



**Parent Manual
Fall 2011**

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REC PLUS

Mission: To provide neighborhood school age care for Minneapolis children, ages 5-12 years that promotes safe, fun and affordable recreation programs which emphasize positive use of leisure time.

The purpose of Rec Plus:

- To provide parents with affordable, leisure-based school age care in local park centers.
- To enable children to experience positive benefits of a balanced recreation program.
- To provide a safe environment for a child that promotes healthy physical and social development.

PROGRAM COMPONENTS

AM Care, PM Care, and Summer operate Monday-Friday. School Release Days operate on Minneapolis Public Schools schedule. Socialization time, snack, outside activities and physical exercise occur each day.

AM Care

7:00am-8:40am or 7:00am-9:40am with emphasis on informal self-directed play, outdoor play, and more. AM care is only available at select sites.

PM Care

2:00pm-6:00pm or 3:10-6:00pm with opportunities for children to participate in crafts, active games, outdoor play, creative play and more.

School Release Days

7:00am-6:00pm. There are six release day sites. They are Keewaydin, Kenwood, Matthews, Pershing, Waite, and Webber. A minimum number of children must be enrolled or children will be referred to neighboring sites. Enrollment is optional and is on a first-come, first-serve basis. Day long recreation programs with occasional field trips are planned. Bring a bag lunch.

Summer

7:00am-6:00pm. Includes group swim lessons, at least one field trip per week and options to participate in park classes. Bring a bag lunch.

Closures

Rec Plus+ is closed on the following legal holidays and days: Thanksgiving, Day after Thanksgiving, Christmas Day, New Year's Day, Memorial Day, observed day of July 4th, and Labor Day. Rec Plus is closed each year during the full week prior to the opening of Minneapolis Public Schools in the fall.

ENROLLMENT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Minneapolis Park and Recreation Board (MPRB) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities

If your child receives special education services in school, please advise the Rec Plus Coordinator and complete a short assessment form. This will help us best determine how to successfully include your child in Rec Plus.

All enrollment forms and applicable fees must be submitted before a child is considered enrolled and attends Rec Plus. Rec Plus sites or components may be closed due to low enrollment. In this event, parents will be given a two-week notice.

FEES

Annual Fee

There is a \$35.00 annual registration fee per child.

Enrollment Fees

School Year: Fees are daily and based on your child's school start and end times. Billing cycle is monthly. Fees are due on the 1st of each month in advance. If payment is not received by the 25th of the month, your child will be dropped from the program.

Release Days: Fees are calculated on a daily basis and are separate from the rest of the school year. Possible extra fees will be charged for special field trips. Fees are due upon enrollment. Minimum enrollment is needed per site.

Summer: Fees are calculated on a weekly or daily basis. Possible extra fees may be charged to daily participants for special field trips. Fees are due at least three days in advance or your child will be dropped from the program.

Payments can be made online using a credit/debit card. Payments can also be made at Rec Plus by check, money order or credit/debit card. Checks are to be made out to: Minneapolis Finance Department. Cash is not preferred. Any bank service charge for returned checks will be charged to the parent. Fees are collected for days that a child is absent. This includes sick and impromptu vacation days. No money is refunded upon suspension or dismissal from Rec Plus.

Late Payment Fees

A late fee of \$1.00 per day will be assessed for late payment. This includes weekends and holidays. Late fees will be added to your ActiveNet account.

Late Pick-Up Fees

Parents will be charged \$1.00 per minute for every minute that a child is left at Rec Plus past 6:00pm. A child will not be able to return to the program until the late pick-up fee has been paid.

Finder's Fee

Staff will call to locate a child that does not show up. Failure to notify the park of a child's absence will result in a warning for the first time and a \$5.00 finder's fee for each time thereafter.

BEHAVIOR GUIDELINES

Rec Plus staff provides a safe environment that respects the dignity of children. Positive behaviors will be reinforced and negative behaviors will be identified and redirected. Staff will intercede if a child's behavior is harmful to themselves or others. Rec Plus provides a quality experience for most children. However, it may not provide the best experience for every child or for the same child at different stages of their development. Every effort will be made to communicate and solve individual behavior situations. We reserve the right to ask any child to leave the program for their betterment or for the welfare of the group.

