

# KIDZREC

2021.2022 SCHOOL YEAR

# PARENT HANDBOOK

Sandy Hook  
School Year  
2021.2022

W W Robinson  
School Year  
2021.2022

Honey Run  
School Year  
2021.2022



**VIRGINIA  
IS FOR  
LEARNERS**



[www.scpr.info](http://www.scpr.info)

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Dear Parent/Guardian:

This school year we thank you for choosing **KidzRec** as your before and after school recreation program during the pandemic. We operate in partnership with our families, schools, and the community to provide safe, enjoyable, quality recreational programs.

Our staff strives to meet the diverse individual needs of the children. Each day your children will have different opportunities to explore hands-on activities. We hope to help your children develop life-long leisure and recreational skills.

The parent handbook will familiarize you with payment options, operating hours, schedules, policies, and procedures. We encourage you to take the time to review our information. All families are welcome to visit our program at any time during program hours. If you have any questions, please feel free to visit our website at [www.scpri.info](http://www.scpri.info).

Sincerely,  
*Melissa Lindamood-Foltz, Program Administrator*

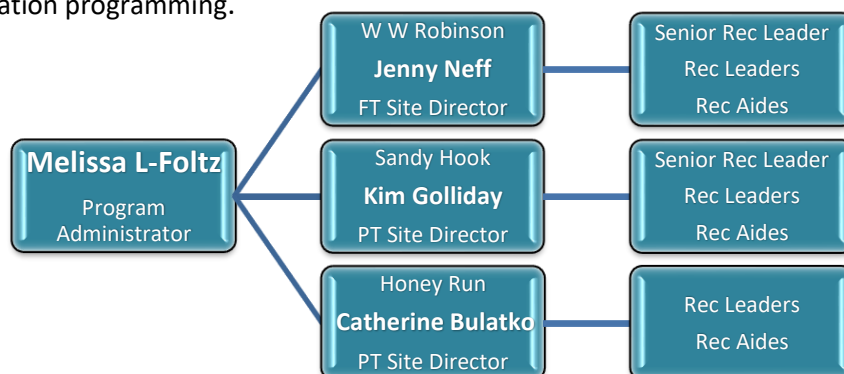
## MISSION STATEMENT

KidzRec and Shenandoah County Parks and Recreation provide quality recreational activities for school age children with a school session and a summer session at our sites located at Sandy Hook, W W Robinson, and Honey Run Elementary schools. Our mission is to provide a developmentally appropriate environment in which to nurture children and provide a safe, healthy atmosphere where our children can grow physically, socially, emotionally, and cognitively.

## ADMINISTRATION

KidzRec is an approved subsidy vendor monitored by Virginia Department of Education; we encourage you to visit [VDOE](http://VDOE) for detailed vendor requirements. Please direct questions to the program administrator if you feel your concerns have not been adequately resolved please contact the Director of Parks and Recreation.

Our primary concern is the safety and well-being of each child in the program. Staff members are selected based on their education, experience, and commitment to working with children. In addition, staff members are required to pass background clearances, as well as training in policies and procedures, safety, child development, behavior management and recreation programming.



## PROGRAM INFORMATION

***School year program operates Thursday, August 5 – Tuesday, May 24***

KidzRec operates independent from the public-school schedule. We are closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day after. Additional closings may be needed for required staff training; advance notification will be provided.

### ***Ages 5 – 12 eligible to attend***

#### ***Sandy Hook***

162 Stickley Loop  
Strasburg, VA 22657  
540.975.0045

#### ***W W Robinson***

1231 Susan Avenue  
Woodstock, VA 22664  
540-975-0046

#### ***Honey Run***

480 Stonewall Avenue  
Quicksburg, VA 22847  
540.975.0047

Staff to children ratio is 1:18. We recognize that all children have different needs; therefore, we incorporate a variety of activities. When possible, children are divided by age.

- ◆ Active games designed to teach teamwork, sportsmanship, and communication skills
- ◆ Games to teach sharing and cooperation
- ◆ Individual space for independent fun

Staff will take daily attendance and accountability/headcounts during transitions from one activity location to another. All staff will be responsible for conducting monthly practice drills for emergency preparedness.

Staff is required to maintain training in:

- a. First Aid and CPR
- b. Daily Health Observation
- c. Emergency Medication
- d. Playground Safety
- e. Virginia Pre-Service Training
- f. Behavior Management
- g. New employee Orientation
- h. Yearly specialized training

Staff is required to complete a fingerprint background checks, central registry inquiry and a tuberculosis screening.

