

Suffolk Parks & Recreation

Kid Zone



**Before & Afterschool Program Handbook
2021-2022**

PROGRAM DESCRIPTION

The Kid Zone before and after-school program (Pre-K4- 5th grade) is designed to meet the physical, creative, and social needs of the participants in a fun-filled, safe environment. A variety of activities are offered including homework time, games, arts and crafts, field trips, guest speakers and special events. Qualified Parks and Recreation staff will supervise all activities.

PROGRAM DATES/LOCATIONS/HOURS OF OPERATION

Program Dates: *September 7, 2021 - June 17, 2022
(Program will not be held when school is not in session unless otherwise noted)

***Extended hours offered on early release days**

Booker T. Washington Recreation Center

204 Walnut Street, Suffolk, VA 23434
6:30am-9am/3:50 p.m. – 6:00 p.m.* / Monday – Friday
Recreation Specialist: Alexis Foster
(757) 514-7247

Creekside Recreation Center

1000 Bennett's Creek Park Road
Suffolk, VA 23435
6:30am-9am/3:50 p.m. - 6:00 p.m.* / Monday-Friday
Recreation Specialist: Chancey McPherson
(757) 514-7245

Mack Benn, Jr. Recreation Center

1253 Nansemond Parkway, Suffolk, VA 23434
6:30am-9am/3:50 p.m. – 6:00 p.m.* / Monday – Friday
Recreation Specialist: Deja Patterson
(757) 514-7248

Northern Shores Recreation Center

6701 Respass Beach Road, Suffolk, VA 23435
6:30am-9am/3:50 p.m. - 6:00p.m.* / Monday-Friday
Recreation Specialist: Tajee Pledger
(757) 514-7249

Oakland Recreation Center

5505 Godwin Boulevard, Suffolk, VA 23434
6:30am-9am/3:50 p.m. - 6:00p.m.* / Monday-Friday
Recreation Specialist: Virginia Stephens
(757) 514-7246

Parks and Recreation Main Office
Shanta Bynum, Recreation Supervisor (757) 514-4502

FEES

**IMPORTANT – All fees associated with the program are non-refundable. Registration is on a first come, first serve basis. In order to reserve placement for your child(ren) payment must be made for each desired program session. You will not be refunded or credited for daily absences, suspensions, early pick-ups, unanticipated calendar changes, changes due to weather conditions or other emergency situations.*

One-time registration fee: \$35

PROGRAM TYPE	FEES:	MONTHLY FEE FOR DECEMBER & JUNE
Before Care Only	\$95 monthly/per child	\$60
After-school Only	\$120 monthly/per child	\$85
Before and After school	\$195 monthly/per child	\$160

Note: Registration is not complete and seat is not held until payment is made

Monthly fee:

Monthly fee is due by the 5th of each month. If the 5th falls on a weekend, payment is due the Friday before the 5th. If payment is not made on time you will risk losing your child's space in the program and or removal from the program until payment is made. **With the exception of December and June, fees are not discounted.**

Other nominal fees: Occasionally a small fee will be charged for special events and field trips. You will receive notice in advance for such events.

Late pick-up fee: A late pick-up fee of \$1 per minute, after 6:00 p.m. will be charged. Fees will be charged based on the recreation center's clock. The late fee must be paid by check or money order before your child(ren) can continue in the program.

If the parent/guardian or emergency contact cannot be reached and the center has not been notified by 6:30 p.m., child protective services will be contacted to come pick up your child(ren).

Three late pickups will result in permanent expulsion from the program.

Credit and Debit card payment is available. Checks or money orders must be made payable to Ronald H. Williams, Treasurer. The City charges up to a \$50 fee on all returned checks. We reserve the right to refuse any future payments by check until the debt has been cleared. Your child(ren)'s name(s) should appear in the memo section of each payment.

REGISTRATION

Registrations are accepted on a first-come, first-served basis. For the safety of our participants, we have established a maximum number of registrants at each site.

Children must be Pre-K4 – 5th grade in order to be registered in the Kid Zone before or after-school program.

* Pre-K4 participants must attend City of Suffolk Elementary School Pre-K program.

