



After-School Recreation Club



Handbook

2009-2010

ISLAND RECREATION CENTER

AFTER-SCHOOL RECREATION CLUB

The Hilton Head Island Recreation Association invites students in grades K-8 to join a supervised, high quality after-school program. The program is conducted with the cooperation of the Hilton Head Public Schools.

REGISTRATION

Prior to a child's first day in our program, we need the first week's payment, emergency forms, authorization to pick up form and the handbook agreement slip signed. All are attached in this packet. You may register at the Recreation Center or online at www.islandreccenter.org.

ACTIVITIES

A planned schedule of enrichment programs and instructional sports programs will be complimented by a daily-supervised study period. Time is spent on homework Monday through Thursday. We will assist children with their homework but want to stress that ultimately it is your **child's responsibility**. On Friday's we will incorporate a "free day".

STAFFING

All after-school recreation programs are coordinated by the Preschool & Youth Director, Assistant Youth Director as well as After-School Staff. The ratio consists of a minimum of one staff instructor per twelve children.

TIMES, DATES AND FEES

Our program meets Monday through Friday from 2:30-6:00 for Middle School students and 3:30 – 6:00pm for Elementary School students when Hilton Head Public Schools are in session. Our program begins the first day of school (August 17th) and continues through the end of school (June 9th). Our program rates are as follows:

Elementary School: Daily/\$12.00 Weekly/\$40.00

Middle School: Daily/\$15.00 Weekly/\$42.00

LOCATION

All students must meet at the designated location within 15 minutes after school is dismissed. Parents must send a note to their child's teacher notifying them that their child is in our program. **IT IS THE SCHOOL'S RESPONSIBILITY TO HAVE THEM ARRIVE AT THE PROGRAM OR PICK UP POINT. IF WE DO NOT SEE YOUR CHILD WE WILL ASSUME THAT HE/SHE IS NOT ATTENDING.** If your child is staying after school with a teacher, we recommend that you inform us of this by calling 681-7273. If your child did not attend school during the day (due to behavior issues) they are not allowed to attend the Island Recreation Center programs.

VACATION CLUB DAYS

When school is out of session the Recreation Center will provide a fun and exciting day for your child. Bathing suit, towel and bag lunch is required. Two snacks a day are provided. We suggest that toys be left at home as they are often misplaced. Location of vacation club dates will generally be in the same location as the after-school program. Vacation Club days are \$25.00 if you register in advance and \$30.00 on the day of the program. The following days are vacation club dates through May 2009.

October 23, 26-30

November 11 & 25

December 21-23, 28-31

January 18 & 22

February 15

March 29-31

April 1-2, 5, 15, & 16

May 31

PAYMENT POLICY

Our program is administered as an activity of the Hilton Head Island Recreation Association, a non-profit organization. Program fees are designed to cover staff and programming costs. The weekly rate must be paid the week attending. Daily fees are due no later than the day attending. Payments must be made on time for your child to remain in the program. Payments must be made in checks, cash, MasterCard, Visa, or money orders and given to the Director or in the main office of the Recreation Center. Weekly rates do not include vacation club days.

Scholarships are available on a limited basis; confidential inquiries should be directed to Leah Arnold, Preschool and Youth Director (681-7273).

EXTRACURRICULAR ACTIVITIES

A staff member will walk children participating in other Recreation Center programs, such as swimming or soccer, within the hours of 2:30 and 6:00 to the program. A note with the child's name, program, times and dates must be given to the Director at the after-school site.

SNACK TIME

Children will be provided with a snack and water directly after school hours. If your child has any dietary restrictions, please inform the Director in writing.

PICK-UP PROCEDURE

Pick up procedures include signing out your child with the designated staff member. An "authorization for pick up" form must be filled out at registration. This is for the child's protection. The staff will question those with whom they are unfamiliar and are required to check an i.d. People may be added to the list at any time. If an emergency arises and someone else will be picking up your child please call the cell phone at 683-7204. Programming will end at 5:30 to allow for the group to clean up. All children must be picked up by 6:00pm. **There is an additional charge of \$1.00 per minute after 6:05pm.** Late fees are expected to be paid before your child returns to the program. After 15 minutes the director will begin calling work, home, and then emergency numbers. In the event nobody is reached after several attempts then the proper authorities will be contacted to pick up the child.

MEDICATION

Medications need to be brought directly to the Director with written permission to administer the medication. The medication needs to be in its original container with the quantity, time to be administered, name and phone number of doctor and any additional information.

BEHAVIOR MANAGEMENT POLICY

Discipline and guidance are based on an understanding of the needs and development of the child, and the circumstances of the action. What is effective in one set of circumstances may not be appropriate in another. While there is no one correct way to discipline, the goal is to maximize the growth and development of the child, while providing for the protection of the group and the individuals within it.

Techniques at the Association are constructive in nature. We strive to enable the child to solve his/her own problems in socially acceptable ways. We want them to foster respect for others and their rights and feelings, while at the same time ensuring that others respect the child with his/her rights and feelings.

