

ABOUT 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+ is threefold:

1. Provide parents with affordable leisure-based school age care in local park centers.
2. Enable children to experience positive benefits of a balanced recreation program.
3. Provide a safe environment for children that promotes healthy physical and social development.

Recreation Plus+ is a program of the Minneapolis Park and Recreation Board.

ENROLLMENT

Rec Plus+ is open to any school age child regardless of sex, race, religion, disability or national origin who is a resident of Minneapolis. The Minneapolis Park and Recreation Board believes that all residents have a right to participate in Board programs. Reasonable accommodation will be made on an individual basis.

All enrollment forms and applicable fees must be submitted before a child is enrolled or 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.

PROGRAM COMPONENTS

All components operate Monday-Friday. Socialization time, snack, outside activities and physical exercise occur each day.

PROGRAM COMPONENTS (Continued)

Before School: 7:00am - 9:30am. Emphasis is on informal self-directed play.

Kindergarten: Available at Matthews 10:20am – 1:50pm. Teacher initiated programs and structured self-directed activities are emphasized. Bring a bag lunch.

After School Early Release: 1:30pm - 6:00pm with opportunities for children to participate in two park classes per day.

After School: 2:00pm - 6:00pm with opportunities for children to participate in two park classes per day.

School Release Days: Available at all sites. A minimum number must be enrolled or children will be referred to neighboring sites. 7:00am - 6:00pm. 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 2010: 7:00am - 6:00pm. Includes swim lessons, at least one field trip per week and options to participate in park classes. Bring a bag lunch.

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 schools 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.

Children will be permitted to walk home provided a letter is in the child's file from a parent/guardian giving permission.

FEE PAYMENT POLICY

School Year: Fees are based on 163 school days prorated over a nine month period. June rates are billed separately. Monthly fees are due the 1st of each month, September - June. A late fee of \$1.00 per day will be assessed for late payment. If payment is not received by the 15th 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. Enrollment and fees are due from 14-30 days prior to each release day. Minimum enrollment is needed.

Summer: Rates are figured on a weekly basis with the fee being due 3 days prior to attendance. Some special field trips might warrant payment of extra fees. Monthly payment plans can be arranged with the Center Director.

Fees are due in advance of service. Payment can be made by check, money order and credit or debit card. Checks are to be made out to: **Minneapolis Finance Department**. Cash is not preferred. Any bank or 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.

SCHOLARSHIPS

The Minneapolis Park and Recreation Board subscribes to the belief that all Minneapolis residents have a right to participate in Board programs. Qualified Minneapolis residents who cannot afford instruction fees may apply for a scholarship upon availability. Contact the Citywide Program Director at 612-230-6498 or recplus@minneapolisparcs.org for more information.

OTHER FUNDING SOURCES

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

All clients that request a Minneapolis Park and Recreation Board waiver are also encouraged to apply to the above programs.

ABSENCES AND WITHDRAWAL

If a child is absent from the program, 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

(See Finders Fee on page 5). It is important that infectious diseases, such as strep throat, chicken pox, etc., be reported to Rec Plus+.

Withdrawal Notice: A written notice two weeks prior to your child's last day in Rec Plus+ is to be given when you decide to withdraw your child from the program.

There are no refunds for days missed. Rec Plus+ does not offer drop-in service.

Rec Plus+ is closed on the following legal holidays: 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.

Children in the summer Rec Plus+ program are allowed up to two weeks off for family vacations, camp, etc., in which tuition is not charged.

DROP-OFF/PICK-UP POLICY

All children must be signed in and signed out of Rec Plus+ by a parent. Children going to or from school will be checked in and out by a reliable 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+ staff 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 restraining order is on file at the program.

All children are to be picked up or sent home by closing time (6:00 pm). Staff are not paid past 6:00pm. If you know that you will be late, please make arrangements for someone else to pick up your child and then inform park staff. Parents will be charged **\$1.00 for every minute** that a child is left at Rec Plus+ past closing. A child will not be allowed to return to the program until the late pick-up fee has been paid.

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 your child up late is grounds for termination from the program.**

FINDER'S FEE

Parents must notify the park by phone or email if their child will not be at Rec Plus+. Staff will try 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 fee for each time thereafter.

WEATHER POLICY

Rec Plus+ is closed whenever Minneapolis Public Schools are closed due to inclement weather. Listen to WCCO radio (830AM) for weather announcements.

If the heat index (temperature and humidity combined) reaches 105° or over, Rec Plus+ will be closed.

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 morning Rec Plus+ users -- Please do not drop your child at the park on mornings that schools are closed.

Rec Plus+ is also closed even if the park should happen to be open.

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. Inform staff if you have concerns about your child attending certain 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 available to sign in summer school children. Informal activities will happen until the rest of the Rec Plus+ children return to the park.

OUTDOOR PLAY

Rec Plus+ will be going outside each day throughout the year, weather permitting. Children should wear seasonal clothes that are appropriate for outside play.

If the temperature, including wind chill, is -15° or below, children will be kept indoors.

PERSONAL BELONGINGS

The Minneapolis Park and Recreation Board is not responsible for lost or stolen items. Space is provided for your child's coat, shoes and school bag. Children bringing in-line or ice skates should ask staff to store them in safe places. Other valuable items should be left at home. Bringing valuables is done at your own risk. A "lost and found" is available at each park. **All belongings should be labeled with the child's name.**

SNACKS AND MEALS

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

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

PARENT INVOLVEMENT

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

PARENT INVOLVEMENT (Continued)

Parent involvement in Rec Plus+ is valuable to the continuing success of the program. Parents are encouraged to share time and talents, attend field trips, 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 Recreation Plus+ Program Director 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 Recreation 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.

EMERGENCY PROCEDURES

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

The staff are 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** to transport the child to a medical facility. Parents will be located as soon as possible.

Minneapolis Park and Recreation Board accident report forms will be used for all Rec Plus+ injuries. Copies will be on file at the MPRB headquarters.

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.

All medication must be in the original container, properly labeled with the child's name, dates and the amount and frequency of dosage. Forms are available at each Rec Plus+ site.

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 parental permission is required.

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, 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 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 a 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+.

SPECIAL NEEDS

The Minneapolis Park and Recreation Board welcomes persons with disabilities in all programs. 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+.

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 him/herself 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 his or her betterment or for the welfare of the group.

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) includes also victimless and disruptive behavior.

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.

BEHAVIOR GUIDELINES (Continued)

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 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, child may return to Rec Plus+.

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

TERMINATION POLICY

Participation in Rec Plus+ may be terminated for the following reasons:

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 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 child in or out of Rec Plus+.