Behaviors that may require intervention include, but are not limited to:

1. Possessing firearms, weapons, or ammunition
2. Possessing tobacco, alcohol, or other drugs
3. Fighting, threats, or other forms of violence that disrupt the safety of others.

If a school has suspended a student, the child will not be allowed to participate in Rec Plus at any site for the duration or the suspension.

In the event that situations arise that are not covered here, the Citywide Program Director will make judgments in the best interest of individuals and the program as a whole.

Please read and discuss the Behavior Contract included in the registration packet with your child. Sign and return to your Rec Plus Coordinator.

Abusive behavior is not tolerated and is defined as: Physical Abuse, that which does harm to another person or possession (i.e. hitting, biting, kicking, pushing, spitting), this includes also victimless and disruptive behavior and Verbal Abuse, that which is offensive and/or degrading to another individual (i.e. name-calling, swearing).

Steps that will be taken as a result of abusive behavior:

Short Term-Daily

1. Redirection-Child will be removed from the activity they are participating in and redirected to another activity.
2. Communication-Staff and child will communicate with each other to resolve conflict. Center Director may be present.
3. Separation away from the group will occur if the behavior continues after redirection and communication.
4. Parent Call-Child's parent will be called and informed of the abusive situation. Parents will be asked to speak to their child to help calm them down.
5. Removal for the Day-If the problem persists, the parent is called and must remove the child from Rec Plus immediately.

Long Term-If problem develops into a pattern

1. Parent/Staff Conference-Parent is called in to discuss child's behavior and actions that staff/parents can take to help alleviate the problem.
2. Three-Day Suspension-Child is suspended from Rec Plus for three full days. The suspension is for the site where the child is enrolled, as well as all other Rec Plus sites.
3. Parent/Staff Conference-This conference is used to determine under what conditions, if any, the child may return to Rec Plus.

No money is refunded upon suspension or dismissal from Rec Plus.

POLICIES AND PROCEDURES

Absences

If a child is going to be absent from Rec Plus, it is the parent's responsibility to contact the Rec Plus staff. This procedure assures your child's safety. If the Rec Plus staff has not been notified when a child does not arrive, they will start looking for the child by calling parents and others listed on the emergency card. Fees are collected for days that a child is absent.

Damages

Small repairs and accidents go with the territory when running a child care. However, parents will be held financially responsible for damages that cannot be classed as accident or fair wear and tear.

Drop Off/Pick-Up

All children must be signed in and out of Rec Plus by a parent. Children going to or from school will be checked in and out by a staff person. Written permission must be on file for a child to walk to and from Rec Plus. Children will be released from Rec Plus only to authorized persons as indicated on registration forms. Notify staff when you pick up your child. If someone other than an authorized person is to pick up your child, notify Rec Plus in writing or by phone. Proof of identification may be required by staff prior to releasing the child. Rec Plus staff cannot legally prevent a parent from picking up their child unless a court order stating this is on file at the program.

If you know you will be late, please make arrangements for someone else to pick up your child and then inform park staff. Park staff will remain with a child that has not been picked up by closing time. Staff will begin calling names on the child's emergency card. If no authorized person can be reached, the Minneapolis Park Police will be notified. We realize that extenuating circumstances sometimes happen, but consistently picking up your child late is grounds for termination from the program. After the third late incident in a year, services will be terminated.

Emergencies

It is the parent's responsibility to keep all information on emergency cards current.

The staff is trained in emergency first aid procedures. In case of an emergency, a staff person will remain with the injured or sick child at all times to administer first aid. Parents will be contacted and if necessary they will be asked to pick up their child to seek medical attention.

In case of serious injury, the Rec Plus Coordinator will immediately contact 911. Parents will be contacted as soon as possible. MPRB accident report forms will be used for all Rec Plus injuries.

Field Trips

The Rec Plus field trip permission slip in the registration packet must be initialed and signed and on file for children to attend any Rec Plus field trips. This includes walking trips as well as bus trips.

