

GREEN RIVER AFTER SCHOOL PROGRAM

PARENT MANUAL 2019-2020 SCHOOL YEAR



After School Program



1775 Hitching Post Drive
Green River, WY 82935
(307) 872-0514

cduncombe@cityofgreenriver.org

Leisure Programs Division
TABLE OF ORGANIZATION
City of Green River
Parks & Recreation Department

Recreation Supervisor
Katie Duncombe, CPRP

Part time Recreation Staff
Recreation Assistant
Instructor
Operations Assistant

Philosophy of the Green River After School Program

The philosophy of the Green River After School Program (GRASP) is to provide a supervised structured and non-structured recreational and leisure opportunity for elementary aged youth in our community. GRASP focuses on incorporating developmental assets that are essential qualities and positive experiences in raising future productive members in our society; Remember... It takes a Village to raise a child!

Eligibility for Participation

All children who have enrolled in Kindergarten through 5th grade (effective the 2019-2020 school year) and Home Schooled students are eligible to register for 2019-2020 GRASP.

Children with Special Needs

GRASP does not discriminate on the basis of race, color, national origin, sex, or disability. The program is dedicated to supporting the Americans with Disabilities Act (ADA). If your child requires special accommodations in order to participate, please contact Katie Duncombe at 872-0514.

*We are **NOT** affiliated with the school district; therefore they cannot share information about your child with us. If your child is on an IEP, has a learning or emotional disability or needs extra help in any way, please let us know when registering, so we can best help your child throughout our program.

Staff

The staff is comprised of very talented young adults, college and high school students. Staff have attended meetings where topics such as proper supervision, proper etiquette, CPR, First Aid, safety, activities and other topics are covered.

GRASP Sites

Monroe Elementary School

250 Monroe Avenue
870-4014

Harrison children will be transported by School District #2 on bus # TBA Monroe Elementary (GRASP).

(Transportation badges will be provided to participants upon registration)

Washington children will be transported by School District #2 on bus # TBA to Monroe Elementary (GRASP).

(Transportation badges will be provided to participants upon registration)

Truman children will be transported by School District #2 on bus # TBA to Monroe Elementary (GRASP).

(Transportation badges will be provided to participants upon registration)

Parents please have the site cell phone number with you in case you need to contact your child or the staff.

Hours of Operation and Holidays Observed

GRASP is open from 3:20pm to 6:00pm, Monday through Friday for children in grades K-5th.

Full day hours are 8am-5:30pm.

Half Day is the time the bell rings until 6pm.

GRASP is not offered on the following School Closure Days:

September 2, 2019 Labor Day

November 27-29, 2019 Thanksgiving Break

December 23,-January 1 Christmas Break

February 17, 2020 Presidents Day

April 6-10, 2020 Spring Break

Full Days = 2 punches

October 25, 2019

February 18, 2020

March 13, 2020

Half Days = 1 punch

September 25, 2019

October 18, 2019

October 31, 2019

December 20, 2019

January 29, 2020

March 6, 2020

April 22, 2020

Last Day of GRASP will be Tuesday, May 19, 2020

Inclement Weather Procedures

Snow Closure - In the event of blizzard conditions (i.e. inclement weather) GRASP will do its best to remain open and attempt to keep regular hours. If the inclement weather becomes too drastic staff will notify parents to come and pick-up their child(ren). Please notify staff if you're going to be late picking up your child due to the bad weather conditions.

In cases of extreme heat when activities are scheduled outdoors, the activity time may be shortened. If the activity is shortened children will be moved indoors.

In cases of rain, lightening, or a tornado warning, the activity will be moved indoors.

If the GRASP site your child(ren) attends is closed due to inclement weather or for any other reason, parents will be notified by telephone.

Admission and Registration of Children

This program is one of many activities, programs and services offered by the City of Green River Parks and Recreation Department. Registration procedures for this program:

Fall 2019:

- Registration begins Tuesday, August 1, 2019
- All participants must have current punch cards and registration forms on site.

Participants can register at the Green River Recreation Center

Walk-in Registration: Come into the Recreation Center during normal hours of operation.

Complete the registration form, and choose the punch card amount to be purchased. Pay the program fee by cash, money order or VISA/MasterCard.

Punch cards will be purchased at the Recreation Center and be kept on site to be punched by GRASP Staff at the end of each day.

