

# 2019-2020

# REC'N CREW PARENT MANUAL





# PARENT'S MANUAL

## *Rec'N Crew Before and After School Program and The Great Summer Camp*

### ***Rec'N Crew Philosophy***

To provide a facility with a fun, learning environment where children can establish an identity and express themselves under proper supervision. To provide a service for children where they can develop, grow and establish friendships, self-esteem, life-skills and respect for others. And have A LOT OF FUN!!!!

Welcome to the SeaTac Parks, Community Programs & Services Youth Rec'N Crew Program. We are looking forward to another fun and exciting year filled with new adventures and friendships. Your child will enjoy a variety of fun and engaging programs daily, while socializing with other kids and staff.

**Rec'N Crew includes:** All program offered by the City of SeaTac at Bow Lake Elementary.

#### **Program Location:**

Bow Lake Elementary  
SeaTac Activity Room  
18237 42<sup>nd</sup> Ave S, SeaTac WA 98188

**Please let us know if we can answer more questions:**

#### **Nicole Jones**

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#### **Ashley Birch**

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#### **SeaTac Community Center**

13735 24th Ave S  
SeaTac, WA 98168  
206-973-4680  
[www.seatacwa.gov](http://www.seatacwa.gov)

# Youth Program Fees

## Registration Fee:

An annual non-refundable fee per child is due at the time of registration. The registration fee year starts the first day of summer camp and goes through the following school year.

Registration Fee.....\$30 per child, per year

***Parents, whose child received a Rec'N Crew shirt last year, can elect to pay a \$20 registration fee and not receive a new shirt. However, if the child's shirt is lost or ruined, or if they outgrow it, there will be a \$15 shirt charge for a new shirt in mid-year.***

## School Year

### Hourly Fees:

Payments are off a Punch card. 20 hrs per punch card is \$105.00 or 10 hrs for \$52.50.

One hour = \$5.25

### Hourly Minimums:

Before and After School..... 1.0 hour

### Transportation fees:

During school days only. A cost per family per trip will be charged for transportation to or from Hilltop elementary in our city van. 30 trips per punch card is \$60.

### Late Fee:

Late Fee (after 6 pm)..... \$1.00 per minute for the first 30 minutes

Extended Late Fee (after 6:30 pm)..... \$2.00 per minute after 30 minutes

-Late fees must be paid prior to the next day's program

-Please note that Child Protective Services may also be called if nobody can be reached and your child is not picked up.

-If late fees are a continuous problem, you child could be removed from the program.

**Punch cards:** (for before and after school only) must be purchased prior to your child(ren) attending the program. These hours will then be tabulated in an excel spreadsheet with a running total viewed on your child's sign in sheet on a weekly basis. Partial hours will be counted to the nearest quarter hour. When your punch card reaches 5 hrs. or less, you will be notified to purchase another punch card. **To continue attending, your child must have a positive balance of hours. If you continue to be in negative hours you could be required to have a valid credit card on file and be enrolled in our auto-pay program.**

### Payment Information:

Payment can be made at the SeaTac Community Center or by calling them at 206-973-4680. Payments may be made in the form of cash, check, or credit card (MC or Visa). Credit card payments can be paid online through Rec1 software. The link for this is on the recreation page of the city website, [www.seatacwa.gov](http://www.seatacwa.gov). There will be a \$25 fee for all returned checks.

**VISA/MC automatic payment forms are available (Auto-Pay).** Parents who choose this option will have payment charged to your credit card automatically payment is due or your punch card gets under 5 hours or the Monday prior to attending a week of Summer Camp. You must register individually for no school and summer days. Being enrolled in Auto-Pay does not assume they will be here.

**Refunds-**

Before and After-school Program:

Refunds are available for punch card hours not used. It is the parent/guardian's responsibility to request a refund of hours off the punch card when the child stops coming to the program.

**Camp:**

You will receive a full refund less a \$10 administration fee for cancellations made with 1-week notice.

