



# Iredell County Parks and Recreation: Afterschool Program

Parent Handbook: January-May 2020

# IREDELL AFTERSCHOOL PROGRAM PARENT HANDBOOK 2020

Thank you for your interest in Iredell County Parks and Recreation’s Afterschool program!

The following information is intended as a guide for parents, and also includes program guidelines and procedures. **Please read this information carefully! Payment information and policies are included!**

*For any child registered in our program(s), we want to make sure that your child is in the right environment for them. All children are different, and if we (or you as a parent) feel that our program is not a good fit (developmentally, emotionally, physically, etc) we can discuss their continued participation as needed. Our goal is to provide fun, appropriate, and affordable programs for all involved.*

**Please feel free to contact our office with any questions, special circumstances, feedback, suggestions, etc.**

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## GENERAL PROGRAM INFORMATION

Iredell County Parks and Recreation's Afterschool Program is a fun and exciting program for elementary age kids, in Kindergarten through 5<sup>th</sup> grade.

The Afterschool Program is held at the Iredell County Recreation Center (Troutman/Barium Springs), and provides an opportunity for your child to have a secure and fun space after they are done with their school day! The program is designed to incorporate a wide variety of fun and educational activities, and includes games (indoor and outdoor), arts & crafts, snack time, reading time, and other unique recreational opportunities!

We look forward to having your child in our program!

**The Iredell County Afterschool program is open to children in grades K-5 (approximate ages 5-11/12), and operates based on the Iredell-Statesville School calendar.**

**The Afterschool program is an approved bus stop for Troutman Elementary School.**

*The I-SS Transportation Form is required to be completed at least one week in advance.*

## PROGRAM DATES

Afterschool sessions are offered on a weekly basis, Monday-Friday. Sessions are planned based on the Iredell-Statesville School Calendar. Please note that the Afterschool Program will not operate on days where school is not in session (Holidays or Teacher Workdays), or when school is dismissed early due to inclement weather. *Other program options may be available for your child on Teacher Workdays.*

### **2020 Spring Semester Dates (starting January 6, 2020)**

**January 6-10, January 13-17, January 21-24 (Closed 1/20, MLK Jr Holiday), January 27-31**

**February 3-7 (Includes Early Release Day on 2/5), February 10-13 (Closed 2/14, Teacher Workday), February 17-21, February 24-28**

**March 2-6, CLOSED MARCH 9-13 (I-SS Spring Break), March 17-20 (Closed 3/16, Teacher Workday), March 23-27, March 30-April 3 (Includes Early Release Day on 4/1)**

**April 6-9 (Closed 4/10, Good Friday), April 15-17 (Closed 4/13 & 4/14, Easter Monday & Teacher Workday), April 20-24, April 27-May 1**

**May 4-8, May 11-15, May 18-22**

*\*Dates subject to change. Dates can be effected by potential changes with the Iredell-Statesville Schools calendar or other circumstances.*

## PROGRAM TIMES

Please respect these time schedules.

**Student Drop-Off:** 2:30pm - 2:45pm

- **The Afterschool Program/Iredell County Recreation Center is an approved bus stop for Troutman Elementary School, at 122 Grannis Lane (behind the Barium Springs Post Office).**
  - *We will have a staff person at this bus stop to receive registered children from the assigned bus.*
  - *Please note that the I-SS Transportation Form is required to be completed at least one week in advance*
- **Our department does not provide transportation to or from the Recreation Center for Afterschool.**
- **If you are dropping your child off: YOU MUST WALK THEM INSIDE AND AFTERSCHOOL STAFF MUST CHECK-IN YOUR CHILD BEFORE THEY ARE PERMITTED TO STAY**

- Afterschool will begin at **2:30 pm** on regular school days.
- On Early Release Days, Afterschool will begin 15 minutes after the scheduled elementary school dismissal.
- We are not responsible for children who are dropped off early.

**Activities:** 2:30pm-4:30pm (See the “During The Program” section for activity information)

**Pick-Up:** No later than 6pm

- **All participants must be picked up by 6:00pm.**
- **A late fee will be charged for pick-ups that are after 6:00pm.** *Recurring late pick-ups may result in registration cancellation, in addition to fees.* See the “Payment Information” section for additional details.

