



New Kent Parks and Recreation Before & After School Program Parent Handbook

Fall 2019-Spring 2020

Dear Parent/Guardian:

Thank you for choosing New Kent Parks and Recreation for your recreational needs. We have provided a safe, secure and fun recreational environment since Fall 2007. Every year we extend efforts to review standards of safety, quality recreational activities, affordability and community partnerships.

The parent handbook highlights frequently requested information by parents/guardians including but not limited to payment options, operating hours, example of activities, behavior management, policies and procedures. Please take time to review the handbook and let us know if you have any questions.

We look forward to working with your child and family this program year!

Sincerely,

Kimberly Turner

Kimberly Turner, CTRS, CPRP

Director of Parks and Recreation

Contact Information

New Kent Parks & Recreation

966-8502

New Kent Parks & Recreation Fax

966-8537

New Kent Parks & Recreation Website

www.co.new-kent.va.us

For after office hour's emergencies:

Programmer, Vacant 398-8605

Jason Baldwin 339-1436

Kim Turner 363-9221

For emergencies only:

George Watkins Elementary

Site Cell: 296-5331/School: 966-9660

New Kent Elementary

Site Cell: 296-6075/School: 966-5285

Please do not call the school unless it is an emergency. The BS/AS Program is facilitated by the Dept. of P & R.

Program Purpose & Philosophy

Our purpose is to provide safe and dependable care in a recreation environment. The program is designed to encourage social development and promote positive recreational experiences. In addition, the program is designed to promote self-esteem, provide an outlet for social, emotional, and physical development and to have fun in a structured setting.



Parent Handbook

Before and After School Program

Sign in begins at 7:00 am; students are dismissed at 8:40 am.
Students arrive at approximately 3:30 pm and sign out ends at 6:00 pm.



Please notify the school and Parks and Recreation if your child is going to be absent a day, he/she is registered for the After-School Program.

Site Locations

Parks and Recreation offers two sites for your convenience.
New Kent Elementary School and George Watkins Elementary School.



Participants of the Before and After School Program must attend the site at which they attend school.

Our Staff

Staff consists of a Recreation Programmer who oversees the two site leaders, and counselors. Staff are selected based on their experience/or education.

Staff complete a thorough background screening.

At least one staff on site has CPR/First Aid/AED Training. However, we encourage all staff to complete CPR/First Aid/AED Training.

Staff also participate in training and development opportunities.

The staff to participant ratio will never exceed 1:18. Our goal is to provide quality services and we schedule for at least a 1:15 ratio.

Payment and Fees

\$15.00 Registration Fee ongoing, as space available; after 8/1 \$20.00 per child. We MUST have all Participant Information Forms completed and signed before your child can attend

Registration Activity Codes

GWES - 2008 GW (GWES) NKES - 2008 NK (NKES)

The weekly fee for Before School is **\$30.00** week per child if paid by the Thursday **before** the week your child will attend. After that there is a \$10 late fee. This fee is subject to change.

The weekly fee for After School is **\$40.00** week per child if paid by the Thursday **before** the week your child will attend. After that there is a \$10 late fee. This fee is subject to change.

The weekly fee for Before and After School is **\$60.00** week per child if paid by the Thursday **before** the week your child will attend. After that there is a \$10 late fee. This fee is subject to change.



There is a \$5 discount to each fee for additional children. Please note that late payments still apply.

Punch Cards

For the Before/After School Program only, punch cards are available for purchase for those parents who do not wish to use the program everyday. Punch Cards are available for 10 punches for \$100. You must purchase in the Parks and Rec Office. Punch cards are the responsibility of the parent. Each visit to the Before School Program is worth one punch and each visit to the After-School Program is worth one punch. Participants using punch cards must have completed paperwork on file (i.e. participant information sheet, registration form). Cards expire at the end of the school year. Please see the new procedures for punch cards on our website or upon request.

Payment

Payment can be made at the Parks and Recreation office, Monday Friday, 8:00am-4:30pm, 11809 New Kent Highway, Suite 4, New Kent VA 23124 (Historic School Annex Building). Cash, money order, major credit cards or checks made payable to: County of New Kent. *2.5% of the transaction fee in the office ** (i.e. \$60 will be charged \$1.50)

Mail- Checks can be mailed to: NKPR P.O. Box 150 New Kent VA 23124 (please allow at least 2-3 days for delivery). Please do not send cash through the mail.

