



SUFFOLK
PARKS & RECREATION

REC' N CREW

Parent Handbook
School Year 2019-2020



GAMES, HOMEWORK & ORGANIZED ACTIVITIES

The Rec' N Crew is designed to meet the intellectual, social and physical needs of participants in a creatively fun and safe environment. This program provides an arena where teens can be creative and socialize with their peers. It offers a variety of activities such as playing games, homework time, arts and crafts, field trips and special events.

Qualified Parks and Recreation staff is available to supervise all activities.

PROGRAM DATES/HOURS OF OPERATION

Program Dates:

*September 3, 2019 - June 12, 2020

(Program will not be held when school is not in session)

**Extended hours are offered on early release days*

Location:

Kings Fork Recreation Center

350 Kings Fork Road

Suffolk, Virginia 23434

Recreation Specialist – Tabitha Franklin

(757)-514-7244

Hours of Operation:

*2:00pm-6:00pm

Parks and Recreation Main Office:

Recreation Supervisor:

Rebecca Skinner

(757) 514-4502

PROGRAM FEES

All fees associated with the program are not pro-rated and non-refundable. Fees will not be adjusted or refunded for absences, suspensions, early pick-ups, unanticipated calendar changes, closing due to weather conditions, or other emergency situation.

One Time Registration Fee: \$35.00

Monthly Fee: \$40 per participant

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.

Late Pickup Fee:

A late pick-up fee of \$1 per minute, after 6:00 pm will be charged. Fees will be charged in accordance to the center's clock. The late fee must be paid by check or money order before your teen(s) can return to the program.

Please review the late pick section in this handbook.

IMPORTANT:

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 until the debt has been cleared. Your teen(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 50 registrants. Teens must be in 6th to 10th grades in order to be registered in the Rec' N Crew program.

At the time of registration the following are due:

- × One time registration fee (\$35.00)
- × Proof of grade (Progress Report, Report Card or letter from school)
- × Completed program registration form
- × Proof of residency*
- × Two emergency contacts

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

If a teen has not been in attendance for five (5) consecutive days they will be taken out of the program, unless the Recreation Specialist has received written notification in advance.

DISCIPLINE

Our use of discipline is established to provide a safe environment and enjoyable atmosphere for your teens. 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 teens working with staff to create program expectations for behavior. We encourage parents/guardians to discuss the program expectations with their teen.

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

1. No staff member ever touches, shakes, pokes, slaps or hits a teen. Verbal discipline is the only form allowed. This does not mean screaming at the participant.
2. When discipline of a group or individual becomes necessary, the individual exercising the discipline is the staff member who was supervising at the time.
3. Parent/Guardian will be informed about the teen's behavior both positive and negative.
4. Parents/Guardians may not touch, discipline or question teen(s), 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 Specialist or the supervising staff member. Violating this policy can be grounds for removal from the program; parent and/or child.

We do not allow corporal punishment under any circumstances.

Using 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 with the parent/guardian when the teen(s) is picked up. A parent conference may be scheduled if behavior continues.

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 or egregious behavior occurs; and/or the teen requires attention beyond the capacity our staff can provide, parent/guardian will be required to pick up their child immediately. The teen 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, Recreation Specialist or Recreation Supervisor prior to the teen returning to the program. Repeated incidents of this behavior will result in the teen being expelled from the program.

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

- ⊗ Physical assault on another teen or staff member
- ⊗ Carrying or wearing images that depict drugs/paraphernalia
- ⊗ 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 & REGULATIONS

PERSONAL BELONGINGS

Participants are allowed to bring personal belongings from home. PLEASE note that Suffolk Parks & Recreation will not hold or safeguard such items. Suffolk Parks & Recreation does not accept responsibility for lost, broken, stolen or misplaced items.

CLOTHING & ATTIRE

Teens should wear appropriate clothing. Gym shoes are required. If appropriate attire is not worn, participant will not be able to participate in physical activities. Clothing with obscene, profane, or vulgar words, to include graphics, will not be permitted. If your teen 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.

MEDICATION

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

Exceptions may be considered for participants 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. Participants with asthma, who use an inhaler, are permitted to carry it with them and use it when 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.

ILLNESS or INJURY

If a participant becomes ill or injured during the 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. Teens with medical conditions are required to wear a medic-alert bracelet or necklace at all times while in the program. If your teen becomes ill, he/she must be picked up within forty-five (45) minutes of you being notified.

COMMUNICABLE DISEASES

In the event your teen has contracted a communicable disease, you must notify the Parks and Recreation Department, Recreation Specialist or Recreation Supervisor, immediately. Participant may not return to the program until all contagious stages have cleared. In the event of head lice, the Parks and Recreation Department, Recreation Specialist or Recreation Supervisor, must

notified immediately and the child may not return to the program until evidence of lice is completely gone.

SNACK

The Rec' N Crew program will offer a specific time for snack. Cover3 foundation will provide snacks. Snack machines are available; however, Suffolk Parks and Recreation to include all staff members will not be responsible for lost monies placed in the snack machine.

RELEASE OF PARTICIPANT(S)

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 programs operate exempt from licensure under State Code 63.2-1715*

LATE PICK UP

Our program ends promptly at 6:00 pm, Monday-Friday. Please remember participants may not remain on the City property after the completion of the program. Parent/Guardian must make certain that their teen(s) are signed out and picked up each day by 6:00 pm. A late pick-up fee of \$1.00 for every minute after 6:00 pm will be charged. The late fee must be paid by check or money order before your teen(s) can continue in the program. If the parent/guardian or emergency contact cannot be reached and the center has not been notified the parent/guardian or emergency contact by 6:30 pm Child Protective Services will be contacted to pick up your teen(s).

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 weather, the Rec' N Crew program will not be held and you will need to pick up your teen(s) from the school. Participants will not be able to wait for pick up at the Recreation Center. If inclement weather occurs during after-school hours (during the program) staff will contact, you and you will need to make arrangements to have you teen(s) picked up immediately.

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(s) before attending the field trip. The deadline for turning in permission slips and fees will be determined prior to the trip. There will be no exceptions! The program will be closed on the days that trips are scheduled. If your teen does not wish to attend you must make other arrangements.



Recreation Connection!

Visit us on the web 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 REC N' CREW PROGRAM 2019-2020 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