

Frederick County Parks and Recreation Department



***THE BEST...SPORTS***

***THE BEST...IMAGINATION***

***THE BEST...ACTION***

***THE BEST...FRIENDS***

***THE BEST...FUN!!***

***VOTED THE BEST AFTER SCHOOL ACTIVITIES***

*in Frederick County*

*by the Readers of the Northern Virginia Daily!*

Parent Information Booklet

Effective April 2015

## ***BASICREC IS MORE SPORTS, MORE IMAGINATION, MORE ACTION, MORE FRIENDS, MORE FUN!***

Parents, are you looking for a fun program for your child (while you're at work) with 100's of games and activities, full time professionals on staff, highly affordable rates, and the convenience of being available to all Frederick County elementary students? Then don't hesitate to register today for basicREC, FCPRD's before and after school. It's simply the BEST!

### **basicREC**

The basicREC program is available to all elementary school aged children. Our goal is to provide participants with many recreational opportunities before and after school! Children will engage in active games and also have the opportunity to participate in art projects, crafts, sports and fitness programs, 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.

<b>basicREC Location</b>	<b>Cell Number</b>	<b>Land Line</b>
Apple Pie Ridge Cafeteria/Gym	540-550-7681	540-665-5608
Armel Cafeteria/Gym	540-247-3247	540-869-8038
Bass-Hoover Cafeteria/Gym	540-550-7683	540-868-0143
Evendale Community Center/Gym	540-303-1761	540-662-2842
Gainesboro Community Center/Gym	540-247-5545	540-888-9331
Greenwood Mill Community Center/Gym	540-550-7687	540-542-1377
Indian Hollow Cafeteria/Gym	540-247-5278	540-877-1014
Middletown Cafeteria/Gym	540-247-3237	540-869-2008
Orchard View Community Center/Gym	540-303-1756	540-868-0438
Redbud Run Cafeteria/Gym	540-550-7686	540-665-5213
Stonewall Cafeteria/Gym	540-550-7688	540-665-5606

All locations are subject to change, based on registration.

**basicREC Hours:** Before School Program Hours: 6:30 a.m. - start of school. After School Program Hours: dismissal bell - 6 p.m.

### **Program Operation**

The basicREC program begins on the first day of school and ends on the last day of school. An operational program calendar is provided during the registration process to help you plan for early release days, holidays, teacher workshop days, and winter and spring break days; this calendar is subject to change. For information on the CAMP basicREC Program, please refer to a separate publication of the FCPRD summer activities brochure.

### **Early Release Days**

To attend on an early release day, unless enrolled in the afterschool program, you must enroll in our daily option (see back page for details).

### **Teacher Workshop Days/Winter Break/Spring Break**

On teacher workshop days and winter & spring breaks a full day camp may be offered at the Community Centers located in Evendale and/or Greenwood Mill Elementary School. These camps are offered at no additional charge to those enrolled in both the before and after school program; for those enrolled in either morning or afternoon only the fee is \$18. All daily participants will be charged \$23 per day, per child.

### **Delayed Opening**

If schools are on a one hour delay basicREC opens at 6:30 a.m. If schools are on a two hour delay, basicREC will open at 8 a.m. If schools dismiss early/close during the school day the afternoon session of basicREC 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](http://www.fcprd.net) (click on CANCELLATIONS).

### **Inclement Weather Days / Snow Day Camp**

If Frederick County public schools are closed for inclement weather, the basicREC Program is closed. However, if the site is accessible, FCPRD may be able to offer a SNOW DAY CAMP (8 a.m. - 6 p.m.) at our Community Center at GREENWOOD MILL Elementary School. To find out if this camp is available, please call our cancellation line at 540-665-5678, option 3, or check our website at [www.fcprd.net](http://www.fcprd.net) (click on CANCELLATIONS).

When this camp is held, participants need to bring drinks, two snacks and a packed lunch each day. There is no charge to attend this camp for those enrolled in both the before and after school program; to attend this camp, you simply show up. For others who utilized morning or afternoon there will be a charge of \$18 per day. All daily participants will be charged \$23 per day, per child.

### **Holidays / Inclement Weather Days**

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 basicREC 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 Teacher Workshop Days, Inclement Weather Days, Winter and Spring Break Camps and/or 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 Recreation Technician.
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 group 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.
7. All participants must be potty trained. Any child that experiences three bathroom accidents within a thirty day period may be suspended from the program for the remainder of the school year or from CAMP basicREC. If a participant soils themselves the parent/guardian will be required to pick up or bring a change of clothes.

FCPRD staff is not permitted to change or clean up any child who has soiled themselves.

### **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 verbal warning is not heeded, "Time Out" will be used. The child will be seated away from the group for a time period of one minute per year of their age.
3. 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.
4. 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 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.
5. 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.
6. A total of three written incident reports may result in a one to three day suspension from the program and a fourth incident report 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.
7. 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, and fighting. 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 other children in the program. This includes any inappropriate language, threats, or physical harm.

### **Open Lines of Communication**

Parents are encouraged to contact their 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**

basicREC 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](http://fcprd.net)) 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 basicREC Manager prior to attending the basicREC 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**

basicREC Snack: A snack will be served daily during the after school program.

During any full day camp you will need to pack your child 2 snacks, lunch, drinks and a water bottle.

A snack menu will be posted at each site or your child may bring a snack from home. If your child has specific food allergies please provide a snack from home. Special permission needs to be obtained from the Recreation Technician 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. Any food sent with your child during the before school program, will be consumed during the school's breakfast program.

## **Field Trip Transportation**

If applicable, all transportation will be provided by Frederick County Parks and Recreation Department and/or Frederick County Public Schools. Participants riding in county vehicles are expected to obey rules of the vehicle and the directions of the driver. Under no circumstances will staff be permitted to transport participants in their personal vehicle. Our staff will not be responsible for extra money brought on field trips.

## **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@fcva.us](mailto:fcprd@fcva.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](http://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. Registration forms and the parent information handbook are available on our website at [www.fcprd.net](http://www.fcprd.net) by clicking on basicREC and following the links. 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 basicREC**

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 amounts are based on the entire year and the number of weeks the program runs whether the week contains a holiday or not. No refunds will be issued for days missed.

#### **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, 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. The account will then be forwarded to our collections department.
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.

### **Part-time Attendance**

Don't need basicREC every day? Register only for the times you need - with no minimum number of days required! You pick it: morning, afternoon, morning and afternoon, spring break camp, winter break camp,

teacher workshop days, snow days - the possibilities are endless! Register online, while space is available, for one day or multiple days.

If you have any questions or concerns, please contact FCPRD at 540-665-5678. Policies subject to change.

