental assets that are essential qualities and positive experiences in raising future productive members in our society; Remember... It takes a Village to raise a child!

Eligibility for Participation

All children who have enrolled in Kindergarten through 4th grade (effective the 2016-2017 school year) and Home Schooled students are eligible to register for 2016-2017 GRASP.

Children with Special Needs

GRASP does not discriminate on the basis of race, color, national origin, sex, or disability. The program is dedicated to supporting the Americans with Disabilities Act (ADA). If your child requires special accommodations in order to participate, please contact Katie Duncombe at 872-0514.

*We are **NOT** affiliated with the school district; therefore they cannot share information about your child with us. If your child is on an IEP, has a learning or emotional disability or needs extra help in any way, please let us know when registering, so we can best help your child throughout our program.

Staff

The staff is comprised of very talented young adults, college and high school students. Staff have attended meetings where topics such as proper supervision, proper etiquette, CPR, First Aide, safety, activities and other topics are covered.

GRASP Sites

Truman Elementary School Cafeteria

1055 West Teton Blvd.
870-4014

Harrison children will be transported by School District #2 on bus #152 to Truman Elementary.

(Transportation badges will be provided to participants upon registration)

Washington children will be transported by School District #2 on bus #142 to Truman Elementary.

(Transportation badges will be provided to participants upon registration)

Jackson children will be transported by School District #2 on bus #147 to Truman Elementary.

(Transportation badges will be provided to participants upon registration)

Parents please have the site cell phone number with you in case you need to contact your child or the staff.

Hours of Operation and Holidays Observed

GRASP is open from 3:25pm to 6:00pm, Monday through Friday for children in grades K-4th.

Full day hours are 8am-5:30pm.

Half Day is the time the bell rings until 6pm.

Full Days for K-4th Grades will be held at Truman ONLY.

GRASP is not offered on the following School Closure Days:

September 5, 2016 Labor Day

October 17, 2016 Fall Break

November 23-27, 2016 Thanksgiving Break

December 19,-January 2 Christmas Break

February 20, 2017 Presidents Day

April 10-17, 2017 Spring Break

Full Days = 2 punches

October 21, 2016

February 21, 2017

March 10, 2017

Half Days = 1 punch

September 28, 2016

October 14, 2016

November 9, 2016

December 16, 2016

January 25, 2017

March 3, 2017

April 25, 2017

Last Day of GRASP will be Tuesday, May 23, 2017

Inclement Weather Procedures

Snow Closure - In the event of blizzard conditions (i.e. inclement weather) GRASP will do its best to remain open and attempt to keep regular hours. If the inclement weather becomes too drastic staff will notify parents to come and pick-up their child(ren). Please notify staff if you're going to be late picking up your child due to the bad weather conditions.

In cases of extreme heat when activities are scheduled outdoors, the activity time may be shortened. If the activity is shortened children will be moved indoors.

In cases of rain, lightening, or a tornado warning, the activity will be moved indoors.

If the GRASP site your child(ren) attends is closed due to inclement weather or for any other reason, parents will be notified by telephone.

Admission and Registration of Children

This program is one of many activities, programs and services offered by the City of Green River Parks and Recreation Department. Registration procedures for this program:

Fall 2016:

- Registration begins Saturday, August 1, 2016
- All participants must have current punch cards and registration forms on site.

Participants can register at the Green River Recreation Center

Walk-in Registration: Come into the Recreation Center during normal hours of operation.

Complete the registration form, and choose the punch card amount to be purchased. Pay the program fee by cash, money order or VISA/MasterCard.

Punch cards will be purchased at the Recreation Center and be kept on site to be punched by GRASP Staff at the end of each day.

Parking at GRASP Locations

Truman Elementary School - Parents must park their cars in the north parking lot and walk in to sign his/her child out.

Jackson Elementary School- Parents must park their cars and walk in to sign his/her child out.

Fee Schedule: Fee schedules are subject to change depending upon schedule!!

Fees for the 2015 - 2016 school year are as follows:

<u>GRASP</u>	<u>Tuition</u>
K-4 th grade	5 punches = \$30
	10 punches = \$60
	15 punches = \$90
	20 punches = \$120
	25 punches = \$140 / discount \$10
	30 punches = \$165 / discount \$15

Full Days of GRASP will be two punches!

Attention Parents!

If your child has punches remaining at the end of the year they will be credited to your account at the Recreation Center.

Identifying Where Children Are at All Times

Please be aware we may leave school grounds at times to do activities. Please feel free to call the site cell phone or Recreation Supervisor to find your child.

Discipline - NEW

This needs to be read and understood by the campers and their parents/guardians. *It is understood that once you have received this Handbook that you will have read and understood the entire document and its contents.* If prolonged disciplinary problems continue with a participant, the staff has the right to deny the child participation in GRASP. Staff can send children home who do not abide by the policies and procedures. If the parents cannot be reached then staff will notify the other people listed on the Emergency List and have them arrange to pick up the child(ren).

Minor offenses: Includes but is not limited to the following: Basic rules of courtesy, back talk, pushing, swearing, not following directions, leaving an activity area without permission, any other negative and/or inappropriate behavior or attitude that may occur during the course of the day.

Minor offense consequences: 1st offense-5 minute time out, 2nd offense- 10 minute time out of activity, 3rd offense call to parent for early pickup. If problems continue while parents are in route to pick up their children or for several days, staff and/or Recreation Supervisor has the right to suspend children from the program for a set amount of days.

Serious offenses: Includes but is not limited to the following: Endangering another person's well-being, physical attacks (hitting/biting), verbal abuse (screaming at others), harassment of any kind, stealing or destruction of property, leaving the group/running away from staff, *possession of illegal substances, *firearms (real), *threats of violence to campers and/or staff, cigarettes, lighters, matches, *knives, *alcohol, *fighting.