KidzRec does not discriminate based on race, sex, color, creed, age disability, sexual orientation, or national origin.

## REGISTRATION, ENROLLMENT AND PAYMENTS

1. Register online at [SCPR](#) visit our administrative office.
2. Submit completed 2021.2022 School Year enrollment form which is included in your payment receipt; new students must also submit a copy of birth certificate and immunization record.

BEFORE SCHOOL and/or AFTER SCHOOL				PART TIME			
MONTHLY FEES				DAILY FEES			
<b>3 days</b> Before school <b>\$80.00</b>	<b>5 days</b> Before school <b>\$100.00</b>	<b>3 days</b> After school <b>\$175.00</b>	<b>5 days</b> After school <b>\$230.00</b>	OR	Before School <b>\$10.00</b>	After School <b>\$20.00</b>	School Closings <b>\$30.00</b>
No sibling discount	\$25.00 sibling discount		\$50.00 sibling discount		NO sibling discounts Advance notice required		
\$5.00 additional mornings, \$10.00 additional afterschool, \$20.00 school closings		No additional fees					

### Payments

- ◆ Walk-in/Mail-In Administrative office, 600 N. Main St, Suite 108, Woodstock, VA 22664
- ◆ Online: [SCPR](#)



Monthly payments are due on the first day of the month, a 25% late fee will be assessed to your account after the tenth business day of the month. Service is subject to suspension/termination for non-payment. All payments must be made before services can resume or registering for any other SCPR activity.

Children enrolled full time are given priority. Space will be limited at each site. Any modifications to original enrollment must be submitted on the Change of Information form at least ten days prior to the next billing cycle.

### Cancellation

Payments will not be prorated due to illness, weather, vacation, disciplinary action, or non-use, etc.

### Finder's Fee

You are required to notify the site when your child is absent when scheduled to attend. After one reminder, a \$10.00 will be assessed for each occurrence of failure to notify the site.

### Returned Check Policy

There is a \$35.00 service fee for any check returned for any reason. The amount of the returned check and the service charge must be paid within five (5) days to [KidzRec](#). No personal checks will be accepted after the second returned check.

All sites are approved subsidy vendors; contact DSS at 459-6226 for income verification.

[Virginia Department of Social Services](#).



## DROP OFF/PICK UP POLICY

To ensure the safety of all our children, we require that parents and/or authorized persons sign their child in/out each arrival and departure. All parents and authorized pick-up persons must be prepared to show picture identification prior to entry through the designated door equipped with video remote after they have been properly identified. Parents may not allow entry to other persons. Parents must notify the site if their children will be absent on a regularly scheduled day. Please call the site phone listed on the first page of this handbook.

Custody documentation must be on file if a parent is not authorized to pick up.

**Joint Custody** – both parents have equal rights in making decisions concerning the child, they both authorize emergency contacts and those who can pick children up from the program (with proper ID).

**Full Custody** – If the parent that registers the child has full custody, that parent has authority to choose authorized pick-up persons and the right to change authorization at any time. The child will only be released to persons identified by the custodial parent on the enrollment form.

**Pending Custody** – If no custody has been established, the parent responsible for registering the child will have authorization to make all decisions regarding the child including designated pick-up persons.

### ***Late Pick-up Policy***

- ◆ **KidzRec** closes promptly at 6:00pm.
- ◆ Children not picked up by 6:00pm will be assessed a late fee of \$15.00 per child every fifteen minutes beyond closing time.
- ◆ If children are not picked up by 6:05pm, staff will contact the parent. If the parent cannot be located, the emergency contact person will be notified. In the event the child is not picked up and the contact with the emergency contact person cannot be made, the Shenandoah County Sheriff's Day will be contacted.

## INCLEMENT WEATHER

KidzRec strives to remain open during inclement weather, however if conditions are unsafe, we update delays and closings through a recorded phone message on site phones and KidzRec Facebook.



## EMERGENCY MEDICATION

KidzRec will only administer medication for emergencies, i.e., epinephrine and rescue inhalers. An Emergency Medication form and/or or a Physician's Allergy Plan must be completed by parent and physician. Medication will be kept in a locked location in its original container. If emergency medication is administered, staff will document the date and time.

