



AFTERSCHOOL RULES AND REGULATIONS 2012 – 2013

Center Name: _____

Adherence to the Parks Afterschool Rules and Regulations is mandatory to ensure a safe and healthy environment for all participants. Children enroll in Parks Afterschool on a probationary basis. You and your child must demonstrate compliance with the Parks Afterschool Rules and Regulations in order to remain an active participant in the program. _____ (*Parent/Guardian Initials Required)

HOURS OF OPERATION

Parks Afterschool programs operate from September through June from Monday through Friday between the hours of 3:00pm and 6:00pm, the time when school-aged children are most in need of being in safe, supportive environments. Each program's daily schedule is determined by the Center Afterschool Coordinator and is posted in the facility.

PARTICIPATION

Children are required to:

1. Adhere to all Recreation Center and Afterschool Rules and Regulations.
2. Attend the Afterschool program on a regular basis.
3. Respect all Recreation Center staff members.
4. Respect all children in the program.
5. Respect property of the Afterschool program and Recreation Center facilities.
6. Notify an Afterschool program staff member immediately regarding any issues experienced.
7. Ask for permission from an Afterschool staff to borrow any materials that belong to the program.
8. Clean up and refrain from littering.
9. Purchase all snacks and lunches before entering the building. Leaving the facility is not permitted until dismissal.
10. Leave the building at dismissal. Wait quietly in the lobby if waiting for an escort.
11. Walk safely in the building and speak in an appropriate tone and volume.
12. Refrain from using electronic games and toys during the Afterschool program.

Children are asked to adhere to the following agreement.

As a Parks Afterschool Member, I promise to:

1. Always treat others with respect
2. Use only polite, kind words
3. Always listen to and respect the Afterschool staff
4. Respect Recreation Center property
5. Respect other people and their property
6. Always keep my hands and feet to myself
7. Always ask permission before leaving the Afterschool area
8. Avoid fighting, bullying, and teasing others
9. Follow the Afterschool schedule
10. Not chew gum or eat candy
11. Always resist peer pressure
12. Take responsibilities for my actions
13. Always stand up for my beliefs
14. Always resolve conflict nonviolently
15. Respect other people's cultural/racial/ethnic background
16. Always help others when they are in need of help
17. Always tell the truth
18. Always clean up after myself
19. Be proud of who I am

PARENT/GUARDIAN NAME: _____

RELATIONSHIP TO CHILD: _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

CHILD NAME: _____ **SIGNATURE:** _____

ATTENDANCE

Parks Afterschool Programs include educational and recreational activities that necessitate continuous participation. Due to the demand for registered spots in Parks Afterschool Programs, consistent attendance is required. The following attendance rules and regulations apply to all structured Parks Afterschool Programs:

1. If a child is going to be absent from the Afterschool program, the parent or guardian must call and inform a staff member immediately.
2. If a child is absent for three consecutive days without notifying the Afterschool staff, a staff member will call to check in and will reserve a spot for another child in that program if there is a waiting list.
3. If a child is absent for six consecutive days without explanation, staff will assume the parent or guardian no longer wants the child to be a part of the program and will give the spot to a child on the waiting list. The parent or guardian will be notified.
4. If a child is going to be picked up early or needs to leave early, the parent or guardian must notify the center immediately.

ARRIVAL AND DISMISSAL

1. Children registered in the Afterschool program must be signed in and out by a parent, guardian, or designated individual indicated in the registration package when arriving and leaving the recreation center.
2. Escorts may be asked to show identification upon picking up the child. The child will not be permitted to leave the center with anyone who is not indicated in the registration package without proper advanced notification. The Afterschool Coordinator must be notified by telephone of any changes in the regular escort of the child.
3. The parent or guardian must authorize in the registration package if their child (usually only those in grade 4 or over) is allowed to sign him/herself out at the close of the Afterschool day.
4. Afterschool children cannot leave the center with an adult who is not designated by the parent or guardian unless the parent or guardian lists this person in their Afterschool registration form.
5. Afterschool children cannot be picked up earlier than 5:30pm.
6. The Parks Afterschool Program operates from 3:00-6:00pm. The parent or one of the authorized persons above must pick up the child no later than 6:00pm. Picking up the child late more than 3 times may result in suspension from the program.

DISCIPLINARY ACTIONS

Failure by the child and/or the parent/guardian to comply with Parks Afterschool Rules and Regulations must be documented by staff and may result in disciplinary actions. Children may be alerted with warnings or time-outs, written or verbal assignments, and/or discussions that involve the child, parent/guardian, and staff. Repeated failures to comply beyond such initial warnings may result in further disciplinary action, including suspension from the program, where the child cannot participate in the Afterschool Program for a certain period of time, to be determined by staff as appropriate. Two or more documented suspensions from the program may result in termination from the program, where the child may not continue to participate in the Afterschool program for the duration of the year. Staff will document and consult with the parent/guardian in every instance of the child and/or the parent/guardian's violations of Rules and Regulations and disciplinary procedures taken.

_____ (*Parent/Guardian Initials Required)

PARENT/GUARDIAN NAME: _____

RELATIONSHIP TO CHILD: _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

CHILD'S NAME: _____ **SIGNATURE:** _____

DROP-IN DAYS

The Afterschool Program will operate as a "drop-in" program, rather than the usual structured program, on days when New York City public schools are closed. The building will be supervised by staff; however, at age 8 children will be allowed to sign themselves in and out of the building according to non-Afterschool hours procedures. _____ (*Parent/Guardian Initials Required)

PROGRAM EVALUATION

The Parks Afterschool Program, staff, and youth experiences will be assessed in efforts to continuously improve the program. Children may be asked to complete questionnaires about their experience at various times throughout the year. Their responses are anonymous and individual results will not be shared or published. Only group summary information may be used to provide feedback for program providers. Signing this form gives consent for your child to answer questions on such surveys. _____ (*Parent/Guardian Initials Required)

INSPECTIONS

Structured Afterschool programs registered under the SACC regulations may undergo routine inspections conducted by the Office of Child and Family Services (OCFS) of New York State. Staff is required to comply with the requests of such inspectors to provide documentation of the program and facility's certifications to operate. _____ (*Parent/Guardian Initials Required)

HEALTH RECORDS

The parent/guardian must provide Parks Afterschool staff with a current (less than 90 days old) Department of Health medical form for each child before admission to the program and must update it on a yearly basis. Updated child medical forms are due no later than the first day of the Afterschool program. _____ (*Parent/Guardian Initials Required)

I have read and understood the Rules and Regulations and discussed them with my child. My signature and my child's signature below indicate consent to these agreements.

PARENT/GUARDIAN NAME: _____

RELATIONSHIP TO CHILD: _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

CHILD'S NAME: _____ **SIGNATURE:** _____