



LINCOLN RECREATION CENTER

YOUTH PARENT HANDBOOK



979.764.3779



1000 Eleanor Street



CSTX.GOV/LINCOLNCENTER



CITY OF COLLEGE STATION
PARKS & RECREATION



Parents—

I would like to personally welcome you to our program. As a working parent, I understand the complexities and stress that go along with non-school hours for your children. It is easy to find a place to drop your kids off, but increasingly difficult to find an enriching and safe environment.

In today's society of multi-working parents or single-parent households and growing populations in shrinking public schools, it is imperative that our thinking and planning as providers allow for your kids. Nationally, statistics show that 60.2% of our households have both parents out of the home for work. In College Station, upwards of 35% of our youth come from these households. We recognize that it takes a village to provide constructive alternatives for your kids while you are out earning a living.

Further, the knowledge loss adds up during summer months and after school for kids not involved in structured tutorial programs, but it can be mitigated by keeping students engaged all year long. While we aim to make our activities desirable for the kids, we interject educational elements into most of what we offer.

As a parent, programmer and administrator, I offer you my pledge of satisfaction with our programs. I encourage you to read, thoroughly, our parent handbook. Please do not hesitate to contact staff or myself with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kelbly', written in a cursive style.

Kelly Kelbly

Parks & Recreation Assistant Director
City of College Station

CONTACTS

General Information	979.764.3500	cstx.gov
Parks & Recreation	979.764.3486	cstx.gov/parks
David Schmitz, Director of Parks & Recreation	979.764.3415	dschmitz@cstx.gov
Kelly Kelby, Assistant Director	979.764.3441	kkelbly@cstx.gov
Ana Romero, Recreation Manager	979.764.3413	aromero@cstx.gov
Cheletia Johnson, Lincoln Recreation Center Supervisor	979.764.3779	cjohnson@cstx.gov
Isaiah Smith, Lincoln Recreation Center Assistant Supervisor	979.764.5042	wsmith@cstx.gov

PARTICIPATION REQUIREMENTS

AFTER-SCHOOL & SUMMER PROGRAMS

- Must be at least 5 and a half years old before the start of the program and not older than 15 years of age.
- Summer members must be turning 6 during the summer months.
- Must have a completed membership application on file.
- Transportation waiver must be completed if transportation is provided by the City of College Station.
- Membership fee must be paid prior to student(s) being transported from College Station ISD schools.

FEES

AFTER-SCHOOL PROGRAM (PER SEMESTER)

Resident: \$75

Non-Resident: \$90

Qualifying Households: \$45 Resident / \$54 Non-Resident (must bring proof of eligibility)

Transportation: \$45

Late Pickup Fee: First 15 minutes: \$5 and \$1 each additional thereafter

FULL-DAY SUMMER CAMP (PER SESSION)

\$60 Resident/\$72 Non-Resident

CAMPS & OTHER PROGRAMS

Fees vary, see Parks Guide for more information

REFUND POLICY

The City of College Station Parks and Recreation Department is committed to offering satisfying programs. We are happy to accommodate transfers or refund requests, if necessary. Classes and programs are subject to a \$20 transfer/cancellation fee. Refunds are processed within two weeks of request by check. If requests are not made within five days of the program, refunds will not be processed. Cash refunds will not be issued.

HOURS OF OPERATION

AFTER-SCHOOL PROGRAM

Monday-Thursday, 3-6:30 p.m. & Friday, 3-6 p.m.

FULL-DAY SUMMER CAMP

Monday-Friday, 7:45 a.m.-5 p.m.

LATE PICKUP POLICY

All parents and/or guardians are expected to pick up member(s) on time. Staff should be notified as soon as possible if a late pickup will occur or if an alternate person will be picking your member up. Please ensure the alternate person brings a photo ID. If staff isn't notified, they will call the parent, guardian or emergency contact. If a designated person cannot be reached after 45 minutes, staff will contact the College Station Police Department. Late fees will still apply with late pickup notification and will start 5 minutes after closing time. \$5 for the first 5 minutes and \$1 per minute thereafter. Fees are due upon pickup or the next day. The member will not be eligible to continue participation until late fees are paid.

TRANSPORTATION

AFTER-SCHOOL PROGRAM

Transportation is provided from South Knoll, College Hills, Rock Prairie, Southwood Valley, Riverbend, Oakwood Intermediate and A&M Consolidated Middle School for those that abide by the following:

- Paid membership for the current school year.
- Completed Application & Transportation Waiver.
- Commitment to ride safely everyday.
- Agree to notify us if your member(s) will not be riding. If notification is not made three consecutive times, the seat will be forfeited.

