

# City of North Liberty BEFORE AND AFTER SCHOOL PROGRAM



**Recreation Center "Recsters"**  
North Liberty Recreation Center  
520 W. Cherry St.  
North Liberty, IA 52317  
626-5734

## **INTRODUCTION:**

North Liberty Before and After School Programs are designed to provide recreational activities, supervision, and guidance for children in K – 6th grade.

The programs will be administered by Recreation Department Staff, Program Supervisors, Head Counselors, Assistant Recreation Director and Recreation Director. This program is not licensed by the Iowa Department of Human Services but we will try to incorporate as many DHS guidelines as possible.

The Before and After School Program will provide a number of activities to fulfill the interests of all children attending the program. Recreational games, sports, homework time, arts and crafts, outdoor activities, and supervised “free time” will be provided in a safe, friendly environment.

## **ORGANIZATION CHAIN:**

Parents and Children  
Program Counselors  
Program Head Counselor  
Program Supervisor  
Assistant Recreation Director  
Recreation Director  
City Administrator

DHS recommends a staff ratio of 1:15; but our goal is to maintain a ratio of 1:10 at the minimum.

## **FUNDING:**

The North Liberty Recreation Department BASP relies on generated revenues to support 100% of the program. Subsidized funding from the city is not anticipated.

## **ENROLLMENT:**

Enrollment is on a first come, first serve basis. Children already enrolled in the Before and After School Program have the first chance to enroll. Enrollment for current Recsters is March 1 - 31, 2016. Open enrollment is April 1, 2016 or until the program is full. Once program is full, individuals can be placed on the waiting list at no charge. The wait list will run for the duration of the year and will be deleted before the April open enrollment date. This program is designed for Penn Elementary, Van Allen Elementary, and Buford Garner Elementary Students. Enrollment fees are non-refundable and pay for Augusts' tuition.

## **PROGRAM FEES: ALL FEES DUE THE FIRST OF EACH MONTH**

\$75 per month	Before School monthly fee (Monday –Friday)
\$200 per month	After School monthly fee (Monday – Friday)
\$230 per month	Before and After school monthly fee (Monday –Friday)

All fees are due on the first of the month. Fees are not pro-rated for shortened months (December & March) or for any missed days. **A \$25 late fee will be charged per family after the 3rd of the month.** If fees are not paid by the 10th of the month, the child will be withdrawn from the program and his or her spot will be given to a child on the waiting list.

### **Late Fee**

A late fee of \$1 per minute will be assessed if your child is not picked up by 6:00 p.m. A child not picked up by 6:15 p.m. will be considered an abandoned child and the staff reserves the right to contact the police.

### **June Payment**

Depending on the number of snow days during the school year, BASP might run into the month of June. There will be no charge for any remaining school days in June. The program does ask that you donate a new board for “payment” during this month.

### **Termination from Prior Program-**

If your child has been terminated from a program prior to enrolling into a North Liberty sponsored program for behavior reasons the NLRC reserves the right to deny enrollment into their programs. The NLRC reserves the right to contact previous care provider. The NLRC also reserves the right to accept enrollment under a one strike policy for behavior issues.

### **Withdrawal from Program**

Withdrawal from the program requires a written statement 30 days in advance of the last day. Tuition is due for the remainder of the month if withdrawal notice is given on days 1 - 15 of the month and is due for half of the next month if withdrawal notice is given on days 16 - end of current month. **No dropping of the program is allowed after February 15<sup>th</sup>.**

Payments may be paid for by cash, check, or credit card at the North Liberty Community Center. **Checks made payable to the City of North Liberty.** Buford Garner will have a tuition folder that checks can be placed in and staff will take to NLRC. We also offer an Auto-Payment option with a valid credit card. You will need to set up this option with Jason Egly at the Rec Center in person at the Rec Center. Regular payments will begin on September 1<sup>st</sup> and are due at the first of each month.

The Federal Tax I.D. number for the City of North Liberty is: **420926682**. This number can be used to claim child care costs on income taxes.

### **HEALTH AND MEDICATION:**

If your child has any one of the following conditions you will be notified to pick up your child as soon as possible:

- Contagious disease (Pink Eye), will be asked for Dr.'s clearance to return.
- Vomiting or diarrhea
- Fever of 100.4 degrees or more
- Accident requiring medical attention

In case of accident or illness, parent(s) will be called immediately. In a serious case the child will be taken to the hospital, indicated on the Emergency Information form, by ambulance with the parents being notified.