## LOCATION

**Iredell County Recreation Center (Gym/Multi-purpose Room), 122 Grannis Lane, Statesville NC 28677**  
*Maximum 20 participants Per Session*

## CHECK-IN & CHECK-OUT

All registered participants are included on a roster for that session. If your child is not listed on the roster, they will not be permitted to stay (Non-registered children are not the responsibility of ICPRD staff). ***It is the responsibility of the parent/guardian to be aware of the sessions your child is registered/not registered for.***

***You will be required to contact the Recreation Office to settle any registration issues.***

**Afternoon Check-Out:** No later than 6pm

- ***For the protection of your child, parents/guardians (or authorized designees at least 16 years old) will need to sign their child out of Afterschool each afternoon (please have ID available if requested).*** Afterschool staff will monitor these sign-out sheets each afternoon. If someone on the authorized pick-up list is picking up the child (who is not the regular parent/guardian) ID will be requested before the child may leave with them. This is for your child’s safety.
- Please notify the staff/office in advance (in writing/email) of any changes to the release/pick-up permissions list.
- ***For everyone’s safety, please do not try to pick-up your children in the parking lot or directly from the bus stop.***

## DURING THE PROGRAM

***What will your child be doing?***

- Afternoons may include, but are not limited to, the following supervised activities: *(not necessarily in order)*
  - Physical activity: games or activities either in the gym or outside on the Rec Center field
  - Snack time: a pre-packaged snack and water will be provided
  - Reading/Quiet Time: We will have 20-30 minutes reserved for reading or an alternative “quiet” activity, such as coloring/drawing, etc. This time may also be used to do homework, and we will encourage children to do their homework at this time if they have homework and are able to do it (mostly) independently.
    - ***Note: Our staff are here to assist your children in the best way possible, however they are not tutors and due to the potential size of our group, cannot offer individual homework help. Our***

***focus is providing recreational opportunities for your child. We are not responsible for homework completion or accuracy!***

- Arts & Crafts: supplies for crafts projects or art activities such as coloring or drawing are available, and some afternoons may include a scheduled/instructor-led craft project
- Board games or cards: we have a variety of youth appropriate board games or card activities available
- Movies: we have a TV and blu-ray player in the Afterschool room, with age appropriate movies available. All movies will be rated either “G” or “PG”.
- Unique activities! Some afternoons may include special activities or guest visitor presentations for our group. Some examples could include: archery instruction, outdoor/environmental education, presentations on safety or health (dental care, healthy eating, etc), or other exciting topics!

## AFTERSCHOOL GUIDELINES & POLICIES

### GRADE ELIGIBILITY

**The Iredell County Afterschool program is open to children in grades K-5 (approximate ages 5-11/12), and operates based on the Iredell-Statesville School calendar and enrollment requirements.**

***Students do not have to be enrolled in an Iredell-Statesville School to participate in the Afterschool Program, however they must be enrolled in grades K-5 elsewhere, and arrange their own transportation to the Iredell County Recreation Center from their school.***

**Participation is limited to 20 students per session/week.** We have up to a 1:10 ratio with our staff and students, and unfortunately we do not have the resources to offer a lower ratio for those who may require more specialized care.

***Due to limited openings in these programs, children outside of these grade levels will not be considered. If you have questions concerning your child’s eligibility, please contact our office.***

### WHAT TO BRING

**Please label all items brought to Afterschool!**

Your child will be responsible for keeping up with their belongings. There will be a “Lost & Found” area for any displaced items. Please let staff know as soon as possible if your child is missing an item.

***Iredell Parks and Rec is not responsible for any personal item(s) brought to Afterschool (including damage and/or loss).***

**Be sure that your child wears appropriate attire and/or footwear to Afterschool.**

- **Backpack/Bag:** Please make sure your child is able to carry it to/from the bus stop.
- **Snack Foods (Optional):** A snack & drink (water) is provided by Afterschool, usually around 3pm. If your child needs additional snacks, or they need/prefer a snack that we do not offer, you may pack another snack.
- **Sunscreen (Optional):** Sunscreen (SPF 50 or higher) is provided by the program, however, if your child requires a particular kind of sunscreen (due to allergies, etc), they may bring sunscreen with them. See the “Sunscreen” section on page 9 for more information.