Parking and Pickup from GRASP

Monroe Elementary School - Parents will need to pickup up their children from the back of Monroe on the southeast side.

To get there:

1. Turn into the west most parking lot of Lincoln
2. Drive to the end
3. Turn up the hill to your right next to the tan/yellow maintenance shop. There is a sign that says "employees only". Drive up the hill and past the sign. This is where you can see the glass doors on the corner of Monroe where you will pick up your children.

Fee Schedule: Fee schedules are subject to change depending upon schedule!!

Fees for the 2019 - 2020 school year are as follows:

<u>GRASP</u>	<u>Tuition</u>	
K-5 th grade	5 punches = \$35	Full Days of GRASP will be two punches!
	10 punches = \$70	
	15 punches = \$105	
	20 punches = \$140	
	25 punches = \$165 / discount \$10	
	30 punches = \$195 / discount \$15	

Attention Parents!
If your child has punches remaining at the end of the year they will be refunded.

Additional children will be 25% off

Identifying Where Children Are at All Times

Please be aware we may leave school grounds at times to do activities. Please feel free to call the site cell phone or Recreation Supervisor to find your child.

Children Who Become Ill/Accidents/Emergency

If your child is exhibiting any sign or symptoms of illness, please be considerate of others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return to GRASP. If a child should become ill or get injured during the program the parents/guardians will be notified.

If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the Recreation Supervisor any exposure to communicable illnesses outside the program. The child will then be excluded from the program for the period of time prescribed by the child's physician or the local health department.

All injuries and illnesses will be documented by staff.

Lost Children/Natural Disasters

All GRASP Staff members are trained in the established safety procedures. The following proactive steps will take place in such situation:

- A. Specific procedures for responding to the crisis will occur.
- B. Notification of the Recreation Supervisor must be immediate. The Recreation Supervisor will notify police.
- C. Local authorities will begin work immediately.
- D. Children's parents or guardians must be notified promptly.

When GRASP Staff hear the tornado siren or are alerted by the Building Supervisor that there is a tornado warning, children will be moved to the designated school tornado safe spot. GRASP Staff will take attendance once they are safely in the designated area. Once the site receives an all-clear signal from the Building Supervisor or the Police Department, children will return to the program area.

Transportation of Children

Transportation will be provided by Sweetwater County School District # 2. All drivers are fully licensed and trained professionals.

Field Trips/TV & Video Viewing

GRASP will occasionally take field trips. If parent/guardian do not agree with or have concerns with the field trip please contact the GRASP Recreation Supervisor at (307) 872-0514. Sign in and sign out procedures will be the same for field trips. Children will watch movies that are rated PG or G. No television will be watched.

Arrival/Release of Children

It is required that all children be picked up from the program by an authorized person. Children K-5th may not log themselves out of GRASP. Log-Out will provide a clear record of attendance and tardiness for documentation, should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to GRASP Staff may be asked to show ID. **Authorized persons must be at least 18 years old (if other arrangements need to be made, please contact the Recreation Supervisor).** To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency.

Late Pick-Up/Failure to Pick-Up

Please contact the GRASP Staff if you are going to be late. **A late fee of \$10 for every 10 minutes will be charged for any pick up that occurs after the scheduled pick up time.** When a child is not picked up after GRASP, staff will first try to contact the parent/guardian, then the emergency contact numbers.

Handling of Children's Belongings

All children's belongings should be labeled with their name. A specific place is designated at the site for personal belongings to be stored. Although GRASP Staff makes an effort to monitor children's belongings, we cannot guarantee the security of your child's belongings. GRASP provides activities and equipment for children. Children should not bring expensive or valuable items to the program. GRASP is not responsible for lost, stolen, or damaged items, including money.

Rules and Regulations

It is expected that participants will:

- Respect the property of others
- Respect themselves and others
- Conduct themselves in a safe, responsible, and appropriate manner at all times
- Follow the rules as directed by staff.
- Respect the property of the school; we are guests at these locations.

Snacks

All children should eat lunch prior to attending GRASP. A snack will be provided each day to participants. Please notify the staff of any allergies your child(ren) may have regarding food/snacks. Drinking water will be freely available to the children at the site. All foods are stored and served in such a manner as to be clean, wholesome, free from spoilage and safe for human consumption.

