



TUKWILA
PARKS & RECREATION
GOOD HEALTHY FUN

PARENT MANUAL

12424 - 42nd Ave. S.

Tukwila, WA 98168

206.768.2822

f)206.768.0524

2014-2015



Recreation builds stronger families and healthier communities. Accessible parks and open space for leisure and physical activity is essential for stress management, fosters community pride, and plays an important role in the development of our children. Get active and stay healthy today!

Tukwila Parks & Recreation is the place for GOOD HEALTHY FUN!!!



2014-2015 Early Birds & After School Activity Program

Parent Manual

The Tukwila Parks & Recreation and the entire youth department welcomes you and your family to another year of fun. We are looking forward to many new adventures and friendships. This manual will provide you with information about our program's policies and procedures. Please take time to review this information prior to the start of the program. If you have any questions or concerns at any time, please feel free to contact our program staff at the Tukwila Community Center.

YOUTH PROGRAM LOCATION

Tukwila Elementary School

5939 South 149th Street
Tukwila, WA 98168

Thorndyke Elementary

4415 S 150th Street
Tukwila, WA 98188

Cascade View Elementary School

13601 32nd Ave South
Tukwila, WA 98168

YOUTH PROGRAM ADMINISTRATION

Kirstin May

Youth/Teen Recreation Coordinator

Email: kirstin.may@tukwilawa.gov

Darren Hawkins

Recreation Program Specialist

Email: darren.hawkins@tukwilawa.gov

OUR GOAL

Our goal is to provide a safe and fun program for school age youth. We are dedicated to providing your child with meaningful experiences and are very proud of the programs we offer. We encourage socially positive habits and attitudes through active participation in this recreation program. To make these goals a reality the Tukwila Parks and Recreation Department will employ qualified staff members who love children, and will be a positive influence on their lives.

REGISTRATION AND ENROLLMENT

REGISTRATION

All of our youth programs are open to children entering grades K-6 at the start of the 2014-2015 school year. **We do not have care for those children in half-day Kindergarten.** Registration is on a first come, first served basis, depending on space availability. It is the responsibility of the parent/guardian to keep their child's file updated with current information. The following items for Early Birds and A.S.A.P. must be completed and on file at the Tukwila Community Center at least 48 hours prior to attendance in the program:

- Registration Form
- Liability Waiver
- Payment Policies Form

PROGRAM HOURS

Early Birds operates from 6:30 am – school start, Monday-Friday throughout the school year and follows the Tukwila School District Calendar. Activities during this time will consist of large group games, quiet activities, daily challenge activities, and free time. Transportation to school is provided by the Tukwila School District.

The A.S.A.P. (After School Activity Program) operates from school end to 6:00 pm. throughout the school year at each elementary school and follows the Tukwila School District Calendar. During these hours, the children will break into groups according to age and participate in arts and crafts, recreation and physical fitness games, various project activities, educational opportunities, and other exciting events. It is the parent's responsibility to notify their child's school that they will be attending the afterschool program.

CAMP CLOSURES

There will be no Youth Programs on the following dates: New Years Eve, New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving and the Day After, Christmas Eve, and Christmas Day. Programs may not be offered on other days of the year at the discretion of the Recreation Coordinator.

SNOW POLICY

Tukwila Parks and Recreation programs follow the Tukwila School District's Snow Advisory. The status of the youth programs will be as follows:

SCHOOL CLOSURE

- ✖ If Tukwila Schools are closed due to weather conditions, programs will be canceled.
- ✖ If children have arrived for a youth program, parents will be notified to pick them up immediately.
- ✖ If Tukwila Schools close after school has already begun, youth programs will be canceled and parents will need to pick up their child at the school.