**Please do NOT bring toys or electronics (cell phones, tablets, game systems, etc) to Afterschool.** These items are problematic and distracting in a group setting. If children bring personal items to afterschool, they will be asked to put them away, and/or to leave the item at home. If they continue to bring these items, they may be held by the Afterschool staff to be picked up by the parents.



**Participants are responsible for keeping up with the items they use, and for returning them to the appropriate place when they are finished.**

***Weapons, items intended to cause harm, and/or illegal drugs are not permitted at afterschool. Persons with these items will be asked to leave (participants will be suspended), and law enforcement may be involved. Additionally, school properties have their own restrictions and consequences for weapons and drugs.***

## TRANSPORTATION

Students from Troutman Elementary School can arrange to have their child's bus drop-off location be designated to the Iredell County Recreation Center.

***The I-SS Transportation Form is required to be completed at least one week in advance of a transportation change. Iredell County Parks & Recreation (ICPRD) will notify Troutman Elementary School of participant registrations/additions to the Afterschool bus/route. Parents should provide the Transportation Form to Iredell County Parks & Recreation at initial enrollment. It will be the parent/guardian's responsibility to notify the school of any cancellations or removals from the bus route. ICPRD will not be responsible for any children who are not registered in the Afterschool Program, and who get off the bus at the Recreation Center.***

**We will have a staff person at the bus stop to receive children exiting from the assigned bus, and escort them into the facility.**

## SUNSCREEN

Sunscreen (SPF 50 or higher) is provided by afterschool, and applied (and/or application is observed) by the staff (per parental permission during registration). Sunscreen is typically applied when the group will be outside in non-shaded areas (open parks, etc.) Sunscreen may be reapplied as needed. If your child requires a particular kind of sunscreen (due to allergies, etc), they may bring it with them to Afterschool. Please notify the staff if your child requires a specific sunscreen (these children will have their sunscreen applied first), or if they need more frequent application.

## ILLNESS & MEDICATIONS

***Please DO NOT send children to Afterschool who are sick, symptomatic, or "not feeling well".*** This can refer to a variety of symptoms or illnesses, including fevers, colds, viruses, or any other condition that may be contagious or transferable at any point (including lice, pink eye, etc). Even if not contagious, this is a very active program, and kids who do not feel well are better left at home to recuperate. Parents of "sick" children will be called to pick up your child from Afterschool immediately (or from the Recreation Office if necessary). Once your child has recovered and is cleared to attend school, they may return to the Afterschool Program. A Doctor's note may be required to return in some cases.

*Refunds are not provided for absences from Afterschool. Please contact the program supervisor as soon as possible in the event of extenuating circumstances, extended illness, family emergency, etc. Registrations may be able to be cancelled with proper/advance notification (documentation may be required).*

Medications: Program staff may administer first aid and topical medications as needed. Our Afterschool program does not provide or administer ingestible over-the-counter medications (for headaches, upset stomach, etc.), unless in an emergency (such as an allergic reaction). If your child has an ingestible medication that they need to take while they are at Afterschool, the parent will need to complete a **Medication Administration Consent Form** and submit it to the Program Director. The parent will need to provide the medication to the Afterschool staff, which will be stored in the first aid kit. When the medication needs to be administered, the staff will access it from the first aid kit, and allow the child to self-administer the medication.

## BEHAVIOR MANAGEMENT

The following guidelines are designed for the purpose of group and individual behavior management, in order to provide a secure, educational, inclusive, and fun environment for those involved in our programs.

### ***Behavior Management Guidelines*** *Youth Programs*

#### **General Rules & Expectations:**

1. **Respect all people (yourself, staff, other participants, the public) and their property.** Be kind & encouraging, no yelling, no hitting/physical harm, no name-calling, do not use others belongings without permission, do not pick on others, etc. Disruptive behavior, aggression/insults/threats towards others (verbal/physical/social), or bullying (intentional, imbalanced & repeated behavior) are not acceptable.
2. **Respect the environment and facilities.** Leave it clean and in order (We are all part of the group; please help clean even if you did not make the mess). Do not touch animals or destroy habitats.
3. **If someone is not following a rule, please let a staff person know immediately.** Even with attentive supervision, it can be difficult to catch all misbehaviors or issues. Staff can not address a situation if they are not aware of it! Students are not permitted to discipline each other.
4. **Listen while group leaders are talking, and follow instructions.**
5. **Stay with the group.** Do not go anywhere alone and always ask for permission to go anywhere with a buddy.
6. **Follow additional rules pertaining to swimming, travel (van or bus), facilities, toys, money, etc.** These are usually posted at the drop-off sites, and also discussed on the first day of afterschool. Please ask staff if there are questions.
7. **No inappropriate/foul/derogatory language or topics of conversation.**
8. **No inappropriate clothing/dress** (ex: very short/tight shorts, offensive references, inadequate swimwear, etc).