SIGN-IN/OUT PROCEDURES

All members are required to swipe in with their membership card or be signed in/out by their parent or designated pickup person. Only the designees listed on the membership application can remove a member from the program. Staff may request photo identification for child safety and security purposes. Members will not be released without prior written notice and/or phone call by verified parent or guardian. Phone calls will not be accepted to release members to the unattended parking lot. Please park in the parking lot when picking up. Do not block handicap parking spaces.

SERVICES

With guidance from well-trained staff, ages 6-15 will engage in games, sports, arts/crafts and will have a chance to work on homework. Groups are divided by grades: K-2nd, 3rd-4th, 5th grade and up. All groups will rotate to the selected and planned program areas. During the Full-Day Summer Camp, groups are divided into age groups: 6-7, 8-9, 10-11, and 12-up. Lunch is provided but campers are asked to bring a morning and afternoon snack.

CORE CONTENT AREAS

- Character & Leadership
- Health and LifeSkills
- Arts
- Sports, Fitness and Recreation
- Education and Career Development

OTHER ACTIVITIES OFFERED AT AN ADDITIONAL COST

- Girl Scouts
- Cheerleading & Dance
- Youth Sports
- Field Trips
- Enrichment classes

AFTER-SCHOOL HOMEWORK ASSISTANCE

Texas A&M University, in association with the America Reads Challenge, a federal initiative to increase child literacy rates across the nation, provide tutorial assistance to members Monday-Thursday from 3-5:30 p.m.

CODE OF CONDUCT

ADMINISTRATORS

- We will operate our programs with the children in mind.
- We will ensure all employees are knowledgeable in the area of our programs.
- We will provide support and education for all parents to promote a positive and enjoyable experience for everyone.

PARENTS

- Provide positive support for all participants and staff at all times.
- Place the emotional and physical well-being of all participants ahead of your personal desires.
- Ensure every child is in a safe and healthy environment that promotes fun for all children.
- Require all children to treat everyone with respect regardless of race, sex, creed, or ability.

PARTICIPANTS

- Have fun and respect yourself.
- Be honest.
- Applaud the efforts of others and say only good things about others.
- Dress appropriately, participate in assigned activities and take care of facilities, grounds and equipment.
- Listen during appropriate times and resolve disagreements in a positive way.
- Remember to always have fun and alert anyone when it stops being fun.
- Tobacco, drugs, alcohol, weapons, and gang colors/logos/gestures are prohibited.

RULES & REGULATIONS

PROHIBITED ITEMS

Staff is not responsible for lost, stolen or damaged belongings. Members should not bring any of the items listed below. These items will be properly handled and stored and returned to the parents at the end of the day. Members are allowed to use the front desk phone in case of an emergency.

- iPods, MP3 players or any other electronic devices.
- Cell phones are allowed with parental knowledge.
- Toys, dolls, stuffed animals, and/or trading cards.
- No personal balls.

DRESS CODE

Members, parents/guardians and guests are expected to dress appropriately while on city property. Clothing that displays logos or images that promote drug use, alcohol, violence, profanity or racism must be turned inside out, replaced or covered. Exposing midriff tops, spaghetti straps, tank tops, oversized, sagging or baggy clothing revealing underwear will not be permitted. Tennis shoes are requested to be worn by members while participating in program activities.

POLICIES

BEHAVIOR EXPECTATIONS

Staff will make every attempt for members to have the best experience possible while participating in activities. All participants and parents/guardians must understand and follow guidelines and rules to ensure everyone's safety. These are discussed at orientation, weekly briefings by staff, and visible with signs posted in each activity room and gymnasium.

- Listen and respect staff and other participants.
- Respect the property and facility.
- Keep hands, feet, and other objects to yourself.
- Participate in activities.
- Respect the van and rules of the van - use inside voice while staff operates vehicle.
- Follow staff instructions on field trip days.
- Help staff keep play areas clean.
- Be positive and have fun.

DISCIPLINE POLICIES

The safety and well-being of our members is our primary concern and therefore have zero tolerance for the following infractions:

- Fighting or bullying.
- Violence and/or any acts of aggression with the intent of harming another member.
- Possession of controlled substances, weapons or intoxicants.
- Smoking, lighters, chewing or other tobacco products.
- Stealing, damaging or destroying property.

GENERAL MISBEHAVIOR POLICY

The College Station Parks and Recreation Youth Services General Misbehavior Policy is designed to assist staff in creating an atmosphere that is safe and fun for all participants. Occasional misbehavior by the members is expected. The following are examples of consequences for excessive misbehavior.

- General Misbehavior Report
- Loss of privileges (e.g. participation in activity, special event)
- Parent conference with staff and/or program director
- Suspension or removal from program

PHYSICAL AGGRESSION POLICY

Physical aggression toward others will not be tolerated from anyone. When this behavior occurs, the parent/guardian of all involved will be contacted immediately. If a member is approached by another member in an aggressive manner, that member is expected to remove them self from the situation and alert staff. The following actions will be taken if physical aggression occurs.