<p>Note that this is contingent upon Staff's ability to safely arrive at the Community Center. Programs and times are subject to change. Please call the Community Center at 206-768-2822 for up-to-date program information BEFORE dropping off your child.</p>

PAYMENT INFORMATION, FEES & REFUNDS

PAYMENT DEADLINES

For monthly participants, payment is due on the 1st of the month. If payment is not received by the payment deadline, your child will be dismissed from the program until the balance is paid in full. Those dismissed from the program due to non-payment or late payments will be allowed to return only when payment is received in full, space permitting. Payments are accepted in the form of cash, check, or credit card (MC or Visa). Please make checks payable to the “Tukwila Community Center or TCC.” **A charge of \$10.00 per child will be assessed for all late payments.** Checks returned to the City of Tukwila will be assessed a service charge as follows:

- Checks of \$50.00 or less, a \$20.00 charge
- Checks over \$50.00, a \$40.00 charge

PROGRAM FEES

Payment can be made in person at the Tukwila Community Center or over the phone with a Visa or MasterCard.

Please do not bring cash or check to the schools as we are unable to process transactions at the schools.

Program Fees:

Early Birds

Monthly Rate \$90

Daily Rate \$10

A.S.A.P. (After School Activity Program)

Monthly Rate \$120 resident

No Daily Rates

No School Day Camp

\$35 resident/\$42 non-resident

Break Camps

Winter Break Camp

\$104/ \$90RD per week

\$170.\$160RD Both weeks

Spring Break Camp

\$120/\$100RD

LATE FEE CHARGE

There will be a late charge of \$1.00 per minute for those children not picked up by 6:00 pm. Payment for late fees is due when you pick up your child. Your child may not return to our program until this payment is received. King County Child Protective Services will be called if the child is not picked up by 7:00 pm.

REFUNDS

Requests for refunds must be made in writing and should give the name of your child, the activity/program name, the date(s), and reason for refund request. All refund requests will be subject to approval by the Youth/Teen Recreation Coordinator. Special circumstances, such as serious illness or injury will be considered when processing refund requests. There will not be a discount or a refund for days missed. **A \$5.00 processing fee will be deducted from all refunds.**

Third-Party Billing

If any payments will be made from any party that has a different address than the one listed on the child's account, please inquire at the Tukwila Community Center Front Desk about third-party billing.

DAILY PROGRAM INFORMATION

CHECK-IN/CHECK-OUT PROCEDURES

For the children's safety, a parent or guardian must accompany all children upon arrival to Early Birds and departing from the After School Activity Program. Each child is required to be signed in and out each day. A sign-in and sign-out sheet will be kept just inside the youth room for early birds and in the cafeteria of each school. Children will only be released to those individuals authorized by the parent's written permission or to the individuals stated on the registration form. **Photo identification will be required at time of pick-up.**

BREAKFAST/SNACK

A light breakfast will be provided to Early Bird participants between 7:15-7:30 am each day at no additional charge. Parents dropping off children after 7:30 am will need to provide alternate breakfast options outside of program hours.

An afternoon snack will be served at 3:30 pm daily. Children that leave the program before this time will not receive a snack.

BUS AND VAN POLICY

The bus and van rules have been developed to ensure the safety of your child and other children while traveling.

- Children must remain in their seats with their seatbelts buckled at all times.
- Open containers of food or drinks are not permitted in the vehicles. In addition, children may not eat or drink while traveling in a bus or van.
- Children must maintain quiet conversations.
- Children must keep their hands inside the vehicle at all times.
- Children are not to make inappropriate gestures to passing motorists.

Misbehavior on the van/bus may result in your child not being permitted to attend the next field trip. Children may be immediately dismissed if behavior threatens the safety of themselves, fellow participant, or staff. Transportation to and from school is provided by the Tukwila School District. They have the right to refuse service to children and implement their own discipline policy.

PERSONAL ITEMS

Please do not allow your child to bring toys and/or valuables unless special arrangements have been made with the recreation staff. Our facility and staff will not be held responsible for items that become lost, broken, or stolen. Do not send money with your child. Our programs do not permit the children to play video games, eat candy, or chew gum during program hours. The vending machines are off limits to the program participants during program hours.

All weapons, including toy weapons, are not permitted. Possession of these items will result in an automatic and indefinite suspension from the program.

