



CITY OF FEDERAL WAY
COMMUNITY CENTER
876 S 333rd St
Federal Way, WA 98003

CITY OF FEDERAL WAY

After School Program 2019-2020

Federal Way Community Center Location

Mirror Lake Elementary
Sherwood Forest Elementary
Twin Lakes Elementary

PARENT MANUAL

Your comprehensive guide to ensure
you and your child have a
successful experience with
Federal Way Parks and Recreation

253.835.6900

itallhappenshere.org

After School Program 2019-2020—Parent Manual

Federal Way Parks and Recreation welcomes you and your family to our After School Program. We are looking forward to many new adventures, experiences and friendships. This manual will provide you with information about our program including our operating policies and procedures. Please take the time to review this information prior to the start of the school year. If you have any questions or concerns at any time, please feel free to contact the Community Recreation Coordinator, Kimberly Ledyard at 253.835.6934 or kim.ledyard@cityoffederalway.com

Program Description

Federal Way Parks and Recreation is pleased to offer our After School Program for children in grades K-5. Our programs promote safe and healthy fun in a creative yet challenging environment in order to instill camaraderie and self-confidence. Children will participate in a variety of activities including active play, teambuilding, arts and crafts, a variety projects, nature and outdoor activities, fitness and sports. Upon arrival, children will receive a light snack each afternoon. During the After School Program, homework assistance and reading time available Mon-Thurs for at least 30 minutes. The After School Program monthly fees include the Wednesday early-release days. Kids will be swimming on those dates.

***Transportation provided by the Federal Way Public Schools to the Federal Way Community Center. If child attends a different school, it is the parent's responsibility to transport to FWCC.**

Registration and Enrollment

Participants:

The After School Program is open to children in grades K-5 for the 2019-2020 school year from Mirror Lake Elementary, Sherwood Forest Elementary and Twin Lakes Elementary.

Registration:

Register for the After School Program online, over the phone or in person at the Federal Way Community Center. Registration is on a first-come, first-served basis, depending on space available. It is the responsibility of the parent/guardian to keep their child's file updated with current information.

Program Hours:

The After School Program is available for grades K-5 and begins the minute the kids are dropped off by Federal Way Public School Transportation (approximately 3:40) and goes until 6:00pm daily. On early release Wednesdays we begin at approximately 1:50pm. Wednesday early release hours are included in the monthly fee.

Check In/Out Procedures

You must check your child out in the afternoon with the program staff each day. Please let anyone authorized to pick up your child know we will check ID. If you wish for someone other than you to pick them up, their name must be listed on the enrollment form. We will double check ID in this situation.

Snack

An afternoon snack will be served daily. Please specify any allergies on the enrollment form so we are aware.

Reporting Absences

Please notify the Community Recreation Coordinator at (kim.ledyard@cityoffederalway.com) before 1pm if your child will be absent from the After School Program (please do this even if your child was also absent from school). In the case that your child does not show up and we were not informed, we will first contact the parent, and then the school, and take further action if needed.

Contacting Your Child during program hours

Participants and program staff can be reached directly. If you have a message for your child, please call the program cell phone at 206-255-8706.

Swimming Information

Early release Wednesdays will include swimming time for participants at the Federal Way Community Center. Children swimming in the deep areas will be required to pass a swimming test conducted by the lifeguards on duty. On swimming days, children should bring a swimsuit and towel. Goggles are optional, but recommended. Please do not send toys or other water items. We have plenty of lifejackets if you indicate your child needs one during registration.

Payment Information, Fees and Refunds

2019-2020 After School Monthly Prices

September \$230	February \$ 210
October \$255	March \$210
November \$185	April \$195
December \$170	May \$240
January \$210	June \$115

Payment Deadlines

Enrollment Fee—\$40 Is a school year fee that is non-refundable/non-transferable.

A non-refundable/non-transferable holding fee of \$10 each month is required at the time of registration. This fee will secure your child's space in the After School Program. Payment for each month is due the 15th of the month prior to attending.