The entire Rec Plus group is expected to attend planned field trips. There are no provisions to leave children behind, unless they attend summer school. Park staff will be able to sign in summer school children. Informal activities will happen until the rest of the Rec Plus children return to the park.

Health and Illness

Do not send your child to Rec Plus if there is evidence of any type of illness or communicable disease (i.e. strep throat, untreated head lice, viral infections, chicken pox, pink eye, etc.) Parents need to notify Rec Plus if their child has a contagious disease. Once a disease has been reported, parents will be notified and a notice will be posted at the site. A child should be free of fever for at least 24 hours before returning to Rec Plus. Children will be allowed back into Rec Plus when they no longer pose a health risk.

If a child becomes ill while at Rec Plus, staff will contact the parents or others authorized on the emergency card to pick up their child. The child will be able to rest in an isolated area under the supervision of a staff member.

It is the responsibility of the parents to inform Rec Plus staff in writing of special medical conditions, including allergies or other conditions that might affect a child's participation in Rec Plus. In cases of chronic and/or serious health conditions, a written release must be provided by the child's parents and physician.

Suspected cases of child abuse or neglect will be reported to appropriate authorities by staff. Reportable cases include a parent who is intoxicated when picking up a child at Rec Plus.

Medication

If a child is prescribed oral or topical medication which must be taken during Rec Plus hours, instructions in writing must be provided by a physician or dentist to Rec Plus staff. Written permission must also be given by a parent. Forms are available at each Rec Plus site.

All medication must be in the original container, properly labeled with the child's name, dates and the amount and frequency of dosage. Permission is also needed for "over the counter" medication such as cough syrup or allergy medicine. In order to apply sunscreen or bug repellent that a child brings to Rec Plus, written permission is required from parents.

Personal Belongings

Children's play is often messy. Dress your child in comfortable play clothes and shoes intended for running and climbing.

The MPRB is not responsible for lost or stolen items. Space is provided for your child's coat, shoes and school bag. Children bringing skates should ask staff to store them in safe places. Other valuable items should be left at home. Bring valuables is done at your own risk. The use of personal electronics, such as cell phones or gaming systems is not allowed. A "lost and found" is available at each park. All belongings should be labeled with your child's name.

Schedule Change

Schedule changes must be made in writing two weeks prior to the change to avoid fees. There are no refunds for days missed. Rec Plus does not offer drop-in service.

Snacks and Meals

Nutritious morning and/or afternoon snacks are served daily at Rec Plus at no additional cost. Children in the release day and summer programs are asked to bring bag lunches. During the

summer, some parks are eligible to receive free lunches through a program administered by Minneapolis Public Schools. Check with your site for eligibility.

Unfortunately, homemade goodies cannot be brought from home to share. If you wish to send treats with your child, the items must be commercially prepared.

Termination

Participation in Rec Plus may be terminated for the following reasons, but not limited to:

1. Non-payment of fees.
2. The Rec Plus Coordinator and/or Center Director's decision that Rec Plus is not able to effectively serve the child's needs or cope with the child's behavior patterns.
3. Chronic late pick-up of the child by parents or others given such responsibility.
4. Failure to fulfill terms of established contract or any of the expectations specified in the parent handbook.
5. Parents chronically failing to check the child in and/or out of Rec Plus.

Transportation

Transportation to and from Rec Plus is the responsibility of the parents. During the school year parents can contact the transportation coordinator at their child's school to arrange transportation between school and Rec Plus. Bus schedule information and schedule changes are also handled through the individual school transportation coordinators. Please inform Rec Plus staff of all bus arrangements.

Vacation

Children in the summer Rec Plus program, who are registered full-time, are allowed up to two weeks off for family vacations, camp, etc., in which fees are not charged. These weeks must be taken in week long blocks, i.e. Monday-Friday.

Weather

Rec Plus will be going outside each day throughout the year, weather permitting. Children should wear seasonal clothes that are appropriate for outside play. Children will be kept indoors if the temperature and wind chill combined is -15°F or below.

Rec Plus is closed whenever Minneapolis Public Schools are closed due to inclement weather. Rec Plus may close due to severe weather and/or snowstorms. If the heat index (temperature and humidity combined) reaches 105°F or over, Rec Plus may be closed or have modified hours. Visit www.wcco.com and look under community/civic organizations for weather announcements.

