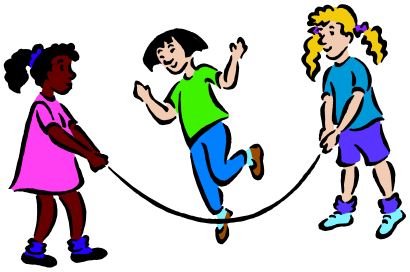
# City of Saint Paul
# Division of Parks and Recreation
# HILLCREST COMMUNITY RECREATION CENTER
# 2013 S'MORE FUN PROGRAM
# PARENT HANDBOOK

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# 2013 S'MORE FUN PARENT HANDBOOK
# HILLCREST RECREATION CENTER

**PROGRAM**

S'MORE FUN is a child care/recreation program for school-aged children ages 6-12 held at selected recreation centers throughout the City of Saint Paul. Children must have completed kindergarten and may attend the summer before their 7th grade school year.

S'MORE FUN offers recreational, cultural, social and enrichment programs. Activities include field trips, sports, games, arts and crafts.

Qualified trained staff supervises all program activities. The maximum staff/child ratio is 1/15 on site and 1/10 on field trips.

**ENROLLMENT**

The parent(s) are encouraged to have a conference with the Program Administrator 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.

5. Referral to sources for financial assistance, if needed.

**PARENTAL INVOLVEMENT and CONCERNS**

Parental involvement is encouraged. If there is an issue you would like to discuss, please set up an appointment with the Program Coordinator.

**FINANCIAL ASSISTANCE**

If you are using financial assistance reimbursement, the check must be sent directly to S'more Fun and made payable to Hillcrest S'more Fun. We will not sign any reimbursement forms until S'more Fun has been paid. **Please note, if you seek assistance you are still required to make payments until your case is approved in writing.**

Financial assistance is available to qualifying families through the following programs:

**1.** Child Care Sliding Program: Call Resources for Child Caring, Monday-Friday, 9:00 A.M. - 2:00 P.M., at (651) 641-6665

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**2.** Call the Ramsey County Child Care Assistance Program at (651) 266-4444

**3.** Call Think Small State ECE Scholarships (651) 641-6604

## FEE PAYMENT POLICIES

S'MORE FUN is a non-profit program which operates on the fees paid by parent(s) of enrolled children. Therefore, it is essential that your fees be paid promptly and regularly. The cost is $150.00 a week or $32.00 per day. Fees are due in advance for service. 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 payment schedule after consulting with the Program Coordinator.

Tuition is due on the first day of the week that your child attends the program (unless you have signed up for an automatic payment plan). For example, if your child attends the program Monday-Friday, your tuition is due on Monday by 6:00 p.m. If your child attends the program Wednesday-Friday, your tuition is due on Wednesday by 6:00 p.m. **If you are late, you will be charged a $10 late fee.**

**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. Field trip fees may be included with tuition payment**.**

**S'MORE FUN closes at 6:00 P.M.** You must exit the room with your child by 6:00 p.m. If your child has not been picked up by then, a late fee of $10.00 will be charged for every 5 minutes past closing time. For example, if your child is picked up at 6:03 P.M., you will be charged a $10.00 late fee. A child will not be allowed to return to the program until this fee is paid. ***THIS WILL BE ENFORCED***

## ADVANCE NOTICE FOR VACATION AND ATTENDANCE CHANGES

Parents may remove their child from the program for any length of time providing a two week advance notice is given.

## GUIDANCE AND DISCIPLINE POLICY

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 problems. 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/abusive behavior:

1. Staff will discuss the behavior with the child; reiterate rules and problem solve how the child can be more responsible. If necessary, a natural/logical consequence will be given and parents may be contacted.

2. At any time, a child may be suspended from the program for 1-3 days depending on the severity of the situation. Once the child returns, their behavior must be improved.

3. The child may be terminated from the S'more Fun program when the above steps have not worked or when the child's behavior is so serious that steps 1 and 2 do not apply.

Parents are required to work with the S'more Fun staff in implementing this policy.