At the time of registration, the following are due:

- ✓ One-time registration fee (\$35.00) **and** monthly fee for specific service
- ✓ Proof of grade (Progress Report, Report Card or Letter from School)
- ✓ Completed program registration form and activity registration form
- ✓ Proof of residency*
- ✓ Two emergency contacts (other than parent/guardian)

*City employees who are non-residents may register their child(ren) for the program with proof of city employment status (city issued identification).

If a child has not been in attendance for five consecutive days they will be taken out of the program, unless the Recreation Specialist has received written notification in advance.

TRANSPORTATION

**Please note that the transportation information listed below is subject to change.*

We will be providing transportation from selected schools to our before & after-school programs. You will need to register at the program you have selected. Your child (ren) will be transported to our program on a Suffolk Public School Bus and/or Suffolk Parks and Recreation vehicle. You will be responsible for notifying Parks and Recreation at the time of registration if transportation is needed. You will need to pick them up from our program by 6:00 p.m. You will also need to call the center to make them aware if your child is not going to be in attendance that day. Parents must also notify the principal of the school that their child attends in regards to these transportation arrangements. Suffolk Public Schools will not provide transportation for the first week of the program.

You can attend: Booker T. Washington Recreation Center

If your child attends: Elephants Fork, Kilby Shores, and Hillpoint Elementary Schools

You can attend: Creekside Recreation Center

If your child attends: Florence Bowser Elementary School

You can attend: Mack Benn, Jr. Recreation Center

If your child attends: Nansmond Parkway Elementary School

BEHAVIOR MANAGEMENT

Our use of discipline is established to provide a safe environment and enjoyable atmosphere for your child(ren). At Suffolk Parks and Recreation, we utilize a conscious discipline approach that consist of three (3) components:

1. Safety through self-regulation
2. Connection through a compassionate culture
3. Problem-solving through a change in perception and response to conflict

This approach begins with the children working with staff to create program expectations for behavior. We encourage parents/guardians to discuss the program expectations with their child.



Additionally, four (4) basic policies exist concerning discipline:

1. No staff member ever touches, shakes, pokes, slaps or hits a child. Verbal discipline is the only form allowed. This does not mean screaming at children.
2. When discipline of a group or an individual is necessary, the disciplinarian is the staff person who was supervising at the time.
3. Parent/Guardian will be informed about the child's behavior both positive and negative.
4. Parents/Guardians may not touch, discipline, or question children, other than their own for any reason. If parents have questions about the way an incident was handled, they should direct them toward the Parks and Recreation staff. Violating this policy can be grounds for removal from the program.

We do not allow corporal punishment under any circumstances.

Using the measures of discipline described above, the program staff will handle minor unacceptable behavior as it occurs on site. The staff will notify the parent/guardian describing the incident and/or discuss the situation when the child is picked up. A parent conference may be scheduled if behavior continues.

Examples of Serious Discipline Problems:

- ⊗ Fighting and/or bodily harm to another participant or staff
- ⊗ Using foul or threatening language
- ⊗ Repeated and/or serious disrespectfulness towards staff
- ⊗ Uncontrollable behavior which disrupts the program
- ⊗ Intentional destruction of property
- ⊗ Spitting and horse-playing

If serious unacceptable behavior occurs, parent/guardian will be required to pick up their child immediately. The child will be suspended for one or more days and/or face expulsion from the program for such behavior. In addition, a conference may be set up with the parent/guardian and Recreation Specialist prior to the child returning to the program. Repeated incidents of serious unacceptable behavior will result in the child being expelled from the program.

Some unacceptable behavior is considered serious enough that the child may be expelled from the program on the first offense. Examples include, but are not limited to the following:

- ⊗ Physical assault on a child or staff
- ⊗ Using, carrying, or distribution of drugs
- ⊗ Possession and/or use of a weapon

For the safety and well being of all participants, we reserve the right to expel participants, without warning, for these types of offenses. Additionally, police will be contacted for offenses, which violate the law. Please note that programs are located on City of Suffolk Public School property and the school rules and policies apply.

PROGRAM RULES AND REGULATIONS

PERSONAL BELONGINGS

Participants should leave personal belongings such as games, dolls, electronics, etc. at home. Children should not wear or bring expensive or breakable items to the program. Staff will not hold or safeguard such items and cannot be responsible for their safekeeping. Suffolk Parks and Recreation does not accept responsibility for lost, broken, stolen or misplaced items.