## SICK/COVID POLICY

Children are not permitted to attend exhibiting the following:

- ◆ fever 100.4 or above (fever free for 24 hours before returning)
- ◆ vomiting, diarrhea, and all other symptoms associated with COVID

The following are exclusion recommendations from the Report of the Committee on the Control of Infectious Diseases by the American Academy of Pediatrics:

- ◆ any symptom of the usual childhood diseases; scarlet fever, German measles, mumps, chicken pox, whooping cough, common cold at onset
- ◆ sore throat
- ◆ pink eye and other eye infection
- ◆ croup
- ◆ any unexplained rash
- ◆ any skin infection – boils, ringworm, impetigo, scabies



Parents are required to inform **KidzRec** within 24 hours or the next business day after your child or any member of the immediate household has developed a reportable illness as specified on the [Communicable Disease Reference Chart](#) as defined by the State Board of Health, except for life threatening diseases which must be reported immediately. We require your cooperation so your child and others will be protected from illness and disease.

Children that have bathroom accidents will be required to change clothes and must be able to clean and dress independently. Should a child not have a change of clothes or cannot clean and dress themselves independently a parent will be called for immediate pick up for sanitation purposes.

## PERSONAL BELONGINGS AND ATTIRE

Because our children may get messy during our fun, we ask that they dress in comfortable and practical clothes. Tennis shoes are **required** for the gym; children may be asked to sit out of an activity because of unsafe/inappropriate footwear or attire.

Lunchboxes must be clearly labeled with children's name. **KidzRec** will not be responsible for damaged or lost items.

No cellular or electronic devices, regardless of their capabilities will be permitted. Internet, private messaging, texting, and camera access is strictly prohibited. Only school required personal items permitted at this time



## FOOD POLICY

- ◆ Morning and afternoon snack with juice/milk will be provided when schools are closed. Afternoon snack provided after school.
- ◆ Each child must bring a healthy and balanced nutritious lunch (no soda) when schools are closed. Heating and refrigeration capabilities not available. If children do not bring lunch and **KidzRec** supplies one, a \$5.00 lunch fee will be applied to accounts. While the sites are not a peanut free environment, we make every attempt to monitor all allergies. Children are prohibited from sharing or trading food/drink. As a recipient from USDA government reimbursement, no additional snacks are permitted from home unless authorized due to a medical restriction.

## INCIDENTS AND INJURIES

If an incident or injury occurs during the program, an incident or injury form will be completed by a staff member. The completed form will be available for the parent or guardian to sign upon pickup of the children. Requests for copies must be made to staff; the original form will be kept on file.

## CHILD ABUSE AND NEGLECT

Staff are trained in recognizing and reporting child abuse and neglect. Any suspected cases will be reported to the site director immediately. The site director and/or program administrator will contact Shenandoah County Department of Social Services. Staff are mandated by the State of Virginia 63.2-1509.

**NOTICE:** We reserve the right not to release your child in the following situation:

- Authorized person appears to be under the influence of alcohol or drugs
- Authorized person makes verbal threats and exhibits violent behavior towards staff, child, or other persons

If one of the above should occur, the person in question will no longer be permitted or pick up a child



## BEHAVIOR MANAGEMENT

Our goal is to provide a safe and enjoyable recreational atmosphere for all children. If discipline problems do arise, we ask for your support. Staff will handle these situations in a caring and professional manner. **KidzRec** reserves the right to call parents/guardians to pick their child if they are having difficulty functioning cooperatively with others, are unable to participate in group exercise, or a threat to the safety of themselves or others.

Children shall be expected to:

- ◆ Show respect to all participants, staff, and administration
- ◆ Refrain from causing harm to others (bodily and verbal)
- ◆ Refrain from using foul language
- ◆ Show respect of all property including equipment, supplies and facilities

Discipline shall be constructive in nature and include:

- ◆ Alternative behavior management techniques, positive reinforcement, natural consequences
- ◆ Redirection
- ◆ Time out
- ◆ Activity restriction
- ◆ Written behavior plans
- ◆ Written discipline reports

The following is a list of behaviors and incidents that will automatically be subject to immediate written disciplinary action which may include a suspension up to five days and/or termination.

- ◆ use of profanity
- ◆ inappropriate touching
- ◆ disregard for program rules or staff directions
- ◆ disrespect for authority and other children
- ◆ defacing property
- ◆ theft or unauthorized possession of other children's, school, or facility property
- ◆ acts or threats of violence or bodily/physical harm directed towards staff or other children
- ◆ displaying obscene gestures or inappropriate attire
- ◆ possession of alcohol, drugs, drug paraphernalia or weapons

**Children may be suspended or dismissed at any time if serious infractions of policy and procedures occur**

**KidzRec/SCPR** prohibits the use of tobacco products, drugs, or fireworks at all times on public school property. Verbal threats as well as the use of weapons are also prohibited. Theft, violent behavior, or destruction of property will not be tolerated. Any violation may result in immediate dismissal from the program with no refund.

