

Frederick County Parks and Recreation Department

A.S.E Program

Engage in Sports!

Imagine new Creations!

Meet new Friends!

Have FUN!!

Voted The Best After School Activities

*in Frederick County
by the Readers of the Northern Virginia Daily!*

Parent Information Booklet

Effective 2017

A.S.E Program has SPORTS, IMAGINATION, CREATIVITY, and FUN!

Parents, are you looking for a fun program for your child (while you're at work) with 100's of games and activities, professional staff, highly affordable rates, and the convenience of being available to all FCMS and ABMS middle students? Then don't hesitate to register today for the A.S.E Program, FCPRD's after school care. It's simply the BEST!

A.S.E Program

The A.S.E Program is available to all middle school aged children. Our goal is to provide participants with many recreational opportunities after school! Children will engage in active games and also have the opportunity to participate in art projects, crafts and sports, along with many other activities. Weather permitting most activities will take place outside. Once all planned recreational activities have taken place children may have the opportunity to do homework and free time.

A.S.E Program Hours: After School Program Hours: dismissal bell – 6 p.m.

Program Operation

A.S.E. will not be open on days when school is out, such as teacher workshop days, winter break, spring break, snow days, etc.

Delayed Opening

If schools dismiss early/close during the school day the afternoon session of A.S.E Program will not open. If school closes once we have opened, our program will also close. You will need to contact the school to make arrangements for your children on these days. To find out if our program is closed please call our cancellation line at 540-665-5678, option 3, or check our website at www.fcprd.net (click on CANCELLATIONS).

Inclement Weather Days / Snow Day Camp

If Frederick County public schools are closed for inclement weather, the A.S.E Program is closed. There will be no Snow Day Camp for the A.S.E. Program.

Holidays

When school and/or Frederick County Government offices are closed the program is closed.

Late Pick Up / Non Pick-Up of a Child

After-school A.S.E Program closes at 6 p.m. A \$15 per child late pick up fee will be assessed for the first 15 minutes after the close of our program and \$2 per minute after that. You will be hand delivered and/or mailed a statement that is payable upon receipt. Picking up late more than three times in a sixty day period may result in your child's enrollment being suspended and/or termination from the program.

This policy also applies to any time you are asked to pick up your child for special circumstances (illness, lice, behavior, etc). If a child remains after closing, staff will attempt to reach the parents and the emergency contacts listed on the registration form. If a child/ren are not picked up within 30 minutes of the program closing and we have been unable to contact a parent or emergency contact, staff will notify the Sheriff's Department.

Behavior Expectations

Expectations are included so parents and children are informed of the behavior required for the enjoyment and safety of the children involved with the programs.

1. Children should expect to have fun! If they are not enjoying the program or are having difficulties, they should talk it over with the Lead Staff on site.
2. Children should be treated with respect and, in turn, are expected to be respectful of each other, the property of others, and the program staff.
3. Children must respond to staff direction when told to do so.
4. Children are expected to stay with their designated groups and leaders during the program.
5. Children must be aware of the specific expectations and follow any safety rules that pertain to their program site.
6. We are not responsible for any personal belongings brought to the program.

Discipline Policy

Our goal is to provide a safe and enjoyable recreational atmosphere for all children in the program. If discipline problems do arise, we may ask your support in dealing with the situation. The program staff will handle these situations in a caring and professional manner. If it becomes necessary for program staff to discipline your child, the following process will take place:

1. A child will be given a verbal warning and re-directed.

2. If the child's behavior continues, staff may ask your advice and enlist any other aid you would recommend to resolve the problem in a positive manner.
3. If the child's behavior continues to be disruptive, an incident report will be utilized. This is a description of the behavior and the actions taken by staff in dealing with the behavior. Parents/Guardians will be given a copy of this report and the program staff will explain the situation and answer any questions you or your child may have.
4. If the situation warrants, you may be called and asked to pick up your child immediately. When this occurs, an incident report will be available. As a reminder, late fees may apply if your child is not picked up as scheduled.
5. Multiple incident reports may result in a one to three day suspension from the program and may result in expulsion from the program and/or all FCPRD programs for a minimum of six months or for a period of up to two years depending on the circumstances.
6. If at any time a child's behavior warrants, immediate suspension or expulsion from the program is possible. This includes but is not limited to the destruction of property, biting, spitting, instigating a fight, fighting, abusing staff, or other children. Parents should review the Behavior Expectations and Discipline Policy with their child. Your child may also be removed from the program if for any reason the parent or guardian becomes hostile with FCPRD staff and/or the children in the program. This includes any inappropriate language, threats, or physical harm.

Open Lines of Communication

Parents are encouraged to contact their Lead Staff and/or Recreation Technician with concerns, comments, or questions regarding their child's experience.

