



The City of La Grange Recreation Department After School Program

Welcome to the City of La Grange Recreation Department After School Program. The staff will offer a well structured and fun-filled leisure time for youth after school hours at the Randolph Recreation Center. This handbook is to inform parents/guardians of policies, guidelines, and general information that will be adhered to for the duration of this program. Please read this handbook carefully, sign, date and return the acknowledgement of receipt page. This handbook is yours to keep for future reference. The policies, guidelines and information contained herein are to ensure all After School Program participants and staff the maximum level of safety.

OUR PROGRAM IS DESIGNED TO DO THE FOLLOWING

1. To offer the community of LaGrange a well structured and safe leisure service for those participating in the program.
2. To provide a variety of individual and group activities for nurturing the growth, health and development of each child.
3. To offer a “family atmosphere” for participants, i.e., to make the facility available for parent participation and volunteer opportunities.

ENROLLMENT

Enrollment to the City of La Grange Recreation Department After School Program is open to all children who meet the specified age/grade classifications (subject to space availability on a first-come, first-served basis). Enrollment in the After School Program will include a non-refundable \$10 per student registration fee. A child’s continued enrollment is conditional to parents/guardians and enrolled participants adherence to all policies, procedures, and guidelines as stipulated in this handbook.

Hours of Operation will be 3:30 to 5:30 p.m., on school days as applicable to LaGrange ISD calendar.

PROGRAM FEES AND PARTICIPANT QUALIFICATIONS

Parents/guardians will pay a \$15 per week/per participant fee (averaging \$60 per month/per participant). Continued enrollment fees are **due and payable in advance** – must stipulate to be paid weekly, monthly, or other schedule as agreed upon with the Recreation Director. Should payment **NOT OCCUR** prior to the first (1st) business day – as stipulated, weekly, monthly, other – a late fee of \$5 per day/per participant will be applied. After three (3) consecutive business days, the Recreation Director **will drop the participant** from enrollment, and allow a waiting list participant to take the vacated slot.

The City of La Grange Recreation Department After School Program is available to youth currently attending Kindergarten through the Sixth (6th) grade. The maximum number of full-time participants will be forty (40) students. Those registering beyond the fortieth (40th) participant will be put on a “waiting list” and listed in order in which they complete the registration process. As openings occur, notification will follow the order in which applicants are placed on the waiting list.

Drop-ins may be allowed – by space availability on a day-to-day basis only. Drop-ins will be charged **\$4 per day/per participant** – due and payable by cash at time of drop-in. Drop-ins may be allowed for three days per week maximum.

FORMS REQUIRED PRIOR TO THE FIRST DAY OF THE AFTER SCHOOL PROGRAM

1. Youth Registration Emergency Medical Information
2. Waiver and Release of Liability
3. Recreation Liability and Photograph Release – designated pick-up information
4. Randolph Recreation Center Policies, Expectations, and Procedures
5. 2008-2009 After School Program Policies
6. Acknowledgement of Receipt of Handbook

EMERGENCY PROCEDURES

The City of La Grange Recreation Department staff will take the following actions in case of emergency and/or accident(s). Parents/guardians or emergency contact person listed on Emergency Medical Information form will be contacted immediately. In case of need to transport, the City of La Grange Recreation staff will contact EMS to transport the child to the hospital designated on the child's Emergency Medical Information form.

SIGN-IN and SIGN-OUT PROCEDURES

Participants **MUST BE** checked-in as they enter the Randolph Recreation Center. Participants in the After School Program will be released **ONLY** to those individuals whom parents/guardians have designated. A sign-in/sign-out designated persons list will be kept on file for each participant. This will be enforced for your child's well-being and safety. **AT NO TIME WILL PARTICIPANTS BE ALLOWED TO SIGN THEMSELVES OUT!**

COMMUNICATION

The success of the City of La Grange Recreation Department After School Program will depend largely on the cooperation and communication between parents and Center Staff. Newsletters, notes/notices, and other written information will be sent home with participants when the need warrants parent/guardian notifications. Please be an informed parent/guardian by reading the informational sheets that are either brought home or notices that are posted with the daily sign-in/sign-out sheets. Daily communication with the Center's staff is encouraged!