If a child requires medication during the program, a note shall be provided by the parent, stating instructions and permission. Only a 30 day supply will be kept on hand. Medication must be in its original container with prescription label. All medication should be in doses or the child should be able to pour/ administer dose. Staff members are not allowed to give dosage, i.e. pour medication into spoon.

### **INSURANCE:**

In recreation programs, each participant realizes the inherent risks involved in the program and appreciates the nature of these risks. The City of North Liberty provides no medical insurance to participants. **A Program Participant Waiver is located in the brochure and should be read at time of registration.**

### **INFORMATION / QUESTIONS / ABSENCES:**

Please call the North Liberty Recreation Center at (319) 626-5716 or (319) 626-5734 if your child is sick or will not be attending the program. A Buford Garner parents will call (319) 626-5765

### **Extracurricular Activities**

For activities such as soccer, music lessons, Brownies, etc. a written schedule of the activities, times, supervising adult and phone number, and method of transportation must be given to the Program Site Coordinator by the parent. Written permission must also be provided if child is leaving the Before & After School Program for outings, birthday parties, etc with someone other than a person on the list.

## **STAFF MEMBERS:**

Staff members will be at least 16 years of age and preferred that they have two years experience in child care, elementary education, recreation or other related areas. They are required attend departmental training on various topics like child abuse mandatory reporting and program development/leadership and be licensed in CPR

## **Discipline Reports**

Discipline reports will be filled out when the child is affecting the day to day operations by requiring one on one attention, causing physical or emotional harm to other children or staff, or being unable to follow rules of the program. The following will result in a discipline report. The child's name will be highlighted on the sign in/out sheet noting the need to discuss the issue with staff members.

- **GENERAL**– a non-violent, or non-destructive action that results in an infraction of Community Center policies or rules, and warrants that a staff member complete an “Incident Form”.
- **DESTRUCTION OF PROPERTY**– the damaging or destruction of property owned by the city of North Liberty or other citizens. Includes willful or negligent conduct that results in harmful or damaging results to property, regardless of value.
- **VERBAL ABUSE**– non-positive verbal communication directed at others, that warrants completion of an “Incident Form”.
- **PHYSICAL ABUSE/ PHYSICAL THREATS**– actions that result in physical threats or harm to others. Intent to hurt or intimidate by physical contact or threats.

The above policy is that of the Community Center. Violation of Community Center Policy will result in dismissal from the program and loss of Community Center privileges as outlined in the building manual.

The above steps will be followed for most discipline problems. The Program Supervisor, Assistant Recreation Director and Recreation Director reserve the right to dismiss a child from the program upon their first offense if it is deemed serious enough by the recreation department.

## **DISCIPLINE / DISCHARGE POLICY:**

The North Liberty Recreation Department encourages positive interactions between all participants and staff. All children in the program deserve a friendly and safe environment to interact in. Disruptive behavior will not be tolerated in the Before and After School Programs.

The following will be used to discipline a child.

1. First offense, the child will be given a warning and talked to about their behavior and what is expected of them.
2. Second offense, the child will be given a time out of 5 to 10 minutes. They will be talked to about their behavior and what is expected of them.
3. Third offense, the child will sit out of the current activity for 20 to 30 minutes. Parents will be given a verbal discipline report when picking up their child.
4. Fourth offense will result in loss of activity for 1 week and notification to parents.
5. Fifth offense will result in a discipline report (red sheet) and loss of an activity for 1 week. Parents notified. A discipline report will be completed any time a child injures another child or staff member or behaves in a way that is detrimental to the program. Parents will be informed of the behavior upon pickup.
6. If two discipline reports are given, the child, parents, lead counselor and Recreation Director will meet to discuss the child's behavior and to come up with further consequences if the behavior persists.
7. A third offense after the meeting with parents will result in the child being dismissed from the program for one week.
8. Any offense after the child has been dismissed for one week will result in dismissal from the program permanently.
9. Discipline reports will be kept on file. If three months have passed since the last discipline report the child will start over with a clean slate.
10. The BASP program reserves the right to dismiss any individual at any time from the program if it is deemed necessary for the physical safety and emotional well being of the program and its participants and staff.

### **PERSONAL ITEMS:**

The North Liberty Recreation Department and Staff are not responsible for students' personal items that they may bring with them. Personal items must be approved before bringing to the BASP. All personal items need to be labeled with your child's name. Children are not allowed to have personal items out until 5:00 PM on regular program days.

### **PHOTO & VIDEO RELEASE:**

Participants in programs of the North Liberty Recreation Department, including the Summer Program, permit/ allow the taking of photos and videotapes of themselves and their children during city sponsored activities. Participant photos and videos are used to help promote the program in the future.