Visitors/Volunteer Policy

All visitors, including parents, are required to check in with GRASP Staff and sign in on the Visitor's Log located at the Sign In/Out center. Persons unknown to staff will be required to show a State issued photo ID for identification. All volunteers must complete a City of Green River Volunteer Application and undergo a background check prior to being approved to Volunteer (plan accordingly as this may take up to two weeks to complete). If you are interested in volunteering, please contact the Recreation Supervisor.

Filing a Complaint

We want to hear from you if you have questions or concerns about GRASP. We will make every effort to resolve any issues or concerns you have about the program.

Should you have a concern, or idea for improving GRASP, you may also contact the Recreation Supervisor at 872-0514 at anytime.

Request for a Child's Removal

The removal of a child from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand.

Before a child is removed, the Recreation Supervisor will discuss the current situation and everything that has occurred to date with GRASP staff and parent(s) of the participant(s). The Recreation Supervisor will then inform the parent/guardian by phone that their child is dismissed from the program.

Withdrawing From the Program

A parent or guardian may withdraw his/her child from GRASP at any time. However refunds will be given based on the Parks & Recreation Departments refund policy.

Refund Policy

Parks and Recreation Activity Refund Policy: *Credits are valid for one year from the date of issuance and may be used toward any program. *Full refunds will be given for cancellations that are received one or more working days before the activity is scheduled to begin. *Full credit to your account will be issued for cancellations received less than one working day before the activity is scheduled to begin. *With City of Green River approval, pro-rated account credit may be issued for cancellations received after an activity begins; a medical situation and/or other extenuating circumstances. Failure to attend is not considered a cancellation. *Credit will be applied to your account, unless requested otherwise; credits will be good for one year from the date of issuance. *If original payment was by credit card, a credit will be issued back to that card. *Refunds are typically issued in the form payment was originally made with the exception of cash, which shall be reimbursed by a check from the Finance Department after being approved through City Council. Cash refunds are not allowable over \$40.00. Refunds may take up to 4 weeks to process. Participants are permitted to transfer the credit to another activity or account. *In the case of a rain/snow-out, there will be NO refund and no rescheduling. *In the case of a cancellation by the coach or other unforeseen cancellation, there will be NO refund. *Once a registration has been completed, all reservations are considered final. Please choose activities with care, as all registrations are considered final.

Contact Phone Numbers

Green River Recreation Center 872-0511

Green River After School Program Recreation Supervisor (Katie Duncombe) 872-0514

Monroe Elementary School Site 870-4014

E-Mail Address for Katie Duncombe: cduncombe@cityofgreenriver.org

City of Green River Parks and Recreation Department

Behavior Policy

Summer Day Camp and Green River After School Program

Positive Guidance, Discipline and Discharge

Whenever possible, staff will assist children in working out their differences. The program should follow the same conflict resolution steps as below:

Children's Rules to Live By:

- **Ask the person to stop**
- **Ignore the person**
- **Walk Away**
- **Tell an Adult**

We are respectful, responsible and safe

The following system will be used in the behavior plan.

1. First offense, the child will be given a warning and the staff person will talk to the child about the behavior expected of him/her. *If a behavior is deemed serious enough, it can warrant a **Discipline Report** without warning or even an expulsion from the program without prior warning or notice.*
2. Second offense, the child will be asked to sit away from the group for a short period of time (5-10 minutes) and think about his/her actions. A staff person will again talk to the child about their behavior.
3. Third offense, the child will be removed from the area and asked to sit away from the group for 10-20 minutes (depending upon the age of the child). The child will not be allowed to return to a particular activity for the remainder of the program time, such as a gym game. Parents will be informed of the behavior upon pickup and an **Incident Report** will be completed by the staff.
4. A **Discipline Report** (Green Sheet) will be completed whenever a child becomes physical with another child or staff member, destruction of property occurs, constant one-on-one attention is needed, and/or usage of offensive language. *A serious discipline problem is defined as one in which a child is adversely affecting the day-to-day operation of the programs.*
5. If a 2nd **Discipline Report** is completed during a summer or school year, a meeting will be scheduled with the Recreation Supervisor, onsite staff, parents and child to discuss the behavior and strategies to assist in alleviating the behavior.
6. If the child receives a 3rd **Discipline Report** he/she will be suspended from the program for a three day period. During this time the parent, child, Recreation Supervisor and onsite staff member, will meet to discuss the parameters of returning to the program.
7. If a 4th offense occurs after this meeting, the result will be dismissal from the program. *Refunds will not be granted.*