CLOTHING AND ATTIRE



Children should wear appropriate clothing. Gym shoes are required. No open-toed or black-soled shoes allowed. Clothing with obscene, profane, or vulgar words or graphics will not be permitted. If your child wears any clothing of this type, he/she will be asked to turn the shirt inside out. You will be notified if this occurs. Please keep in mind this is a recreation program and occasionally the children will get messy. **If appropriate attire is not worn, participant will not be able to participate in physical activities.**

MEDICATION, INJURY/ILLNESS & COMMUNICABLE DISEASES

We cannot store or administer medications*. For the safety of all children at our program locations, we do not allow participants to carry or self-administer prescription drugs or over-the-counter drugs. You must make arrangements to visit the site to administer drugs, when required. If a child has medication with them, it will be confiscated and you will be notified. Please indicate all medical information on the registration form and keep current.

Exceptions may be considered for children who are able to self-administer medications for emergency/life threatening situations only. Diabetics may be permitted to carry extra insulin or glucose tablets. Children who are at risk of anaphylaxis as a result of allergies may be permitted to bring an epinephrine auto-injector. Children with asthma, who use an inhaler, are permitted to carry it with them and use it as needed, with prior approval from the Recreation Specialist. Each of these will need to have the prescription accompanying it. These situations will be handled on a case-by-case basis.

*Requests should be submitted in writing to the Recreation Specialist prior to the start of the program.

In the event of COVID-19, chicken pox, strep throat, mumps, conjunctivitis or other communicable disease, you must notify the Parks and Recreation Department immediately. Children may not return to the program until all contagious conditions have cleared. In the event of head lice, the Parks and Recreation Department must be notified immediately and the child may not return to the program until all evidence of lice is gone.



If a child becomes ill or injured during program hours, staff will notify you. In serious life threatening situations, staff will call 911 for emergency assistance. Children with medical conditions are required to wear a medic-alert bracelet or necklace at all times while in the Planet Recreation Program. If your child becomes ill, he/she must be picked up within 45 minutes of you being notified.

If a child becomes ill or injured during program hours, the staff will notify the parent/guardian immediately. In serious life threatening situations, the staff has been instructed to call 911 for emergency assistance. Children with medical conditions are required to wear a medic-alert bracelet or necklace at all times while in the after-school program. If your child becomes ill, he/she must be picked up within 45 minutes of you being notified.

SNACK

All participants will need to bring a snack to the after-school program. Some centers have snack machines; however, they may not always be in working order. The staff is not responsible for lost snack money. Cover 3 snacks are provided at the following sites: Booker T. Washington, Mack Benn Jr., and Oakland Recreation Centers.

RELEASE OF CHILDREN

We will only release the child (ren) to the responsible parent/guardian or persons listed on the registration form. **No exceptions.** We also require a picture ID for those people unfamiliar to the staff, including the parent/guardian. If you are unable to pick up your child (ren), please notify the center staff as to who will be picking up your child (ren). If someone arrives that is not listed on the child (ren)'s form(s), staff will notify you. Until you have been reached, the child (ren) will not be released. Legal documentation must be on file at the center if a parent/guardian is listed as unauthorized to pick up. ***It is recommended that individuals signing participants in and/or out of the program must be at least 18 years old or over.***

Suffolk Parks and Recreation Kid Zone program operate exempt from licensure under State Code Section:63.2-1715

LATE PICK UP



Our program ends promptly at 6:00 p.m. Please remember children may not remain on city property after the completion of the program. Parent/guardian must make certain that their child(ren) are signed out and picked up each day by 6:00 p.m. A late pick-up fee of \$1 for every minute after 6:00 p.m. will be charged. The late fee must be paid by check or money order before your child can continue in the program. If the parent/guardian or emergency contact cannot be reached and the center has not been notified by 6:30 p.m., child protective services will be contacted to come pick up your child(ren).

Three late pickups will result in permanent expulsion from the program.