If children are already in attendance at school and schools dismiss early because of bad weather, children will be bussed directly to Rec Plus sites. Parents will be called to pick up their children as soon as possible. Names listed on emergency cards will be called if parents cannot be reached. Staff will remain with the children until every child is picked up. For AM Care clients—Please do not drop your child at the park on mornings that schools are closed.

Withdrawal

Withdrawal notices must be made in writing two weeks prior to your child's last day in Rec Plus.

PARENTS

Parent Involvement

Notice of Rec Plus activities and events will be posted on park bulletin boards and distributed through seasonal flyers. Staff and parent discussion are welcomed and may be on a formal or informal basis as the parent desires.

Parent involvement in Rec Plus is valuable to the continuing success of the program. Parents are encouraged to share time and talents and visit the program. We welcome and invite your suggestions and participation in events and activities. If you want to volunteer or participate, please contact your Rec Plus Coordinator.

Parent Meetings

Parent information meetings and/or family activities will occur at least one or more times during the school year and summer programs. Occasionally, special meetings will occur to address identified Rec Plus concerns.

Parent Grievance Procedure

Parents are encouraged to give feedback concerning the operation of Rec Plus. If a parent has issues regarding the program, the following steps are to be taken:

1. Discuss the concern with the Rec Plus Coordinator at your site.
2. If the concern is not resolved within one week, contact the park Center Director.
3. If the concern is still not resolved to your satisfaction, contact the Citywide Program Director, Margaret Jaeger, at 612-230-6498 or recplus@minneapolisparcs.org.

We value your ideas concerning school-age care and your children. Please feel free to call the Citywide Rec Plus Program Director at any time to share your ideas or concerns. Parent conferences are informal but can be set up at any time by contacting the site Rec Plus Coordinator.

FUNDING RESOURCES

Fee Assistance

The MPRB subscribes to the belief that all Minneapolis residents have a right to participate in Board programs. Minneapolis residents who cannot afford instruction fees may apply for fee assistance. Contact the Citywide Program Director at 612-230-6498 or email recplus@minneapolisparcs.org for more information. All clients that qualify and obtain MPRB fee assistance are also encouraged to apply to the following programs.

Other Funding Sources

Financial assistance may be available to qualifying families by calling the following programs: Resources for Child Caring, 651-641-0305 or Hennepin County Services, 612-348-5937.

ACTIVENET

What is ActiveNet?

ActiveNet is the online registration and payment system used by the MPRB. You can view your Rec Plus schedule, payment history and make payments online.

My Rec Plus Coordinator emails me something each month, what is it?

When a child is enrolled, ActiveNet generates a Non-Monetary Receipt. This receipt shows that a child has been enrolled and how much is owed. This is often confused as a receipt of payment versus a receipt of enrollment. The receipt has a link that you can use to access your account to pay your bill.

How do I use ActiveNet?

1. Go to <http://activenet.active.com/minneapolisparks>
2. Click on My Account
3. Select if you are entering your login name or email address as your username.
4. Enter your selected username and password.
5. Click on Sign-In
6. This will take you to your Account Options
 - a. To view your schedule
 - i. Click on Show Your Daily Schedule
 - ii. Choose the family members you would like to see by highlighting and clicking the arrows.
 - iii. Click on Search
 - b. To make a payment
 - i. Click on Pay on Account
 - ii. This will display any amounts associated with your account.
 - iii. Select the amount to pay from the drop down box or enter it manually in the box.
 - iv. Click Continue
 - v. Verify the total
 - vi. Click Continue again
 - vii. Enter your credit card information, verify that you are over 13 and click Continue
 - viii. You will get an Account Payment Receipt to verify that the transaction has been completed. Keep your receipt for tax purposes.
 - c. To view previous payments
 - i. Click on Get a List of Prior Payments
 - ii. This will show a list of all prior payments
 - iii. Clicking on the receipt number will give you the details of the transaction.
 - iv. Note that Rec Plus registrations involve the creation of a payment plan; this will show up as a Non-Monetary receipt.