***Denotes immediate expulsion from GRASP for the remainder of the year.**

Serious offense consequences: 1st offense-10 minute timeout and call to parents, 2nd offense-removal from the activity and notification to have the child picked up. If problems continue while parents are in route to pick up their children or for several days, staff and/or Recreation Supervisor has the right to suspend children from the program for a set amount of days.

Children Who Become Ill/Accidents/Emergency

If your child is exhibiting any sign or symptoms of illness, please be considerate of others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return to GRASP. If a child should become ill or get injured during the program the parents/guardians will be notified.

If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the Recreation Supervisor any exposure to communicable illnesses outside the program. The child will then be excluded from the program for the period of time prescribed by the child's physician or the local health department.

All injuries and illnesses will be documented by staff.

Lost Children/Natural Disasters

All GRASP Staff members are trained in the established safety procedures. The following proactive steps will take place in such situation:

- A. Specific procedures for responding to the crisis will occur.
- B. Notification of the Recreation Supervisor must be immediate. The Recreation Supervisor will notify police.
- C. Local authorities will begin work immediately.
- D. Children's parents or guardians must be notified promptly.

When GRASP Staff hear the tornado siren or are alerted by the Building Supervisor that there is a tornado warning, children will be moved to the designated school tornado safe spot. GRASP Staff will take attendance once they are safely in the designated area. Once the site receives an all-clear signal from the Building Supervisor or the Police Department, children will return to the program area.

Transportation of Children

Transportation will be provided by the STAR bus or Sweetwater County School District # 2. All drivers are fully licensed and trained professionals.

Field Trips/TV & Video Viewing

GRASP will be taking field trips. If parent/guardian do not agree with or have concerns with the field trip please contact the GRASP Recreation Supervisor at (307) 872-0514. Sign in and sign out procedures will be the same for field trips. Children will watch movies that are rated PG or G. No television will be watched.

Arrival/Release of Children

It is required that all children be picked up from the program by an authorized person. Children K-4th may not log themselves out of GRASP. Log-Out will provide a clear record of attendance and tardiness for documentation, should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to GRASP Staff may be asked to show ID. **Authorized persons must be at least 18 years old (if other arrangements need to be made, please contact the Recreation Supervisor).** No GRASP Staff member may be listed as an authorized person. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency.

Late Pick-Up/Failure to Pick-Up

Please contact the GRASP Staff if you are going to be late. **A late fee of \$10 for every 10 minutes will be charged for any pick up that occurs after the scheduled pick up time.** When a child is not picked up after GRASP, staff will first try to contact the parent/guardian, then the emergency contact numbers.

Handling of Children's Belongings

All children's belongings should be labeled with their name. A specific place is designated at the site for personal belongings to be stored. Although GRASP Staff makes an effort to monitor children's belongings, we cannot guarantee the security of your child's belongings. GRASP provides activities and equipment for children. Children should not bring expensive or valuable items to the program. GRASP is not responsible for lost, stolen, or damaged items, including money.

Rules and Regulations

It is expected that participants will:

- Respect the property of others
- Respect themselves and others
- Conduct themselves in a safe, responsible, and appropriate manner at all times
- Follow the rules as directed by staff.
- Respect the property of the school; we are guests at these locations.

Participants are not to ask the staff for food or money. It is the responsibility of the participant to bring their own spending money and food (when directed to do so).

Snacks

All children should eat lunch prior to attending GRASP. A snack will be provided each day to participants. Please notify the staff of any allergies your child(ren) may have regarding food/snacks. Drinking water will be freely available to the children at the site. All foods are stored and served in such a manner as to be clean, wholesome, free from spoilage and safe for human consumption.

Visitors/Volunteer Policy

All visitors, including parents, are required to check in with GRASP Staff and sign in on the Visitor's Log located at the Sign In/Out center. Persons unknown to staff will be required to show a State issued photo ID for identification. All volunteers must complete a City of Green River Volunteer Application and undergo a background check prior to being approved to Volunteer (plan accordingly as this may take up to two weeks to complete). If you are interested in volunteering, please contact the Recreation Supervisor.

Filing a Complaint

We want to hear from you if you have questions or concerns about GRASP. We will make every effort to resolve any issues or concerns you have about the program.

Should you have a concern, or idea for improving GRASP, you may also contact the Recreation Supervisor at 872-0514 at anytime.

Request for a Child's Removal

The removal of a child from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand.

Before a child is removed, the Recreation Supervisor will discuss the current situation and everything that has occurred to date with GRASP staff and parent(s) of the participant(s). The Recreation Supervisor will then inform the parent/guardian by phone that their child is dismissed from the program.

Withdrawing From the Program

A parent or guardian may withdraw his/her child from GRASP at any time. However refunds will be given based on the Parks & Recreation Departments refund policy.

Refund Policy

*Refunds and overpayments will be credited to the participants account.

*Participants will be granted credits up to one week prior to the start of the program, only if it does not reduce registrations below the minimum number of participants required to hold the program. Exceptions for medical issues will be granted, but a letter of explanation is required.

*No refunds will be granted after the program has started.

Note

Adherence to these guidelines will make for a safer and more enjoyable experience for your child(ren). Thank you very much for your cooperation. Please call 872-0514 if you have any questions or concerns. Thank you for your participation in this program.

Contact Phone Numbers

Green River Recreation Center 872-0511

Green River After School Program Recreation Supervisor (Katie Duncombe) 872-0514

Truman Elementary School Site 870-4014

E-Mail Address for Katie Duncombe: cduncombe@cityofgreenriver.org