## TERMINATION POLICY

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

**By S'more Fun:** Participation in the S'MORE FUN program may be terminated immediately by the staff for the following reasons:

1. The program is not able to effectively serve the needs of the family or manage the child's behavior pattern

2. Late payments or non-payment of tuition.

3. Parents who do not work cooperatively with staff or fail to abide by the policies and/or procedures outlined in the parent handbook.

4. Disrespect toward any of the S'more Fun Staff.

5 Continual late pick-up of a child (ren).

6. Destruction of property. (Items will be replaced by the child/parents.)

7. Failure to provide information about your child that may compromise the safety and well being of participants and staff

## POLICY FOR ADMITTANCE AND RELEASE OF CHILDREN

**Arrival:** S'more Fun opens at 7:00 a.m. Early arrivals will not be accepted. Please be sure there is a staff person on-site before dropping off your child. In order for S'more Fun to accept legal responsibility, children **must be signed in by a parent or authorized person.**
If your child is going to be absent or later than usual, 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 (see attached calendar). 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 Hillcrest 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 S'MORE FUN with the names of people authorized to pick up your child. We will release children only to authorized persons and it's your responsibility to notify the staff of any changes in the names of people authorized to pick up your child. Photo identification or other official identification may be required 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.

**NOTE: The S'MORE FUN staff must release to a non-custodial parent unless legal documents are provided to us preventing the release.**

## PROCEDURES FOR WHEN A CHILD IS NOT PICKED UP BY CLOSING TIME

S'more Fun closes at 6:00p.m. Parent and child(ren) must exit the room by 6:00p.m. Parents will be charged a $10.00 late fee for every 5 minutes past closing time. For example, if you pick the child up at 6:06 p.m., the late fee will be $20.00. All late pick-ups are logged by staff. Late fees must be paid in full before your child may return to the program.

**If you know you will be late, please notify the staff and make arrangements for someone else to pick your child up.**

After closing time, your child will never be left alone without the supervision of S'more Fun staff or Hillcrest Recreation Center staff. If after a reasonable length of time S'MORE FUN staff has not heard from you, they will begin making phone calls in order to locate you or an authorized person to pick your child up. Under extreme circumstances, 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 up your child.

## HEALTH, ILLNESS AND EMERGENCY POLICIES

1. It is the responsibility of the parent to inform S'MORE FUN staff in writing of any health or medical conditions relative to the child's participation in the program.
**That includes providing staff information about any infectious or communicable diseases or viruses.**

2. A child should not be brought to S'MORE FUN 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.

3. If a child becomes ill while at S'MORE FUN, the staff will contact the parents and ask that the child be picked up as soon as possible. **It is required that the parent respond immediately for protection and well-being of their child, as well as the other children and staff in the program.**

4. In the event of a medical emergency, staff will remain with the injured or sick child at all times and administer first aid. We will attempt to contact parents or emergency contacts. If necessary, 911 will be called and the child will be taken by ambulance 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.

5. Suspected cases of child abuse or neglect will be reported to the proper authorities.

The S'MORE FUN staff will inform the Division of Parks and Recreation of any emergencies or injuries. Accident reports will be completed and on file.

## POLICY FOR THE EXCLUSION OF ILL CHILDREN

****It is the parent's responsibility to inform S'more Fun of any infectious/contagious diseases and/or viruses. ****

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.

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| **FEVER** | When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement before fever reducing medications are given.<br>Axillary (armpit) temperature 99 degrees F or higher<br>Oral temperature of 99 degrees F or higher.<br>**Child must be without fever for 24 hours before returning to S'more Fun.** |
| **SIGNS/SYMPTOMS** | Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing should be evaluated by the health care provider to rule out severe illness. |
| **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). |
| **MOUTH SORE WITH DROOLING** | Until a medical exam indicates the child may return. |
| **RASH WITH FEVER OR BEHAVIOR CHANGE** | Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion. |
| **EYE DRAINAGE** | Until 24 hours after treatment has started when thick mucus or pus drainage is present. |
| **UNUSUAL COLOR OF SKIN, EYES, OR STOOL** | Until a medical exam indicates the child does not have hepatitis A (yellow eyes or skin (jaundice); grey or white stool; dark, tea, or cola-colored urine). |
| **CAMPYLOBACTERIOSIS** | Until diarrhea has stopped. Persons who have Campylobacter in their stools but who do not have symptoms do not need to be excluded. |
| **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.<br>Other conjunctivitis without pus: no exclusion necessary. |