FIRST OFFENSE

- Contact the parent/guardian
- Immediate suspension from the program for the remainder of the day
- Physical Aggression Report
- Parent/guardian conference

SECOND OFFENSE

- Contact the parent/guardian
- Immediate suspension from the program (length to be determined by program director)
- Physical Aggression Report
- Parent/guardian conference

THIRD OFFENSE

- Contact the parent/guardian
- Physical Aggression Report
- Parent/guardian conference
- One-week suspension from the program

FOURTH OFFENSE

- Removal from the program

NONVIOLENT CRISIS INTERVENTION POLICY

“The Nonviolent Crisis Intervention program is a safe, non-harmful behavior management system designed to help human service professionals provide for the best possible care, welfare, safety and security of disruptive, assaultive and out-of-control individuals.” ~ Crisis Prevention Institute, Inc.

- Youth staff are certified annually in Nonviolent Crisis Intervention.
- It is the policy of College Station Parks and Recreation Youth Programs to use Crisis Intervention Restraint Protocol when the child has become a danger to themselves or others.
- If Crisis Intervention Restraint Protocol must be implemented with a member on more than three occasions, the participant is subject to removal from the program.

Program supervisors reserve the right to alter and/or deviate from this policy as appropriate. Any youth suspended from daily activities will not be permitted to attend upcoming field trips. In addition, youth exhibiting continual and unacceptable behavior while on a field trip will not be allowed to attend any other trips scheduled. Parents will be entitled to a refund.

ILLNESS POLICY

When a member’s illness results in a more individual level of care than staff can provide, the parent, legal guardian or authorized person will be notified for immediate pick up. Symptoms can be, but are not limited to the following:

- Elevated temperatures
- Vomiting
- Uncontrolled diarrhea
- Any symptoms causing severe discomfort.
- Any illness accompanied by open, oozing bacterial infections.
- Any open or oozing sores or unexplained rash.
- Finding lice or eggs on hair or on clothing: members can resume attendance when they are at least 24 hours free of evidence of lice and treatment is underway.
- Coughing, difficulty breathing or wheezing.
- We reserve the right to send home any member that is ill.
- Member must be fever free for 24 hours before returning to the program.

MEDICATION PROCEDURE

- Medications must be reported on the registration form and kept up to date.
- Information on prescribed dosage must be attached to the medication.
- All medication must be received in its original container.
- Parent/guardian must complete and sign a medication form that provides authorization for staff to dispense medication with details including time and dosages. The form will include a hold harmless clause to protect the City of College Station.

PERSONAL HYGIENE

Staff are not permitted to physically assist with personal hygiene or the changing of a participant's clothes. After a bathroom accident, staff will verbally guide a participant through the process of cleaning and changing while maintaining the participant's privacy. Parent/guardian should provide a change of clothes for each child. This includes underwear, pants, shirt and socks. Please mark all clothes with your child's name. In the event that a child is unable to clean themselves or change their clothes, the parent/guardian will be called to assist.

EMERGENCY & DISASTER PLAN

In the event of a fire, natural or man-made disaster, staff will evacuate all participants using the posted exit routes. The appropriate authorities as well as parent/guardian will be contacted. If they cannot be reached, those listed under emergency contact will be called.

RESPONSIBILITIES OF PARENTS

ROLES AND RESPONSIBILITIES OF PARENTS

- Paid membership fee
- Pick-up participant by the close of the program.
- Directing, mediation and/or resolving and correcting any behavioral issues.

NOTIFYING THE PROGRAM IF:

- Any information on the application has changed (telephone numbers, address, pick-up information)
- Member will no longer attend the after school program.
- If participation is limited due to health or other impairments (in writing).

ACKNOWLEDGMENT FORM

I have received a College Station Youth Programs Parent Handbook.

I have read, understand, and agree to the content and guidelines of the programs.

I have read and understand the LATE PICKUP POLICY.

I have read and understand the BEHAVIOR POLICY/DISCIPLINARY PROCEDURES.

College Station Parks and Recreation staff agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible.

The parent/guardian authorizes the College Station Parks and Recreation staff to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located. If there is an objection to seeking emergency medical care, a statement should be obtained from the parents or guardians that state the objection and the reason for the objection.

I understand that the City of College Station is not responsible for injuries that occur to my child while participating in programs and functions.

I have reviewed these policies and procedures with my child.

I understand that failure to return this acknowledgement will not relieve me from knowing and following the policies.

DATE: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

CHILD(REN) NAME(S): _____