Drop Box- Checks placed in an envelope marked "NKPR" can be placed in the metal, Treasurer Drop Box (behind the historic jail) at 12007 Courthouse Circle, New Kent, VA 23124

Online payment at www.co.newkent.va.us/ (you must get your household id # from the office). There is a \$0.08 transaction fee and is subject to change.



Staff cannot accept payments on site – please use one of the previously listed methods of payment.

Site Pickup Policy

All After school sites close at 6:00 pm. Each child must be picked up at or before 6:00 pm.

Late Pickup Policy

If a child is picked up after 6:00 pm, the parent will be asked to sign and date a "Late Pick Up" Form. A late fee of \$5.00 is charged for the first five minutes and \$1.00 for each additional minute after 6:05 pm. This payment must be made with your next payment. Money will **not** be accepted on site.

Late pick up penalty:

1st time: Late pick up form signed – it's a freebie

2nd time: Late pick up form signed; Verbal warning from site leader – fee charged

3rd time: Late pick up form signed; conference with Recreation Programmer – fee charged

4th time: Late pick up form signed; one-week suspension from the program; conference with Recreation Programmer & Director – fee charged

5th time: Late pick up form signed; termination from the program – fee charged; termination reviewed by Parks and Recreation Administration

Daily Operations

► Sign in and Sign Out Procedures

All participants must be signed in and out each day by a parent or responsible party listed on the participant information sheet. Your patience and cooperation with this procedure is greatly appreciated. You may be required to show i.d.

► Drop Off and Pick up Location

Drop Off and Pick up location is the cafeteria for both sites. Please note: entrance locations may vary based on school and program security.

► Transition Times

Staff plans to run sign in and sign out times as efficient as possible. We understand parents may be pressed for time and every minute is valuable. For safety and logistical reasons, please be patient with us during this time. Please allow yourself a few extra minutes, especially on Mondays.

► Daily Schedule

A general schedule will be followed and posted at each site during the program. Please note schedules are subject to change. Please check NKPR board for special events and updates.

► **Program Features**

The daily schedule provides opportunities for play time, enrichment time and healthy choices time.

► **Homework**

At the After-School Program, participants will be encouraged to work on his/her homework. If he/she does not have homework he/she will be encouraged to engage in a quiet activity such as reading, puzzles, or drawing. If you do not want your child to work on homework at the program, please notify staff and indicate on the participant information sheet. Please note: The After-School staff are **not** certified tutors.

► **Lunches and Snacks**

Please inform staff and indicate on the participant information form any allergies, dietary restrictions or needs.

The Before School Program does not provide breakfast. Breakfast is available through the school cafeteria (cost to be announced at the beginning of the school year as determined by the school).

The After-School Program provides an afternoon snack. The snack schedule is posted monthly. Please note that you may want to send an additional snack if your child tends to need a larger snack or does not like the snack to be served. On half days please send a lunch.

► **Clothing**

Children should wear comfortable clothing to all programs. Please note due to the nature of activities, such as sports, games, etc., participants need to wear athletic shoes. Participants not wearing athletic shoes are subject to sit out of the activities.

► **Medical Information**

Please provide all medical information regarding your child on the participant information form. This includes, but is not limited to, allergies, medical conditions, medications/dosages, emergency procedures, and physician. This information should be updated as needed. Please provide at least three weeks for staff to make accommodations for medical needs and assessment.



Please talk to staff, and document on the Participant Information Form, any medical conditions or concerns.

Any medications given require a medical release form.

► **Health and Communicable Diseases**

Hand washing, and the use of antibacterial gel will be encouraged at all programs. Please enforce hand washing procedures before/after eating and after toileting with your child.

Please do not send your child to the program if the child's temperature is over 100 degrees or a contagious illness.

Parents will be called to pick up a child if the temperature is over 100 degrees, displays signs and symptoms of a contagious illness, displays uncontrollable behavior, or as determined by staff that he/she should not be at camp.

► **Head Lice**

If your child has lice, or nits, please do not send him/her to the program. Your child may return to camp, or before/after school once he/she is free of lice and nits. If a child has lice, a notice will be sent to alert parents to check his/her child for lice. The name of the individual with lice will not be disclosed.