ATTENDANCE POLICY

Upon registration, participants are strongly encouraged to attend the After School Program on a daily/regular basis. Participants missing more than three (3) consecutive days without informing the Recreation Director, or appointee, will be replaced by a participant that is on the waiting list. Communication is the **KEY** to attendance concerns – please inform the staff if your child will be absent.

LATE PICK-UP POLICY

It is understood that problems will arise that could make a parent/guardian late for pick-up. We understand when unforeseen emergencies arise, but please call to inform the staff if an emergency occurs and that pick-up will be delayed. Any emergency notification resulting in a late pick-up will be noted in the participant file and will be dealt with on an individual basis.

Late pick-up will commence at 5:31 p.m. – at which time a fee of \$1 per minute/per student will be assessed and payable prior to the participant returning to the program.

Continual late pick-ups may warrant expulsion of the participant from the After School Program.

MEDICATIONS

The City of La Grange Recreation staff will not administer, nor will be responsible for administering medication of any kind during program hours. Participants/Children are NOT allowed to administer oral or injected medication of any kind themselves. Parents/guardians must come to the Randolph Recreation Center and administer any needed medication.

*The only exclusion to this guideline will be for those participants listed as “asthmatic” on the Medical Emergency Information form – who must carry and/or use an inhaler as directed by a Medical Doctor.

POLICY ON DRUGS AND FIREARMS

The City of La Grange Recreation Department will NOT tolerate the use or possession of drugs or firearms in the Randolph Recreation Center. The Recreation Department staff will strictly enforce this zero tolerance policy for the safety of staff members, and more importantly the safety of the participants of the program. (Please understand that pocket knives are considered a weapon even though it may not be used as such.)

SPECIAL BELONGINGS

Any special belongings, such as toys or electronic devices, should not be brought to the Randolph Recreation Center After School Program. The City of La Grange Recreation Department staff will not be responsible for lost, stolen, or broken items. All participants will have a designated storage area for backpacks, books, coats/jackets, etc. upon arrival at the Center. Staff will make every effort to monitor these items, yet, participants are ultimately responsible for those items.

PARTICIPANT SAFETY POLICY

The City of La Grange Recreation Department staff will observe all recommended and needed safety procedures for the welfare of the After School Program participants. Every effort will be made to ensure that the facility is safe and secure, yet pleasant and inviting for participants and staff.

- Participants will not be left unattended/unsupervised – a staff member will be accountable for the where-about of all participants
- The Recreation staff has immediate access at all times to a working telephone within the facility/building
- The Recreation staff will conduct random fire and emergency drills
- When abuse or neglect of a child is suspected, a staff member will immediately notify the Recreation Director, who will in turn contact the office of the State Child Protective Services
- An on duty staff member will be certified in CPR and First Aid
- First Aid kits will be available for emergency use

DISCIPLINE POLICY

The City of La Grange Recreation Department recognizes that positive discipline teaches and encourages the healthy development of a child’s self-esteem. No child shall be degraded, humiliated, abused, or neglected in any way. Our staff will praise and call attention to appropriate behavior and act as good role models in order to positively influence and reinforce a child. Our staff will communicate with parents/guardians about any problem behavior exhibited by their child. They will seek to work cooperatively with parents to provide consistent consequences and reinforcements at the After School Program and in the home environment.

Depending on the severity of the behavioral problem, parents/guardians may be contacted immediately and requested that their child be picked-up from the Randolph Recreation Center. This is at the discretion of the Recreation Director and staff.

Disciplinary procedures will include:

- Time out ~ time allotted will be dependent on severity of problem
- Suspended/Banned from specific activities and/or areas ~ dependent on severity of problem
- Expulsion from the After School Program ~ for repetitive and/or severe problem(s)
- Should banning or suspending of privileges occur repeatedly, the participant could be expelled from the After School Program
- Should Expulsion occur parents/guardians will NOT receive a refund

ACKNOWLEDGEMENT OF RECEIPT ~ AFTER SCHOOL PROGRAM HANDBOOK

I, _____, the legal parent/guardian of _____
do hereby acknowledge receipt of the City of La Grange Recreation Department After School Program
handbook.

Parent

Parent

Date