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| **CROUP** | Until child is without fever for 24 hours and is well enough to participate in normal activities. |
| **CRYPTOSPORIDIOSIS** | Until diarrhea has stopped. Persons with Cryptosporidiosis should not swim at swimming beaches or in pools, or use spas or hot tubs for 2 weeks after diarrhea has stopped. |
| **CYTOMEGALOVIRUS (CMV)** | No exclusion necessary. |
| **DIARRHEA** (Infectious) | Until diarrhea has stopped. For some infections, the person must also be treated with antibiotics before returning to child care. |
| **ENTEROVIRUSES** (Nonpolio) | For persons with diarrhea, until diarrhea has stopped. No exclusion for mild, cold-like symptoms, unless child is unable to participate in normal activities. |
| **E-*COLI* O157:H7** | Until two stool cultures obtained at least 1 day apart have tested negative for *coli* O157:H7. |
| **FIFTH DISEASE** | No exclusion necessary. |
| **GIARDIASIS** | Until 24 hours after treatment has been started and diarrhea has stopped. Persons who have Giardia in their stools but who do not have symptoms do not need to be excluded. |
| **HAEMOPHILUS INFLUENZAE DISEASE (HIB)** | Until child has been treated and is well enough to participate in normal activities. |
| **HAND, FOOT, AND MOUTH DISEASE (COXSACKIE VIRUS)** | Until fever is gone and child is well enough to participate in normal activities. |
| **HEAD LICE** | Until first treatment is completed and no live lice or nits are seen for 24hrs. |
| **HEPATITIS A** | Consult with your local or state health department. Each situation must be evaluated to determine whether the person with the hepatitis A is still infectious and poses a risk to others. |
| **HEPATITIS B** | No exclusion necessary unless child has unusually aggressive behavior (e.g. biting), oozing sores that cannot be covered, or bleeding problems. Hepatitis B carriers with these conditions should be assessed by a team of medical experts, on a case by case basis, to determine whether they may attend. |
| **HERPES/ORAL (COLD SORES)** | Exclude children who do not have control of oral secretions, as long as active sores are present inside the mouth. No exclusion necessary for children who have recurrent infections (fever blisters and cold sores). |
| **HIV/AIDS** | See Recreation Director/Program Administrator. |
| **IMPETIGO** | Until child has been treated with antibiotics for 24 hours. |
| **LACROSSE ENCEPHALITIS** | No exclusion necessary. |

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| **LYME DISEASE** | No exclusion necessary. |
| **MEASLES** | Until 4 days after the rash appears. |
| **MENINGOCOCCAL DISEASE** | Until the child has been on appropriate antibiotics for at least 24 hours and is well enough to participate in normal activities. If an antibiotic is recommended after an exposure to meningococcal disease, child care staff and attendees shall be excluded until treatment has been started. |
| **MOLLUSCUM CONTAGIOUSUM** | Children with visible lesions should not participate in close contact activities such as wrestling. |
| **MONONUCLEOSIS (infectious)** | Until the child is well enough to return to normal activities. |
| **MUMPS** | Until 9 days after swelling begins. |
| **PERTUSSIS** | Until 5 days after appropriate antibiotic begins. |
| **PINWORMS** | Until 24 hours after treatment has been started. |
| **PNEUMONIA** | Until child is without fever for 24 hours and is well enough to participate in normal activities. |
| **RESPIRATORY INFECTIONS** | Until the child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for respiratory infections without fever unless the child is unable to participate in normal activities or requires greater care than provided by the child care staff. |
| **RESPIRATORY SYNCYTIAL** | Until child is without fever for 24 hours and is well enough to participate in |
| **VIRUS (RSV)** | Normal activities. |
| **REYE SYNDROME** | Until child is well enough to participate in normal activities. |
| **RINGWORM** | Until 24 hours after treatment has been started. |
| **ROSEOLA** | Until child is without fever for 24 hours. |
| **ROTAVIRUS** | Until diarrhea has stopped. |
| **RUBELLA** | Until 7 days after rash appears. |
| **SALMONELLOSIS** | Until diarrhea has stopped. Children who have *Salmonella* in their stools but who do not have symptoms do not need to be excluded. |
| **SCABIES** | Until 24 hours after treatment begins. |
| **SHIGELLOSIS** | Until treated with antibiotics for 24 hours and diarrhea has stopped. Children who have *Shigella* in their stools but do not have symptoms need to be treated, but do not need to be excluded. |