#### **Responses & Consequences:**

Level 1: Given warning/ Asked to stop behavior.

Level 2: Time Out (Number of minutes roughly equivalent to age) and/or removal from activity.

Level 3: Phone call to parent, or child writes letter to parent.

*\* Possible removal from afterschool (length can vary).*

Level 4: Parent/Staff discussion.

*\*Possible removal from afterschool (length can vary).*

Level 5: \*Permanent suspension from afterschool.

- Our goal is to keep misbehaviors documented by afterschool staff, and to keep parents informed of how their child is doing. We also appreciate communication from parents (concerns, feedback, questions, etc).
- In the event of a severe misbehavior (ex: fighting) and/or persistent misbehaviors, the **steps in this system may be accelerated, repeated, and/or omitted in order to address the offense properly.**
- In some instances, a parent may be required to come to afterschool to pick up their child, prior to regular pick up time at the school site. If a parent is unavailable at that time, the child may be transported to the Recreation office/center, and the parent must pick them up by 5pm (when our Administrative Office closes).

**FAILURE TO FOLLOW THESE GUIDELINES MAY RESULT IN SUSPENSION FROM THE PROGRAM(S).**

**\*THERE WILL BE NO REFUND OF FEES DUE TO AFTERSCHOOL SUSPENSION.**

## REGISTRATION & PAYMENT INFORMATION

Create your online CivicRec account, or log in to your existing CivicRec account. *You may use your email address, or your login information for Facebook or Google, to create an account.*

**Do NOT create a new account if you have previously created an account in this system.** If you do not know/remember your login information, you may contact our office at 704-878-3103, or you may select the "Forgot Password" option. *Duplicate accounts may create issues with registrations, billing, receipts, etc.*

*You may access the CivicRec Registration system via the following:*

Directly at: <https://secure.rec1.com/NC/iredell-county-nc/catalog>

From the Iredell County Parks & Recreation website: [iredellParksandRec.com](http://iredellParksandRec.com)

Click the blue "Online Registration" button in the right-side column.

### Registration Steps

- 1) Parents will need to create a (free) user account/profile in CivicRec, prior to being able to submit your child's registration. Adults will be the primary account holder/creator.**
- 2) Once the account is created by the parent/guardian, children or other family members can be added as "family members" to the account (individual profiles). You must have your child listed as a family member in your account, in order to register them for a program.**
- 3) Once your child is added to your account, you may select the program or activity from the catalog, and proceed through the registration process. **Afterschool sessions are priced and registered for by the week. Parents must select each week that they would like their child to attend.****
- 4) Be sure to answer any questions, acknowledge waivers, and submit payment in order to complete the transaction. Be sure to get a receipt/confirmation for your registration!**

*Registration from mobile devices is not recommended.*

## PAYMENT

**Afterschool sessions are priced and registered for by the week. Parents must select each week that they would like their child to attend.**

**Payment must be received in order to process a registration.** Spaces cannot be reserved without either a deposit, or the full payment, at the time of registration.

### Payment Types:

- **Credit/Debit Card (Visa, MasterCard, Discover, AMEX):** Online, over the phone, or at the Rec Center
- **Check or Cash:** At the Rec Center only. Checks payable to "ICPRD" (please confirm amount due before writing check).

**In-person registrations processed at the Iredell County Recreation Center: 704-878-3103**

- Administrative Office Hours: Monday-Friday, 8am – 5pm
- Mailing Address: PO Box 788, Statesville, NC 28687
- Recreation Center Address: 122 Grannis Lane, Statesville NC 28677

### Payment Options:



You can choose between two payment options when registering: full payment, or the payment plan. You may alternate between the options with each session. **With either payment option, \$10 of the session fee is non-refundable and non-transferrable (deposit). WE DO NOT OFFER FULL REFUNDS,** regardless of registration or cancellation date, or payment amount/type. Please be sure you are registering for the correct dates, etc.