In the event that a child's needs cannot be met by the Association's behavior management policy, the on site Director will confer with the Pre-school/Youth Director to strategize further techniques. If a

child consistently hurts him/ herself or others, and is found to have emotional needs beyond the scope of the Association, then the child will be suspended or permanently dismissed from the program.

DISCIPLINE PROCEDURES

We expect all children in our program to behave appropriately. Techniques for handling various discipline situations could include time out, taking a privilege away, and in extreme cases we will contact the parent. The Island Recreation Center does not use corporal punishment.

Techniques not employed at the Association

No child shall receive corporal punishment.

No child shall be subject to severe or cruel treatment, humiliation or verbal abuse.

No child shall be denied food as a form of punishment.

No child shall be punished for soiling or wetting.

IN CASE OF EMERGENCY

If your child is injured, the Director will take whatever steps necessary to obtain emergency medical care. The steps may include, but are not limited to:

The parent will be contacted immediately.

We will call 911 for an ambulance.

We will have the child taken to Hilton Head Hospital in the company of a staff member.

Health policy

Our health policy is designed with both adults and children in mind. In many cases it is not in the best interest of the individual or the group for the child to remain at camp, but at the same time we understand that it is difficult for the parent to miss work. A child may be sent home for the following: fever over 100 degrees, vomiting or diarrhea, certain contagious diseases, head lice or any illness that prevents participation.

The child may not return to after-school until: child is fever-free for 24 hours, free of diarrhea, vomiting or head lice for 24 hours. If antibiotic is required, child must be on antibiotic for 48 hours.

Child abuse

As required by law, the Island Recreation Center will report any suspected cases of abuse or neglect to the proper authorities.

HILTON HEAD ISLAND RECREATION ASSOCIATION'S ZERO TOLERANCE POLICY

Coaches, parents, participants and fans are required by the Hilton Head Island Recreation Association to abide by a strict code of prudent behavior at Recreation Center activities. Any conduct outside these lines will force the Association to take necessary action.

Examples of non-prudent behavior would include, but is not limited to, the following:

1. Fighting
2. Inappropriate language (can be non-verbal)
3. Attitude toward a staff member, referee or umpire
4. Unsportsmanship-like conduct
5. Misuse of equipment

Examples of necessary action would include, but is not limited to, the following:

1. You will be asked to leave the area immediately.
2. You (or your child) will be prohibited from participating in Recreation Association sponsored programs for a set period of time.

Approved by the Island Recreation Association's Board of Directors
September 15, 2000

FIELD TRIP PERMISSION

I give my permission for my child _____ to attend any
(first and last name)

field trips to be taken during after-school with the Island Recreation Center staff. I understand they will be driven in vehicles owned by the Association. I also understand that the Recreation Center Directors will drive these vehicles.

Signature _____ Date _____

SWIMMING PERMISSION

I give my permission for my child _____ to swim at the Island Recreation
(first and last name)

Center Pool. I understand that the After-school counselors will be present and swimming with my child and the pool will be monitored by lifeguards employed by the Island Recreation Center

Signature _____ Date _____

HANDBOOK AGREEMENT

I have read the Island Recreation Association's After-school Handbook and understand and agree to the policies and procedures given.

Signature _____ Date _____

WAIVER

In consideration of your accepting me/my child's registration, I hereby for myself, my child, my heirs, executors and administrators waive and release any and all rights and claims for damages I or my child may have against the Hilton Head Island Recreation Association, including all representatives who are in any way connected with this event/program. Further, in the event of any injury, I do hereby give my permission and consent to authorize such First Aid and/or Medical and/or Hospital care or treatment as deemed appropriate. In addition, I am fully aware of the provisions covered by the fee for this event/trip/program and I understand that if any emergency arises, any and all additional expenses incurred must be borne or assumed by the participant. The Island Recreation Association has my permission to take photographs of my child or myself while using the Island Recreation or participating in any Island Recreation Association programs, special events and activities. I understand that these photographs may be used for the Island Recreation Association advertising through and not limited to brochures, flyers or newspaper articles. I have full and complete legal authority to sign on behalf of myself and child (ren).

Signature _____ Date _____

**ISLAND RECREATION CENTER
AFTER-SCHOOL CLUB 2009-2010**

CHILD(REN)'S NAME: _____

BIRTHDATE(S): _____

PARENT(S)/LEGAL GUARDIAN: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

HOME PHONE: _____

MOM'S WORK: _____ **CELL #:** _____

DAD'S WORK: _____ **CELL #:** _____

OTHER #: _____

EMERGENCY #'S AND NAMES:

DOES YOUR CHILD HAVE ANY ALLERGIES THAT WE NEED TO BE AWARE OF? _____
IF YES, PLEASE EXPLAIN _____

PEOPLE AUTHORIZED TO PICK UP MY CHILD: THIS INFORMATION IS KEPT AT SCHOOL AND MAY BE UPDATED AT ANY TIME. IF AN EMERGENCY ARISES AND SOMEONE NOT ON YOUR LIST IS GOING TO PICK UP YOUR CHILD, PLEASE NOTIFY THE RECREATION CENTER. NEW FACES WILL BE ASKED TO SHOW A PICTURE ID.
