DEPARTMENT OF PARKS AND RECREATION
RECREATION SERVICES

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2013 SUMMER S'MORE FUN PROGRAM
Battle Creek Community Recreation Center

Program Description

S'MORE FUN is a child care/recreation program for school-aged children, grades K-6 (children must have completed kindergarten). This program is held at selected recreation centers throughout the City of Saint Paul. S'MORE FUN offers recreational, cultural, social and enrichment programs. Activities include field trips, sports, games, arts and crafts, plus S'MORE.

Hours of Operation

6:30am - 6:00 pm Monday - Friday
Starting Wednesday, June 12th - Friday, August 23rd, 2013
S'More Fun will be closed Thursday, July 4th, 2013 for the holiday.

Enrollment Policies

The parents(s) are encouraged to have a conference with the Program Coordinator at the program site, prior to a child's entrance into the program. The conference will provide the opportunity for:

1. An on-site visit to view the facilities.
2. Determination if the program is appropriate for your child.
3. Completion of the registration forms.
4. Discussion of fee payment policies and signing of the fee contract.

FINANCIAL ASSISTANCE

Financial assistance is available to **qualifying families** throughout the following program:
Child Care Sliding Program: Call Resources for Child Caring, Monday - Friday, 9:00 A.M.-2:00 P.M., at (651)641-6665.

Fee Payment Policies

S'MORE FUN is a nonprofit program which operates on the fees paid by the parent(s) of enrolled children. Therefore, it is essential that your fees be paid promptly and regularly. Fees are due in advance for service according to the program fee contract. Failure to pay fees will result in your child's termination from the program. In some cases, it may be possible to arrange an altered fee schedule after consulting with the Program Coordinator.

All payments are done by Automatic Credit Card Withdrawal. Tuition will be taken out of your credit card on Monday of each week.

****There will be at $5 late payment fee applied to any account that is declined for any reason.***

If your child is absent from the program, our budget demands that we must still collect a fee for that day. This includes sick and impromptu vacation days.

Field trip payments are due at the same time as tuition. The total amount due per week is written on your fee contract. **If your child is absent from the program, on a field trip day that he/she is registered for, our budget demands that we must still collect the field trip payment.**

ADVANCE NOTICE FOR VACATION AND ATTENDANCE CHANGES

Parents may remove their child from the program for up to one week and not be charged a fee, providing a two-week advance notice is given.

Termination Policies

By Parent: A written notice must be given at **least 2 weeks in advance** for termination from the program. Full fees will be charged when advance notice is not given.

By Battle Creek Recreation Center: Participation in the S'More Fun program may be terminated by the staff for the following reasons:

1. Late or nonpayment of fees.
2. Chronic late pick-up by the parents, or other persons given such responsibility.
3. Failure by parents to abide by the policies/procedures outlined in the parent handbook.
4. Determination that the program cannot effectively serve the needs of a child, or cope with the child's behavior pattern.
5. Parents who refuse to work cooperatively with the staff.

Policy for Admittance and Release of Children

Arrival: Please walk your child in everyday, **do not send your child in alone,** and make sure you notify a staff person at Battle Creek that your child is there before you leave. Staff is scheduled at 6:30 A.M. **For S'MORE FUN to accept legal responsibility, children must be signed in by a parent or authorized person. Your child must be signed in every morning.** Early arrivals will not be accepted. If your child is going to be absent or late, please notify the staff.

****NOTE:** There may be days when your child must be at the program by a certain start time due to a special event or field trip. You will be notified of these times in advance. Staff **will not stay** on site to wait for children who are scheduled to attend but are late or not present.

Departure: Be sure the S'more Fun staff knows that your child is leaving. For Battle Creek Recreation Center to accept legal responsibility, children must be signed out by a parent or authorized person by 6:00 P.M. If you are planning to pick up your child at a time other than the usual departure time, please notify the staff.

Persons authorized to pick up your child:
At the time of enrollment, you must provide the S'More Fun staff with the names of people who are authorized to pick up your child. It is your responsibility to notify staff of any changes in the names of people authorized to pick up your child. We will release children to authorized persons only. If necessary, photo identification or other official identification, may be requested by the staff prior to releasing your child.