ILLNESS AND MEDICATION INFORMATION

In the event of illness, parents must have alternative plans for childcare. Children not well enough to follow the day's routine (including outside activities) must not attend any of our programs. This includes, but is not limited to children with the following symptoms of illness:

- Fever
- Sore Throat
- Active Rash
- Discharging eyes
- Nausea, Diarrhea
- Stomach Pain
- Early Cold

If a child becomes ill during the camp, a parent/guardian will be notified and asked to pick up their child. Parents should establish an alternate plan for their child if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday.

CONTAGIOUS DISEASE

Parents are to inform a program supervisor IMMEDIATELY, when their child contracts a contagious disease (including, but not limited to, chicken pox, conjunctivitis, mumps, measles, viral infections, and lice) or is exposed to one. We will then post a notice to alert parents. Children being treated for a contagious disease may not return to our facility until the danger of infecting others is over. A doctor's note may be required.

ADMINISTRATION OF MEDICINE

Prescription and non-prescription medications will only be administered with written authorization from a parent/guardian, and will only be administered by authorized staff. Medication brought to the facility must be in its original container and must be CLEARLY labeled with the child's name, description of medication, physician's name, and dosage.

Please leave all medication with authorized staff upon arrival to the program. Do not leave medication in the possession of your child or in your child's lunch, as they will not be allowed to self-administer the medication.

INJURIES

Our staff will treat all minor injuries, and parents will be notified at the time of pickup. If the staff determines that the camper should receive medical treatment, a parent/guardian will be notified immediately.

Emergency Procedures:

In case of serious illness or injury the following procedures will be used:

1. Administer First Aid/CPR
2. Contact 911
3. Contact parent or emergency contact
4. Transport to nearest hospital (if necessary)
5. File accident/medical report

DISCIPLINE POLICY

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that govern our facilities, program/staff and the behavior of each child. The following procedures will be used when handling discipline situations:

First incident of continued disruptive behavior:

- A warning will be issued and the child will be encouraged to continue playing.

If the disruptive behavior continues:

- The child will be asked to sit out of the activity for a designated amount of time not to exceed 15 minutes.
- A staff person will talk with the child informing them that their behavior is not appropriate and to think about their actions.
- This child will resume play when the behavior is corrected.
- A parent/guardian will be notified of the situation when they arrive to pick-up their child.

If the disruptive behavior continues:

- The child will be asked to sit out of the activity for a second time.
- The steps outlined above will again be followed.
- A parent/guardian will be notified of the situation when they arrive to pick-up their child.

If the disruptive behavior continues:

- The child will be removed from the group.
- A youth program administrator will meet with the staff and the child to discuss the behavior.
- A parent/guardian may be contacted and asked to pick-up their child immediately.
- The child may be suspended for the balance of the days activities. The child may also lose field trip privileges for the week.
- Parents/guardians will be notified that further incidents may result in a one-week suspension from the program.
- A Staff/Parent conference will be required before the child returns to the program.

If the disruptive behavior continues following the one-day suspension:

- The Child will be removed from the group.
- A youth program administrator will meet with the staff and the child to discuss the behavior.
- A parent/guardian may be contacted and asked to pick-up their child immediately.
- The child may be suspended from the program for five program days.
- Parents/guardians will be notified that further incidents may result in permanent dismissal from the program.
- A Staff/Parent conference will be required before the child returns to the program.

If the disruptive behavior continues following the five-day suspension:

- A parent/guardian may be contacted and asked to pick-up their child immediately.
- The child may be permanently removed from the program.

We reserve the right to dismiss a child IMMEDIATELY if we experience extreme discipline problems. Such problems may include, but are not limited to fighting, physical violence toward campers or staff, bringing weapons to camp, physically or verbally threatening others, and putting themselves, other campers, and staff members in an unsafe situation.

It is important to maintain the cleanliness and safety of the building so that we can preserve it for years to come. If your child damages any part of the building, i.e., puts holes in wall, uproots trees, breaks windows, etc., the city reserves the right to bill parents/guardians for the repair costs.