Requests for refunds must be made in writing and should give the name of the camper, camp or field trip date(s), and reason for refund request. There will be no refunds within one week of camp unless there is a special circumstance, such as serious illness or injury. There will not be a discount or a refund for days missed.

**Camp Closures:**

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving (and Friday following)
- Christmas Eve and Christmas Day

**Snow Policy:**

We follow the Highline School District Policy; in the event that school is cancelled there will be NO PROGRAM. If school is delayed, call the Rec'N Crew update line at 206-973-4678 for updates. Staff will attempt to open the room as soon as they can safely arrive.

**Youth Staff:**

Youth staff are certified in First Aid and CPR. Our leaders are highly trained employees who have a strong desire to work with children in recreation, education, and other closely related fields. The staff will take part in an extensive training program. Training includes safety, team building, planning and programming for games, arts & crafts, and special events. We will focus on developing age appropriate activities and promoting a positive and successful environment for all of the children. ***A SSCI Background check is done on all city staff and camp leaders, prior to their employment with the city.***

**Check-in/Check-out:**

For the children's safety, a parent or guardian must accompany all children at arrival and departure time. Each child is required to be signed in and out each day they attend camp. Check-in by signing and marking the time by your child(s) name. Children will be released to those individuals authorized by the parent's written permission or to the individuals stated on the registration form. **Authorized individuals may be required to present photo identification before the child will be released to their custody.**

**Reporting Absences:**

Please notify SeaTac Parks & Recreation at (206) 973-4680 when your child will not be in attendance for the day by noon

**Illness:**

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

- Fever • Sore Throat • Active Rash • Head Lice
- Discharging eyes • Nausea
- Diarrhea • Stomach Pain • Pink Eye • Early Cold

If a child becomes ill during the program, 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 work day.

In the event of vomiting, a child may not return for 24 hours after their last bout. Children with lice may not be in camp until 24 hours after the last treatment.

**Contagious Disease:**

Parents are to inform the Recreation Supervisor immediately, when their child contracts or exposed to a contagious disease (including, but not limited to chicken pox, conjunctivitis, mumps, measles, viral infections, and lice). We will then post a notice to alert parents. Children being treated with antibiotics for a contagious disease may not return to our facility until the danger of infecting others is over.

**Administration of Medicine:**

Staff is not permitted to administer prescription or nonprescription medication to campers. Staff may only assist a camper who can self-medicate. Any prescription medication to be administered to a child while in our care, must be accompanied by written approval of a parent and a physician. In addition, a medication policy form must be filled out prior to medication being dispensed. All medications must be in the original container with the child's full name, date of purchase, and correct dosage. Non-prescription drugs will be administered for one day only without the authorization of a physician in writing. Please do not leave medication in the possession of your child or in your child's lunch.

**Contacting your child:**

Children cannot be reached directly. If your child has a cell phone it is expected that they keep it in their backpack, if you wish to speak with your child, please call the Community Center at (206) 973-4680 and ask to have the staff paged. Please limit your use of this service to emergency situations.

**Injuries:**

Staff will treat all minor injuries and parents will be notified at the time of pickup. If staff determines that the child should receive medical treatment, 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 & administration
4. File accident/medical report for parent and administration

### **Discipline Procedure:**

1. **Reasoning:** Communications between child and staff where problems and solutions are identified.
2. **Time-Out:** The removal of the child(ren) from a specific activity for a short period of time, up to 15 minutes. Leaders will fill out a time-out form, for parents and the Recreation Supervisor to review.
3. **Parent Meeting:** With child and Recreation Supervisor.
4. **Suspension from program:** This may include in-house or out-house suspension for up to 3 days.
5. **Dismissal from program**

\*\*\* Immediate suspension or removal from the program may result for serious offenses. Such behavior may include theft, fighting, physical violence or verbal abuse toward campers or staff, bringing weapons to camp, and putting themselves, other children, and staff members in an unsafe situation. There will be no credit or refund for time lost due to suspensions or removal of the program.