### 1. Full Payment

- Pay the entire weekly rate (100%) during initial registration, for the week/session you choose. There are no additional fees (late fees, payment plan fees, etc).
- **\$10 of the full payment is retained as the non-refundable deposit,** upon cancellation. The remainder paid (past the \$10 deposit) can be refunded in the event of a withdrawal/cancellation by the deadline (1 week prior). ***Cancellations requested within one week of the session start are non-refundable and non-transferable.***

### 2. Payment Plan

- Pay a \$10 deposit (per week). This deposit is part of the weekly fee.
- This allows you to pay the remaining balance at a later time (due 1 week prior to start date).
- You must at least pay \$10 of your amount due during your initial registration (or any time you add a new session).
- **The \$10 payment is non-refundable and non-transferrable,** and is used as a deposit to hold your selected sessions.
- Remaining balances for weekly fee amounts are due in full the Monday prior to each session start. *You may make partial payments to your online account as needed prior to the deadline.*
- **Registrations may be cancelled in the event of an overdue balance.**

## CANCELLATION & REFUND POLICY

Cancellation requests must be received to the Recreation Office no later than 1 week before the session start (the Monday prior to the week in question). Customers can not process a cancellation through the online system; you must contact our office.

- Weekly deposit amounts (\$10) and/or other fees are non-refundable and non-transferrable, regardless of the cancellation date or payment option.
- If a session has been paid in full, the refund/credit amount will be weekly fee amount, minus the \$10 deposit, if the cancellation is requested prior to the deadline. Cancellation requests received after the Monday prior to each session are non-refundable and non-transferrable.
- If only a weekly deposit (\$10) has been placed on a session, then the deposit is forfeited upon cancellation.
- Refunds are not given for absences or missed days of Afterschool.
- In the event that there are *extenuating circumstances* that prevent your child from attending Afterschool, and you have already paid and/or need to cancel after the deadline, please contact our office as soon as possible. This could be situations such as illness or injury requiring hospitalization, death in the immediate family, loss of employment, etc. Verification and/or documentation may be required, and these situations do not guarantee that we will be able to provide a refund or partial refund. Prior/immediate notification of absences due to these circumstances is preferred. Delayed requests (after the dates/session) may not be considered. Notification is required to the Program Supervisor in our office, not to the Afterschool staff.

## LATE PICK-UP

**Our pick-up site closes at 6:00pm.** Please be sure to have your child picked-up prior to closing.

Although we understand that occasional traffic incidents or other unforeseen circumstances may cause a parent/guardian to arrive after 6:00pm, in the past we have had some who are repeatedly/frequently late. The department cannot assume responsibility for children outside of Afterschool operation hours. Please be considerate of our staff and respect operation hours.

**Late pick-up fees are as follows:**

- **Up to 10 minutes late = \$5.00 per incident, per child**
- **10-20 minutes late = \$10.00 per incident, per child**
- **20-30 minutes late = \$15.00 per incident, per child**
- **30+ minutes late = \$20.00 per incident, per child**

Parents/guardians will be informed of the late pick-up violation at the time of incident and be required to sign a form of acknowledgment. **Late pick-up payment will be due to the Parks & Recreation office within 10 days, and/or the child's registration may be cancelled until payment is received.** Afterschool will keep a record of these incidents. If there are repeated violations, we will have the option to remove your child from afterschool and/or cancel future sessions.

## EMERGENCY INFORMATION

### EVACUATION PLAN

In the event that an Afterschool program activity/site is or becomes unsafe, due to circumstances such as severe weather, fire, etc., the program staff may gather all participants, and take shelter elsewhere. The decision to evacuate students will be made by the staff on duty. In the afternoon, the children can be picked up at their regular locations.

### CONTACT INFORMATION

**For more information, questions, or for assistance with registration:**

**Call Iredell County Parks & Recreation at (704) 878-3103.**

*Administrative Office Hours: Monday-Friday, 8am-5pm*

*Contact: Seth Gardner, Recreation Program Specialist, Email: [seth.gardner@co.iredell.nc.us](mailto:seth.gardner@co.iredell.nc.us) Desk: 704-832-2326*

**To contact Afterschool during the day:**

**Call Iredell County Parks & Recreation at (704) 878-3103, or the contacts listed above**

Our front desk will contact the Afterschool staff for you. Staff may contact you directly if needed.