If someone other than an authorized person is going to pick up your child, please notify the staff in writing. Again, we will only release your child to authorized persons.

Note: The S'MORE FUN staff must release a child to a non-custodial parent, unless documents are provided to us, preventing the release.

PROCEDURES FOR WHEN A CHILD IS NOT PICKED UP BY CLOSING TIME
Parents will be charged **$10.00 for every 5 minutes** past the closing time of 6:00 P.M. For example, if you pick up your child at 6:10 P.M., the late fee will be $20.00. A child will not be allowed to return to the program until the fee is paid. You must pay your late fee when you pick up your child.

After closing time, your child will never be left alone without the supervision of an adult. If after a reasonable length of time the S'MORE FUN staff has not heard from you, they will begin making calls in order to locate you or an authorized person to come and pick up your child. If the staff is unable to reach you or an authorized person, they will then call the police and/or proper authorities so that your child can be taken care of until you are able to pick him/her up.

Health, Illness and Emergency Policies
1. It is the responsibility of the parent to inform the S'More Fun staff in writing of any health or medical conditions, relative to the child's participation in the program.
2. A child should not be brought to the program if there is evidence of any type of illness, infectious or communicable disease. When a communicable disease has been reported, all parents will be notified in writing.
3. If a child should become ill while at S'more Fun, the staff will contact the parents or authorized person and request that the child be picked up as soon as possible. The child will be excluded from activities and placed in a 'quiet area', under supervision, until they can be picked up. It is expected that the parents respond immediately for the protection of their child, and the protection of the other children and staff.
4. In the event of a medical emergency or accident, a S'more Fun staff person will remain with the injured or sick child at all times while others are being reached. Staff will attempt to contact the parents or emergency persons. When necessary, 911 will be called and the child will be taken to the hospital. If the parents cannot be reached, staff will take whatever medical measures are necessary, for the care and protection of the child. The S'More Fun staff will inform the Recreation center Director and the Department of Parks and Recreation of any emergencies or injuries. Accident reports will be completed and kept on file with the division.
5. Suspected cases of child abuse or neglect will be reported to the proper authorities.

POLICY FOR THE EXCLUSION OF ILL CHILDREN

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the child care setting until 1) a health care provider has determined the symptoms are not associated with an infectious agent, or 2) there is no longer a threat to the health of other children and/or staff in the child care setting.

Exclude children with any of the following conditions:

DIARRHEA	Until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease (diarrhea is defined as an increased number of stools compared with a persons normal pattern, along with decreased stool form and/or watery, bloody, or mucus containing stools).
VOMITING	Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours).
CONJUNCTIVITIS (PINKEYE)	For bacterial conjunctivitis with pus: until child has been examined By his/her health care provider and until 24 hours after antibiotic treatment begins. Other conjunctivitis without pus: no exclusion necessary.
HEAD LICE	Until first treatment is completed and no live lice are seen.

OTHER INFECTIOUS DISEASES

Consult your local or state health department, or your child's health care provider regarding exclusion guidelines for other infections not described. Special exclusion guidelines may be recommended in the event of an outbreak of an infectious disease in a child care setting.

MEDICATION POLICIES

If a child is prescribed oral or surface medication, which must be taken at S'more Fun, written instructions by a physician or dentist must be provided to the staff. The medication must be in the original container, properly labeled with the pharmacy name, address and phone number, the child's name, medication name, strength, date prescribed and expiration date, frequency, dosage, directions for use, possible side effects, and name of physician or other licensed authority. Written authorization is also needed for non-prescription medication (cough syrup, pain relievers, etc.). Staff will hold all medication. Children will not be allowed to have medication in their back packs, pockets, etc.

INCLEMENT WEATHER POLICY

If severe weather is approaching during S'MORE FUN hours, and time permits, parents will be called to pick up their children. If danger is imminent, children will be brought to a safe area in the building. Staff will remain with the children until all the children have been picked up.