INCLEMENT WEATHER

Please listen to the local radio and television stations for school cancellations in the event of inclement weather. If school closes due to the weather, the after-school programs will not be held and you will need to pick your child(ren) up from the school. Children will not be able to

wait for pick up at the Recreation Center. If inclement weather occurs during the after-school program, staff will contact you and you will need to make arrangements to have your child(ren) picked up immediately. **If inclement weather occurs during before school program, the Parks and Recreation program will follow all Suffolk Public Schools delay and closing.**

CHILD ABUSE/NEGLECT

In accordance with the Code of Virginia, Suffolk Parks and Recreation staff is responsible for reporting all suspected abuse or neglect to our local social services department. All suspected child abuse will be reported to the site supervisor immediately. On-site staff will contact their appropriate supervisor in the Parks and Recreation Department and department policy will be followed.

FIELD TRIPS

Program participants will have an opportunity to attend various educational and recreational field trips. A permission slip must be signed and returned with the appropriate fee before any participant can go on a trip. You must meet the deadline in order to go on the trip – no exceptions! The program will be closed on the days that trips are taken. If your child does not wish to attend you must then make other arrangements.



SUNSCREEN

It is our primary goal to provide your child with a safe and fun summer. However, out-door field trips to beaches and water parks can offer additional challenges. Participants may spend a great deal of time exposed to the sun's harmful rays. That is why we need your help to ensure your child's safety.

Parents or guardians must apply sunscreen before children come to our program in the morning. We recommend a sunscreen with an SPF of at least 30. Parents or guardians are required to provide their children with sunscreen for later applications. Staff will not apply sunscreen to children. Please instruct your children on how to properly apply sunscreen. Staff will make every effort to remind them to reapply sunscreen during field trips. We also recommend the use of rash guard/swim shirts and sun hats for greater protection.

COVID-19 GUIDELINES

PROCEDURES FOR PARTICIPANT DROP-OFF:

Between 6:30 am – 8:00 am, a staff will be available in the foyer/lobby area where they can monitor cars coming toward the building.

Staff will wear gloves and a mask while asking parents/guardians the following questions (ref: VDSS COVID-19 Guidelines and Information for Child Care Operations Revised April 12, 2021 and Virginia Governor Executive Order 79 and Order of Public Health Emergency Ten).

1. Does your child have any of the following:
 - a. Fever of 100.4 degrees F or higher or a sense of having a fever or chills
 - b. New cough that cannot be attributed to another health condition
 - c. New shortness of breath or difficulty breathing that cannot be attributed to another health condition
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose

- j. Nausea or vomiting
2. Are there any members of your household with confirmed COVID-19?
3. Have you given your child any medication to lower their temperature today?

If the answer is yes to any of these questions, the child will not be permitted access to the spring camp.

Staff will then ask the child to lean forward through the car window and check body temperature with a digital thermometer. If it is less than 100.4 degrees F the child will be escorted to the campsite.

Any child exhibiting symptoms will be required to quarantine until at least 10 days have passed since symptoms first appeared **and** at least 24 hours with no fever without fever-reducing medications, and other symptoms.

Staff will sign the child in on the daily attendance sheet.

All children five and older are required to wear face coverings while indoors and when outdoors when unable to maintain social distancing. Four year olds are strongly encouraged to wear face covering while indoors and outdoors.

PROCEDURES FOR PARTICIPANT PICK-UP:

The staff will greet parents at their vehicles in the designated pick-up area between 4:00 – 6:00 pm and complete the following:

- Radio program room staff for child to be brought to pick-up area
- Check parent ID while child is being escorted to vehicle
- Staff signs child out on the daily attendance sheet

Please contact the Recreation Specialist at your center if you have any questions, comments or concerns.

Visit our website at www.suffolkva.us/parks



RECEIPT OF HANDBOOK

**SUFFOLK PARKS AND RECREATION
134 SOUTH 6TH STREET
SUFFOLK, VA 23434
MAIN # 757-514-7250**

**A COPY OF THE KID ZONE PROGRAM 2021-2022 PARENT HANDBOOK WAS
RECEIVED BY:**

PRINT PARENT/GUARDIAN NAME

PRINT CHILD'S NAME

PARENT/GUARDIAN SIGNATURE

.....
OFFICE USE ONLY

STAFF SIGNATURE

DATE

**COPY THIS PAGE AND FILE IN SITE NOTEBOOK WITH REGISTRATION
INFORMATION**

SUBMIT ORIGINAL SIGNATURE PAGE TO RECREATION SUPERVISOR