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| **SHINGLES** | If blisters can be covered by clothing or a bandage, no exclusion is needed. If blisters cannot be covered, exclude until the blisters have crusted. |
| **STREPTOCOCCAL SORE** | Until 24 hours after antibiotic treatment begins and until the child is without |
| **THROAT/SCARLET FEVER** | Until child is without fever for 24 hours. |
| **TUBERCULOSIS** | Consult with the local or state health department. Each situation must be evaluated to determine whether the person is infectious and poses a risk to others. |
| **VIRAL MENINGITIS** | No exclusion necessary unless the child has diarrhea or is unable to participate in normal activities. |

**OTHER INFECTIOUS DISEASES:**

Consult your local or state health department or the 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.

For more information, you may call Saint Paul - Ramsey County Department of Public Health at 651-266-1200 or your local health department.

**MEDICATION**

If a child is prescribed oral or surface medication which must be taken while at S'MORE FUN, written permission to administer the medication must be given by the parent and in some cases the physician. The medication MUST be in its original container, properly labeled with the child's name, date, and the amount and frequency of dosage. Forms may be obtained from the staff. Authorization is also needed for non-prescription medication (i.e. cough syrup, pain relievers, etc.).

**INCLEMENT WEATHER POLICY**

**If severe weather is approaching, parents are responsible for finding out if S'more Fun will close early by checking WCCO radio, television, or wcco.com listed under Hillcrest S'more Fun.**

Due to the high volume of calls S'more Fun can not call all parents. If danger is imminent; children will be brought to a safe area in the building. Staff will remain with the children until all children have been picked up.

The decision to close early is made by the Coordinator, staff, and/or the City of St. Paul. The late pick-up policy will apply to early closing time.

**MEALS AND SNACKS**

S'MORE FUN will serve breakfast daily at **8:30 A.M.** (unless otherwise noted) and an afternoon snack at no additional cost. Children must bring a bag lunch and beverage daily **No refrigeration or microwave will be available**, so please plan accordingly. Check with staff regarding rules relating to other food being brought to S'MORE FUN.

In the event that parents would like to help celebrate a child's special day (such as a birthday)

with a treat, 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 jaw breakers.

Please inform the staff if your child has any special dietary needs. Within reason, accommodations can be made.

**PERSONAL BELONGINGS**
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 labeled with your child's name for easy identification. **S'MORE FUN is not responsible for lost or stolen items.**

**CLOTHING**:
Unless it is raining, the children will spend some time outside every day and should be properly dressed for the weather. Children not properly dressed will be kept inside if staffing allows. White sole tennis shoes are preferred for the gym.

**SUN BLOCK**
Please send your child with sun block with their name on it. It is the responsibility of the child to apply the sun block; staff will assist when needed. If the child doesn't have sun block, Hillcrest will provide sun block.

## HILLCREST S'MORE FUN 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 child will be responsible for replacing lost or broken items.

**FIELD TRIPS:**
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.

Appropriate behavior is expected on field trips. If a consequence is ineffective or the behavior is disruptive to the group, the parent will be responsible for picking up their child from the field trip.

**RECEIPTS AND TAX STATEMENTS:**
With our new system upgrade, you will have access to receipts and tax id numbers. Log on to **http:/activenet.active.com/saintpaul**

**REGISTRATION**
**All** of the following forms must be completely filled out and turned in before your child is permitted to register for the Hillcrest S'MORE FUN Program. **Incomplete forms will not be accepted**. Registration will be open to the public beginning Monday, March 25th at 9:00 a.m.

**MONEY:**
It is NOT recommended that children bring money to S'MORE FUN at any time. **However, on field trips children may bring a limited amount of money depending on the trip. They must be responsible for their own money and any items they purchase. Children should keep their money in their pockets or in a fanny pack. Staff will not be responsible for money.**

**Revised March 2013**