## PARENT UNDERSTANDINGS

- ◆ Provide accurate child's health/behavior information on enrollment form and submit changes as needed
- ◆ Not permitted to address or reprimand another child in our program
- ◆ Expected to treat staff respectfully and courteously



## **EMERGENCY PREPAREDNESS AND RESPONSE PLAN**

The purpose of this plan is to provide procedures to be followed by KidzRec staff members to ensure the safety of children and staff in the event of an emergency. It is the responsibility of KidzRec to prepare plans whereby the facility, or parts thereof, can be evacuated quickly in the case of an emergency. Causes for evacuation could be fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic fumes, electrical or structural failure. In an emergency, evacuation from KidzRec should proceed as rapidly and safely as possible. The plans shall be developed considering scenarios of evacuation:

**Immediate off-site evacuation:** Movement of all children and staff members off campus to another designated area in natural or manmade emergencies which render the building uninhabitable or makes it temporarily impossible for the program to operate at its usual location. In the event of an Emergency Evacuation from KidzRec, staff must evacuate upon the direction of local authorities, or upon their own discretion when a situation arises that is threatening to the children in the program. Staff will maintain headcounts before, during and after any required evacuation.

**Shelter in Place and Intruder/Lockdown:** The safety of children and staff members of KidzRec is the highest priority while keeping children and staff members in place but securing location for the emergency at hand. In the event of an emergency the program administrator will be notified as soon as possible regarding the situation and the response. The administrator may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

**Relocation:** If there is an unexpected weather emergency, an intruder in another part of the building, staff may be required to provide for the needs of children over a long period of time at an alternate location. Staff will do everything in their power to protect the children, provide for their physical and emotional needs during the time spent in shelter and keep them as calm as possible. An emergency bag containing water, snacks and games will be available. Staff will maintain headcounts before, during and after relocation and continue to provide direct supervision.

All KidzRec staff members shall have current CPR and First Aid certification and be trained in his/her emergency response responsibilities within the plan annually. New employees shall receive training during their orientation period.

The most likely to occur emergency scenarios in Shenandoah County include, but are not limited to:

- Fire
- Bomb Threats
- Natural Disaster – includes weather related emergencies like tornadoes, blizzards, etc.
- Chemical Spills – janitorial supply areas, traffic accident on roadway outside building.
- Intruder – angry parent, disgruntled employee, domestic situations, or another unknown person(s) in the program without just cause.

**Routes/Maps** - Emergency evacuation maps/floor plans including shelter-in-place location are posted in each room utilized by KidzRec in addition to all Rec Leader bags. Each location/procedure includes primary and secondary egress of evacuation and designated assembly point for building evacuation and inside assembly points for shelter-in-place evacuation.

**Emergency Supplies** - Each Rec Leader always carries a book bag that contains children and staff emergency contact information, a first aid kit, flashlight, and cleansing wipes. Each site maintains an emergency bag that contains a battery-operated radio, small toys, snacks, and water.

**Practice Drills** - The Site Director maintains a record of the practice drills for one year. (In an emergency, staff may need to lead children out of the building through a different route.) Primary and secondary means of egress must be used and practiced during drills. It is crucial to evacuate with, and subsequently secure, essential documents (Sign In/Out records, parent contact information, etc.,) along with special health supplies in the emergency bag, which needs to be carried to the designated assembly points. Parents arriving during drill may not enter the building, children may be signed out at the conclusion of evacuation.

**Warning System** - Site Director or designated staff will announce "EMERGENCY EVERYONE LINE UP IMMEDIATELY!" KidzRec participants will stop what they are doing and respond to the warning call. KidzRec staff will accommodate any child or staff with a hearing impairment with a prearranged visual sign, such as wildly waving arms to alert them of the emergency.

**Availability and primary use of communication tools** - The primary communication tools are the site cellular phone and the building alarm system. If the alarm system is not activated and the phone does not work, a staff member must be dispatched to find help from others in the building such as the custodial staff or the school administrative staff, or seek help from the closest bystander, home, or business. Emergency personnel assume the leadership role through the incident command system when they arrive on the scene.

**Parent Notification and Reunification** - Parent will pick up at the pre-designated location, staff shall hold a large colored sign to signify area. Children will be released only to parents and authorized pick-up persons upon verification from the child's enrollment file.

To assure the safety of your children and our staff, we require understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please contact the Program Administrator.