► **Sun and Hydration Safety**

Staff will encourage frequent water breaks. Staff will limit outdoor activity on days with high temperatures or heat index. Participants are encouraged to wear sunscreen during all outdoor activities. Staff will remind participants to apply sunscreen, but participants are responsible for his/her own application.

► **Valuables & What Not to Bring**

Please do not send money to the program with your child unless indicated by staff. If your child has money for a field trip or event, please put in an envelope; put your child's name, and the amount. Staff is not responsible for money.

Please do not send personal electronics (i.e. iPhone, iPod, iPad and kindles).

Parks and Recreation is not responsible for these items.

Please do not allow children to bring in or wear expensive jewelry or clothing.

No pocket knives, trading cards, cell phones, skateboards, roller blades, sports equipment or toys.

Toys may be permitted on show and tell or other designated times – please watch the information board.

► **Lost and Found**

Each site will have a lost and found box. Please check daily.

► **Standards of Behavior and Behavior Management**

We want each child to enjoy the planned activities and benefit from his/her experience. Staff will review basic rules of safety and conduct at the program. Please emphasize to your child that failure to abide by these rules may limit his/her participation in activities. General discipline techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable. Minor disciplinary problems will be dealt with on a one to one basis with the child and parents. Discipline will be progressive in nature.

For detailed Disciplinary and Behavior Management Policy please ask to see the Policies and Procedures Manual.



NKPR Staff reserves the privilege of calling parents to pick up your child if he/she is having difficulty functioning in the program environment.

NKPR Staff wants to work with your child to participate – please let staff know any reinforcement / or rewards that work with your child.

► Participants with special needs require a therapeutic assessment. Please contact Parks and Recreation for information on basic eligibility requirements.

► **Inclement Weather and Closures**

NKPR will cancel or delay programming when weather or unforeseen circumstances deem it unsafe. During the summer this includes, but not limited to power/or water outages due to storm damage, school construction, etc. For the Before/After School program this includes but is not limited to power/or water outages due to storm damage, school construction, sleet, freezing rain, snow. The Before and After School Program will follow the school late openings and early closings.

If the school is opening late the Before School Program will run on the delayed opening (i.e. if school is 2 hours delay the program will open at 9 am). If school closes early, the After-School Program will run for one hour from the school closing.

NKPR encourages parents to sign up for the New Kent School alert system. Parents are also encouraged to use the NKPR Hotline, 966-8502. Parents are also encouraged to “Like” County of New Kent & New Kent Parks & Recreation on Facebook if there are emergency updates.

NKPR reserves the right to cancel programming for inclement weather and there will be no make up or refund for this day.

► **Parent Access and Participation**

Sign in and sign out areas include an area for program information and education for parents. Please review notes and literature on a daily basis.

NKPR encourages parent involvement. Please feel free to make suggestions, donate supplies or time. Please check the program information and education board. NKPR encourages you to visit our program.

► **Tax Receipts**

Parks and Recreation is **not** a day care program. The program is classified as a recreation program. NKPR can not issue day care exemption notices. Receipts for the program fees are available upon request.

Due to legislation, SB257-2006, Parks and Recreation is exempt from Child Day Care Licensure. Please inquire if you have additional questions at 966-8502



ONLINE REGISTRATION

1. Visit <http://www.co.new-kent.va.us>
2. Click on Your Government
3. Click on Departments
4. Click on Parks and Recreation
5. Click on Online Registration (it is on the left of the computer screen)
6. Click on Proceed to Site
7. Put in your household id # _____
8. Enter your password _____
9. The system may prompt you to update your information. Please make sure you scroll to the bottom and submit to proceed.
10. Proceed to click on the 3rd icon > Shop
11. Click on Shop by Activity Code
12. Enter the Activity # and Section
13. Click on the family member you want to enroll
14. Add to cart
15. Proceed to check out with a credit card
16. Please note there is an .08 transaction fee

TROUBLESHOOTING

1. Try opening the website in a different browser
2. Make sure you are enrolling the correct family member
3. If you receive an error message, please copy it down
4. Please call Parks and Recreation at 966-8502 if you have any questions