How to Pay

Payments are run the 15th of each month for the following month. The card that is charged is the one used in the initial registration. If the card on file needs to be updated, please contact Kimberly Ledyard at kim.ledyard@cityoffederalway.com by the 10th of the month to make an update to accounts. September's payment will be run on August 15th.

Withdrawals

If you need to withdraw your child from our After School Program, please notify us in writing by the 20th of the month of your intent to withdraw for the following month. The \$40 school year enrollment fee and holding fees are non-refundable or transferable.

Program Fees

For the latest fee schedule, visit itallhappenshere.org. Late payments—\$10 fee for declines each month.

Late Pickup Fee

There will be a late charge of \$1.00 per minute for children not picked up by 6pm and a late charge of \$2.00 per minute assessed after 6:30pm. Payments for late-fees are due upon pickup. King County Child Protective Services will be called if a child is not picked up by 7:30pm.

Adverse Weather Facility Closures



If schools are closed, after school will be cancelled

If school closes early, after school will be cancelled.

If school cancels their after school activities, the After School Program at the Federal Way Community Center will be cancelled.

Facility Closure: If After School Program has already started when the weather gets bad, there is a chance that the Community Center will close early in order for employees to be able to get home safely. In this case, all parents will be contacted by

Illness and Medication Information

In the event of illness, parents must have alternate plans for childcare. Children not well enough to follow the day's routine (including outside activities) cannot attend the program. 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

If children become ill during program hours, a parent/guardian will be notified and asked to pickup their child. Parents should establish an alternate plan for their child if they are unable to pickup 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, hand, foot, and mouth, ringworm, 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 with antibiotics for a contagious disease may not return to our facility until the danger of infecting others is over.

Administration of Medicine

Staff are unable to administer medication to participants at any recreation program.

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. Call 911
3. Contact parent or emergency contact
4. Transport to nearest hospital (if necessary)
5. File accident/medical report

Behavior Expectations & Rules of Conduct

- I will respect the After School Program Staff, visitors and other youth.
- I will respect myself and the property of others.
- I will not join in name-calling, bullying, hitting or non-cooperation.
- I will not swear or use profanity.
- I will always be in designated, supervised areas and stay with After School Program Staff at all times.
- I understand that the After School Program has a ZERO TOLERANCE POLICY for fighting, verbal abuse, physical abuse or “play fighting” at anytime.
- After School Program Staff reserves the right to immediately suspend or expel a participant who is a danger to him/herself or others.
- I will follow all school rules in addition to these rules.

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 (note: depending on the severity of the incident, some of the steps may be skipped and parent meetings may be arranged to further discuss the behavior):

- 1) Verbal warning.
- 2) A time out or break from activities.
- 3) Think Time.
- 4) Behavior Ticket Report* and/or a phone call to parents.

Please note: 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 other staff, bringing weapons to camp, physically or verbally threatening/abusing others, and putting themselves, or other campers, and staff members in an unsafe situation.

***Behavior Ticket REPORTS:**

Behavior Ticket report forms will be filled out by program staff in the event of a behavioral problem on the part of a child. These write-ups include a description of the behavior infraction and discipline actions taken. Forms will be given to parents when they pick up their child and require parents to discuss the infraction with their child and make comments on the form. The child will also write their plan for improvement. Completed forms must be returned during program the following day. Participants will not be allowed to attend the program until this completed behavior report form is returned.

**Suspensions and expulsions are non-refundable.

What does good behavior look like at our program?**Gym Time / Getting Started**

- No climbing on the gym beams
- Scooters are for sitting on, we ask that kids please do not stand on them
- Teamwork attitude
- Be safe!

Transition Time

- Using the restroom or getting a drink – Must be accompanied by staff and buddy
- Wash hands
- Be ready for next activity

Homework Time

- Reading or Homework for 30 minutes (as partnership with FWPS)
- Stay seated raise hand for help
- Chairs are for sitting forward
- Clean-up area before next activity

Attire/Preparedness

- Children should be prepared for our program as they would for school. Close toed shoes, clothes they can run and play in.
- Cell phones/devices are asked to be kept in their backpacks. If a child needs to reach their parents they may use program cell phone.