Sign In/Sign Out Procedures

A Sign In/Sign Out sheet will be placed in a designated location and participants will need to be signed in/out on a daily basis. Please let the staff know if your child will be absent or participating in extracurricular school activities during program hours, including tutoring. If we are on the playground, it can take up to ten minutes to drop off/pick up so please allow for this.

Photo ID

Please note that photo identification may be required from persons picking up children from the program. Parents should remember to contact program staff by phone if someone other than those who are authorized will be picking up their child. If an unauthorized person arrives to pick up a child, the parent will be called for permission before releasing the child.

Sick Children/Head Lice

If children become ill or have head lice during program hours, staff will notify the parent to make arrangements for the child to be picked up as soon as possible. If it is time for school to start, the child may be sent to the school nurse for evaluation. All children sent home ill may not return to the program for at least 24 hours and all children sent home with head lice or nits may not return to the program for at least 48 hours; a late fee may apply if your child is not picked up as scheduled.

Medications

Staff will assist and/or administer the following emergency medications; physician prescribed asthma inhaler, glucagon (orally or rescue injections only) and EpiPen. Your child's physician must complete an FCPRD Written Medication Consent Form before any of the above emergency medications can be brought to site. A form can be obtained from our website (fcprd.net), from site, or from our main FCPRD office.

Participant's with diabetes may self test and use an injection pen or pump to administer their insulin. FCPRD staff will not test, determine when a test is needed, or administer insulin. If applicable, parents will need to supply a sharps container to dispose of used injection pens. A meeting to review your child's daily plan of action regarding their diabetes care must take place between the parent, Recreation Technician (on-site supervisor), and the A.S.E Program Manager prior to attending the A.S.E Program.

Proper Attire

Since we are an active program, children will be running and playing outside. Please dress your child accordingly which includes sneakers, jackets, etc. Frederick County Parks and Recreation is not responsible for any lost/ damaged personal property.

Food Policy

A.S.E Program Snack: A snack will be served daily during the after school program.

If your child has specific food allergies please provide a snack from home. Special permission needs to be obtained from the Lead Staff when bringing in food to be shared with the participants. Any food brought from home to be shared with the group must be store bought and not homemade.

Photographic Release

The Frederick County Parks and Recreation Department reserves the right to photograph and videotape all activities, events, classes, programs, and facilities for promotional purposes.

Parents with concerns regarding this issue should contact us at fcprd@co.frederick.va.us or 540-665-5678.

Registration Procedures

Registration is ongoing until all spaces have been filled during the school year. Parents may register their child online at www.fcprd.net or at the FCPRD office, 107 North Kent Street, Winchester, VA, Monday-Friday, 8 a.m. - 4:30 p.m. by filling out the appropriate forms along with the first payment. FCPRD reserves the right to cancel any program that does not meet the minimum number of participants required to operate.

Please note that children being enrolled into this program will be enrolled through the household in which they live.

Parent/Guardian Contact Information

When you register for our program, you will be required to give us the following information:

Primary Guardian's contact information: this is the name of the person with whom the child primarily lives.

Secondary Guardians' contact information: this may or may not be the name of the person with whom the child lives.

First Emergency Contacts' contact information: this cannot be the Primary or Secondary Guardian's information; this person will be contacted if the Primary or Secondary Guardian cannot be reached.

Second Emergency Contacts' contact information: this cannot be the Primary or Secondary Guardian's information; this person will be contacted if the Primary or Secondary Guardian cannot be reached.

Provide a list of those authorized to pick up the participant; anyone on this list will always have authorization to pick up at anytime.

Payment Policy and Procedures for A.S.E Program

Please be advised that payment for the entire program is due at the time of registration or you may choose from the following payment options:

Payment Option 1

Weekly payments will be automatically deducted from your checking or savings account on Mondays.

Payment Option 2

Weekly payments will be automatically charged to your Visa, MasterCard or Discover Card on Mondays. If our department is closed on a Monday, payment will be charged to your Visa or MasterCard or Discover Card on our next following day of business.

NO PAYMENTS WILL BE ACCEPTED ON SITE.

Delinquent Payments/Non Sufficient Funds (NSF)/Credit Card Declines

Please review the following:

1. Any account that experiences an NSF will be assessed a \$35 charge.
2. For any outstanding balance that is not paid by the due date, a final notice will be hand delivered, mailed and/or if applicable e-mailed indicating the date your child's enrollment will be terminated.
3. In the event that your account experiences three NSF's or credit card declines you may be required to use a different checking account or credit card for remaining payments or pay your account in full with cash, credit card or money order.

Withdrawal Procedure

If withdrawal from full-time enrollment in the program becomes necessary, you will be responsible to pay the following week's regularly scheduled payment. Program fees are due whether or not your child attends the program. There will be no credits or refunds given for any days that the program cannot operate due to the weather or unscheduled school closings.

Please note a minimum of a two-week notice is required to make financial changes to an Account. Changes can only be completed with an updated automated payment form or if payment is made in full on the account.