### **Bus and Van Policy:**

The expectations are for campers to behave in the vans and or bus rides.

- No eating or drinking
- Buckled up correctly
- Quiet voices
- No throwing items or making inappropriate gestures to those inside or outside of the van
- No body parts out the windows
- Every child will be in a booster seat unless he/she is 4'9" or 8 years old

Misbehavior while being transported may result in your camper not being permitted to ride in city vehicles. Children may be immediately dismissed if behavior threatens the safety of themselves, fellow children or staff.

### *Bus Stop*

- All children riding buses will be walked to the bus stop and wait with a leader until all buses have gone.
- Behavior on the bus will become a school district issue, however if your child is removed from the bus for disciplinary reasons, we will not be able to provide transportation.

### **After School:**

The van and bus schedule is subject to change as needed to accommodate school and bus schedules. For Hilltop and parents, a City of SeaTac van will pick up your child in front of your child's school by the flag pole or the designated meeting place. As we cannot possibly pick up all schools at the same time, it is important that your child report to the assigned meeting place as quickly as possible upon dismissal from school.

### Check In

- Kids are signed in by parents in the before school and no school programs. Staff sign them in for the after school program.

### Snack Time

- An afternoon snack is provided daily on all non-school and school days.
- For no school days, a sack lunch is required unless otherwise noted on the weekly calendars.

### Stations

- During this time kids can choose between games, crafts, homework, reading, etc.

### Homework

- Staff will allow campers to do homework or quiet reading. Staff will help as available with homework.

### Restroom Use

- Bathroom breaks are given as needed. Staff will make all possible accommodations so our kids will be the only users. Staff uses a separate facility as needed.

### Reports for Parents:

- Read all reports attached to sign in sheet
- Return the signed white copy to staff and keep the yellow copy for your records

### Check Out

- Staff will be there to greet you and locate your child as they may be playing outside or in the gym
- If staff are not in the room, a sign with directions on how to pick up your child will be posted.
- Sign your child out of the program by signing the sheet along with the time, next to the date where your child has signed. **Failure to sign out you will be charged until 6:00 PM**

***Be prepared to show your ID daily when picking up your child.***

### Items from Home

- Please do not allow your child to bring toys and/or valuables unless special arrangements have been made with the camp directors. Our facility and staff will not be held responsible for items that become lost, broken, or stolen. ***Toy weapons and guns are not permitted.*** In addition, our program will not permit our campers to play video games, eat candy, or chew gum during program hours.
- Do not send money with your child. In the event of special occasions, in which extra spending money is optional, we will notify you prior to the field trips. We ask that all money be placed in an envelope with child's name on the outside. A limit of \$10 per child please.
- Please mark all items with the child's name for easy identification. Clothing left behind will be placed in the "**lost and found.**" Unclaimed items will be taken to the Salvation Army, if not claimed by the next Monday of the following week.

## Youth Program Guidelines

Parents are required to read the following guidelines and to read and explain them to your camper. SeaTac Parks, Community Programs & Services wants your child to have a positive experience at our program. A thorough review and understanding of these guidelines is key to making this happen.

1. Staff and children bring a positive attitude and the willingness to “try” each time you come to the program.
2. Kids will use words that respect themselves and others. Abusive language and teasing will not be tolerated.
3. Kids will follow the leader’s directions at all times.
4. Kids will keep their hands and feet to themselves at all times. This means no hitting, biting, scratching or throwing items at other campers or staff.
5. Kids will be within view of staff at all times. The buddy system will be used anytime a kid leaves his/her group without a leader. This includes bathroom breaks.

As stated in the SeaTac Activity Room at Bow Lake:

### 3 Golden Rules

1. Respect Leaders, others, and property
2. Communicate appropriately
3. Have a good attitude and HAVE FUN