

Clinton Parks and Recreation

After School Program

Guidelines and Information

General Purpose:

Clinton Parks and Recreation's After School Program will focus on quality programs to educate and entertain our participants. Participants will experience a well-rounded program that offers a variety of activities including crafts, recreational games, swimming, bowling and other creative means of expression and recreation.

Program Structure:

The program is for students in Kindergarten through sixth grade and will be conducted Monday through Friday on days that school is scheduled, it will begin at 3 p.m. and participants must be picked up by 5:45 p.m. There will be no program on snow days, half school days, teacher in service days or scheduled holidays.

Program Payment Policy:

The fee for the program is \$25 for Clinton Elementary School students and \$30 for South Clinton Elementary School students per week due to transportation. **There is a registration fee of \$10 per participant, which is due when the registration form is turned in.** We may walk to the Ritz Theater, if the weekly movie is suitable, cost is \$5 OR \$7 which includes a small drink and small popcorn. Parent(s)/guardian(s) will be informed at pick up on Monday if we plan on going to the Ritz and on what day, otherwise we will be watching a movie at the community center. Bowling will be on Wednesdays and swimming will be on Fridays.

The weekly fees must be paid on Monday of the current week or a late fee of \$2 per day will be charged for each day the participant(s) are enrolled. Any other fees will be due on the day of the activity.

Supervision:

All campers will be under the supervision of Clinton Parks and Recreation Department staff. No child will be left unattended indoors or outdoors. Children will be allowed to use the public bathroom closest to each activity. Participants may be checked out only by a parent/guardian or any individual that has prior written permission. Individuals having parental permission to pick up a child will be asked to show picture identification at the time of pick-up. We reserve the right to ask for photo identification for individuals, including parents, picking up children.

Transportation:

Clinton Elementary School Students

Transportation to the After School Program is the responsibility of the parent(s)/guardian(s). Participants enrolled in Clinton Elementary may walk to the community center.

South Clinton Elementary School Students

Participants enrolled in South Clinton Elementary will be provided busing to the community center.

Check-In and Pick-Up:

Children will be checked-in upon arrival to the community center. **If your child will not attend the After School Program on a day they are enrolled, please notify the program at 457-0642 or 259-1165.** If *any* person other than the parent/guardian of a child is to pick them up, staff must have been *informed by parent(s)/guardian(s) in writing* no later than the day before they are to be picked up, notes from participants will not be accepted. We reserve the right to ask for photo identification for individuals picking up children. *The participants must be picked up by 5:45 p.m. each day or a late fee of \$5 will be charged.*

Snacks:

There will be a scheduled snack time each day, campers must bring their own money and be responsible for it

Swimming:

*Participants will go to the indoor pool on Fridays. Participants are to bring their bathing suits and a towel. Bathing suit and towel should be clearly labeled with your child's name. Please have your child prepared for pool time. It is unfair to have children sitting on the side while the other participants are in the pool. Children will be required to pass a swim test to enter deep area of pool. **Bikinis are not allowed, but tankinis are permitted. Children must follow all pool rules.***

Clothing and Personal Items:

Comfortable clothing, tennis shoes and socks, should be worn each day. Children should not bring water guns or any type of hand-held video game. Additional personal items may be sent home, not to return, if deemed as unsafe or disruptive.

Medications:

Any medication to be administered must be in a Prescription-labeled bottle and have a physician-signed note stating the type of medication, frequency of dosage and amount to be given. No exceptions will be made to this rule. It is in the best interest of your child to have any medication properly administered.

Emergency Calls:

In emergency situations only, you can call the community center, 457-0642 or 259-1165 and speak with the Program Coordinator, program participants will not be allowed to use the phone.

Concerns:

Any concerns or comments should be addressed with the Program Coordinator.

Discipline:

Discipline problems will not be tolerated. We strive to provide an atmosphere that is conducive to safety and appropriate behavior while attending the After School Program. Maintaining proper conduct while in the program is the joint responsibility of the child, parents, and program staff. The nature or severity of the discipline procedure is explained below. The Program Coordinator is informed of all discipline matters and handles those that warrant more than 5-minutes in time-out as punishment. Please make sure you go over the following with your child (children) before the program begins:

- Proper behavior will be expected at all times.
- We treat others as we would like to be treated, with kindness and courtesy.
- We communicate with words and do not hit each other.
- We do not use inappropriate language or gestures.
- We eat only at designated time.
- We clean up after ourselves.
- We take turns.
- We respect and listen to our counselors.
- We put things back where we found them.
- We do not throw rocks or any other debris outside.
- Do not abuse the rights or property of others.
- Participants are not allowed in the equipment room.
- Participants must return any play equipment he/she uses.
- We keep each other's safety in mind at all times.

The Program Coordinator will deal with inappropriate behavior. The first time a child acts inappropriately in words or action he/she will be put in time out away from the activity of the day and other campers, for an age appropriate time limit. The second offense, the child will again be put in time-out, after the Program Coordinator speaks to the child, and his or her parent will be called. The third time an offense occurs, the Program Coordinator will ask the parent to remove the child from the program.

Biting and bringing of weapons to the program will result in immediate removal and non-return to the After School Program.