What to Bring

Every day your child should bring:

- A lunch and beverage (If your child forgets their lunch we **cannot** provide one).
- A book (We will have 30 min. of reading time everyday. We do have some books for the kids to read, but they may want to bring one from home).
- Tennis shoes must be worn everyday. **NO FLIP FLOPS**!
- Water Bottle (especially on outdoor field trip days)
- **Sunscreen – This is due the first day of camp. Please leave a bottle with at S'more Fun. Sunscreen is applied everytime we go outside**.
- Hat or Visor- We will spend time outside EVERYDAY!

Please label all of your child's belongings. We are not responsible for lost items.

MEALS AND SNACKS

S'more Fun does provide a cereal breakfast for the children. Breakfast is served at 8:30am, so your child must arrive by that time if they want to eat breakfast.

Children must bring their own bag lunch to S'more Fun daily. We will provide juice at lunch time. The lunches must be stored in their lockers so please pack a freezer pack. Also lunches must be ready to eat. **No microwavable items.**

The S'MORE FUN program will serve a snack daily, at no additional cost. Please inform the staff if your child has any special dietary needs. Within reason, accommodations can be made.

In the event that parents would like to celebrate a child's special day (such as a birthday), with a treat, Minnesota state law requires that only wrapped, purchased food may be sent with your child to share with others. Please do not send hard candy, such as suckers or jawbreakers.

PERSONAL BELONGINGS

S'MORE FUN is not responsible for lost or stolen items. Space will be provided for your child's coat and bag. Children are strongly recommended NOT to bring valuables to the program. If they do, it is at their own risk. All items and clothing should be clearly labeled, with the child's name, for easy identification. Unless it is raining, the children will spend some time outside every day and should be properly dressed for the weather.It is not recommended that children bring money to S'MORE FUN at any time. **This includes field trip days**.

SUNSCREEN

Please provide one bottle of sunscreen for your child to keep at S'MORE FUN. We spend a large portion of our days playing outside, and it is important for your child to be protected. It is the responsibility of the child to apply their own sunscreen. The staff will only assist when needed. **BATTLE CREEK WILL NOT BE HELD RESPONSIBLE FOR SUNBURNS.**

S'MORE FUN SUPPLIES

Parent fees are used to purchase all of the outside equipment, gym balls, games, toys, crafts, etc. If your child is disrespectful or careless with these items, the parent of the child will be responsible for replacing the lost or broken items.

Field Trip Policies

Please take notice of these special trips and discuss them with your child. All children are expected to participate in the field trips if they are registered for those days. The staff will accompany the children on the field trip. There will be NO staff left at the center, therefore it is important you arrive on time **(15-20 minutes before departure)** for those days. There will be additional costs for the field trips.

Guidance and Discipline Policies

S'more Fun staff will provide clear, reasonable limits for children's behavior and maintain them. Positive behaviors will be reinforced and negative behaviors identified and redirected. Children will be helped to recognize and identify their feelings as valid and acceptable. Staff members will intercede if a child's behavior is harmful to him/herself or others.

Every effort will be made to communicate and solve individual behavior situations, however, S'MORE FUN reserves the right to ask any child to leave the program for his/her own betterment or the welfare of the group. The following are steps that will be taken as a result of negative behavior:

1. S'More Fun staff will discuss the behavior with the child, reiterate rules, and problem solve how the child can be more responsible. The child may have to take a time out in order to accomplish these items.
2. Informal talk with parents, possibly including the child. Parent communication forms are included as informal talks.
3. If the child's behavior does not improve, or if the incident was great (i.e. physically harming another child, etc.), the parent will be asked to come in for a conference. A suspension may be required**.**
4. The child is terminated from the S'MORE FUN program when all of the above steps have not been successful.

RECEIPTS AND TAX STATEMENTS

Battle Creek has an automated computer system which allows you to have access to your account using a username and password. You will receive receipts through the email address that you provide on your account. It is the responsibility of the parent to keep track of these receipts for their records. Battle Creek **WILL NOT** provide second copies of receipts, or produce printouts of monies collected. No tax statements will be issued. Tax information will be available on your online account.

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