### **EXPECTATIONS:**

We strive to teach the children in our program to be the best they can be. We strongly believe in helping them build good character through the examples we set. The expectations we have for all children in our program are the following:

1. RESPECT
2. HONESTY
3. COOPERATION
4. SELF- CONTROL
5. RESPONSIBILITY
6. TRUST
7. CARING
8. SERVICE



## **TRANSPORTATION:**

**Buford Garner to Recsters:** Transportation will be provided from Buford Garner to the Rec Center before and after school. Children will meet at the front west entrance after school. Their teacher will have a listing of who is going to Recsters or the BG Program. Main program area is the community room / cafeteria room at BG.

### **Van Allen to Recsters:**

Transportation will be provide to **non bus eligible** students to and from Van Allen. Only students enrolled in the Before and After School Program may use the Recreation Center bus stop.

Children that are not bus eligible will be transported by a city van to and from the program. Staff members will meet the children in the van on the Van row on the bus curb.

Parents of Van Allen students must sign a waiver/ acknowledgement form concerning the use of the Recreation Center Bus Stop. The form must be filled out prior to starting the program.

### **Penn Elementary To Recsters:**

Penn Elementary students enrolled in this program will walk with a counselor from the Recreation Center to Penn Elementary before school and from Penn Elementary to the Recreation Center after School. On inclement days we will use the city van to transport the children.

Recreation staff will meet students enrolled in the program at the front entrance by the Principal's office on cold days. On nice days, they will meet directly outside the front doors. Staff will walk with the students from Penn Elementary, across Dubuque Street, to cherry Street, West on Cherry Street to the North Liberty Recreation Center.

**Swim Lessons:** The program encourages parents of Recster participants to sign up for swim lessons. The program is able to get kids to and from their lesson as long as the lesson is at 4:00. If parents sign up for a different lesson time, parents will be responsible for getting their child to and from that lesson.

### **SIGN IN & SIGN OUT PROCEDURES:**

All students enrolled in the Before and After School Programs need to be signed in when arriving at the Recreation Center and signed out when leaving the Recreation Center. **Parents and/ or guardians will have to enter the Recreation Center and sign the child in for the before school program and sign the child out at the time of pick up from the Recreation Center.** Recreation Staff will take care of checking students in upon arrival after school and will do their best to try and contact parents if child is absent. If your child does not arrive to the pick up spot at Penn within 5 minutes of school release, we will contact the school office and make an attempt to find the child in school. If the child has not arrived within 10 minutes, we will depart for the Recreation Center and call the parents as soon as we arrive. If someone other than parents are picking up, please notify staff members prior to pick up so staff can check their ID.

### **EMERGENCY EARLY DISMISSAL:**

In the event of school cancellation or early school dismissal for inclement weather and / or school related circumstances, the North Liberty Recreation Center Before and After School Program will not be held. If school is delayed due to weather or other school related circumstances there will be no Before School Program. We respect the same reasons the school district feels it is not safe to have children traveling during poor weather conditions. Your family should have a plan arranged in advance for school delays, closings, and early dismissals. Please be aware of television and radio announcements.

**NORTH LIBERTY RECREATION CENTER  
REQUEST TO ADMINISTER PRESCRIPTION MEDICATION  
DURING**

**“RECSTERS” BEFORE AND AFTER SCHOOL PROGRAM**

Medications can/ may be administered during the North Liberty “Recsters” Before and After School Program with written authorization from the parent or guardian. If possible, we request that medication be given outside of the “Recsters” program.

**Prescription Medication:** The prescription medication must be brought to the North Liberty Recreation Center in the labeled prescription container. For long-term medication, do not send more than a 30 day supply. Parent permission forms must be signed and on file at the North Liberty Recreation Center before any medication can be administered.

---

**PARENTAL PERMISSION FOR ADMINISTERING PRESCRIPTION  
MEDICATION DURING THE RECSTERS BEFORE AND AFTER  
SCHOOL PROGRAM**

For prescription medication, the prescription label is the doctor’s permission to administer medication.

Date: \_\_\_\_\_

Child’s name: \_\_\_\_\_

Medication: \_\_\_\_\_

Amount of dose: \_\_\_\_\_ Time: \_\_\_\_\_ Prescription #

\_\_\_\_\_  
Doctor’s name: \_\_\_\_\_ Doctor’s phone

My child’s medication is in the labeled prescription container. I request that authorized staff make provisions for my child to receive the medication as the doctor has prescribed.

Parent/ Guardian \_\_\_\_\_