



**Summer Organized
Activities & Recreation
2024**



Cecil F. Gilkerson Community Activities Center
305 South Dogwood Drive
Harrisonburg, VA 22801
(540)433-2474

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Our Program

Harrisonburg Parks and Recreation's S.O.A.R. (Summer Organized Activities and Recreation) Program is a recreationally based program for City of Harrisonburg residents. The program is open to students who have completed kindergarten until their 12th birthday. (Upon their 12th birthday individuals can get a teen membership at the Community Activities Center.)

Program Objectives

- Promote personal and character skills such as: safety, good health, respect, responsibility, caring, fairness, honesty, trustworthiness, and citizenship.
- Promote social and interpersonal skills such as cooperation, conflict resolution, and acceptance of others.
- Provide participants access to leisure service opportunities while providing a safe, engaging, environment.

Hours of Operations

The Summer Organized Activities & Recreation program runs from the 3rd Monday in June until the last Friday before Harrisonburg City Public School resume.

For Summer 2024 we will be closed : June 19th . July 4th and July 5th - weeks are not prorated for closures

Enrollment

All children must be registered by a parent or legal guardian. Registration information shall include parent/guardian phone numbers, emergency contact information (2 individuals other than parents), and any pertinent health information. All forms must be completed in their entirety, any outstanding balances, and the first week of attendance paid before the registration process is complete.

Our Staff

It is our mission to always put the safety and security of your child above all else. Full-time , year-round, and seasonal staff are required to maintain current training in:

- First Aid and CPR
 - Bloodborne Pathogens
 - VDSS Mandated Reporting
 - Playground Safety
 - Behavior Management
 - Active and passive games
 - Programming techniques
 - Emergency prepared
- Staff are subject to a criminal background check as well as alcohol and substance abuse testing.

Payment Information

A fee of \$50 per child, per week is charged for this program. The weekly program fee is due by 5pm the Tuesday prior to the week of service. If the fee is not paid by the due date, the participant WILL NOT be able to attend, and their spot may be given to someone on the waitlist



Program Components

Participants will be divided into 3 groups for most activities: Completed Kindergarten -Completed 1st , Completed 2nd and Completed 3rd, Completed 4th - age 12.

Program activities' include : Recreational free and organized play, craft, swimming, community visitors, and fieldtrips. There will also be set times during the day for snack and lunch.

Sample Schedule

This schedule is to be used as framework for a typical day in the SOAR program and is subject to change at any time.

7:30am - 9:00am Free time in classrooms during drop off

9:00am - 12:00pm Rotation between morning snack, activity, craft, and free play

12:00pm - 2:00pm Lunch, Movie, Field trip, Community Visitor or Swimming

2:00pm - 4:00pm Rotation between afternoon snack, gym or game room free time

4:00pm - 5:00pm Afternoon activity and outdoor play

5:00pm - 5:30pm Kid's Choice of gym or game room free time until pick up

Sign In/Sign Out

Harrisonburg Parks and Recreation has established the following standards to ensure the safety and well-being of children attending the S.O.A.R. program regarding drop off and pick up procedures.

- Parent(s) or guardian are required to escort their children in and out of the facility and following signing their child in and out of the S.O.A.R program.
- Parents must sign their child out of the program each day and record the time.
- Parents may designate in writing alternate designees to pick up their child if necessary.
- These alternate designees must be 16 years or older (these changes can be made at any time and will be verified by the program coordinator). Staff may require identification from all individuals at any time.

All participants should arrive to the program no later than 9:00am with the exception of summer school, scheduled appointments, ect. If a participant arrives after that time, they may miss out on activity's specific to that weeks theme . A staff member will be stationed at pickup/drop off location at key times (7:30AM-9:00AM & 4:30PM- 5:30PM)

If you will be picking up/dropping off outside of those times please email the program director: amber.craig@harrisonburgva.gov. or call 540 433 2474.

Failure to do so may result in your child not being able to attend that day or a late pick up fee.

Attendance

Reasons why your child may not be able to attend the S.O.A.R. Program:

- Failure to make payments
- Failure to comply with program policies and procedures
- Child's temperature is 101°F or higher
- Child has communicable disease (please see medication, illness, and injury section)

Policy

Harrisonburg Parks and Recreation's S.O.A.R. (Summer Organized Activities and Recreation) Program is a recreationally based program for City of Harrisonburg residents. Below is a list of Policies and expectations for not only participants but parents and guardians as well. These Policies and expectations ensure all participants access to a safe and enriching Summer Program experience

Personal Belongings

Please be sure to label all items with your child's first and last name. We encourage children to leave sentimental and valuable items at home to avoid the risk of items being damaged or lost: stuffed animals, action figures, dolls, and electronic devices (including cell phones). ** Harrisonburg Parks and Recreation will not be responsible for damage or loss of any personal items. **

Dress Code

Children should be dressed comfortably and practically for various activities. Due to various crafts and activities during the day individuals may want to bring an extra set of clothes with them. Tennis shoes are required for participation in all activities. No open-toed shoes are allowed for your child's safety. Flip flops/crocs may be brought with your child on swimming days for use at appropriate time.

Food Policy

Parents must pack a morning snack, lunch, and afternoon snack for each child. A water bottle should be sent for use throughout the day as well.

- All lunches must be labeled with child's name.
- All lunches should be placed in cooler packs with ice blocks; be sure to pack utensils.
- Please include a drink with your child's lunch.
- NON-MICROWAVEABLE ITEMS ONLY.
- Please do not pack any glass containers or GUM.

Swimming/Swim Evaluations

A certified lifeguard will be on duty and will not count towards the staff/child ratio. Staff will have designated areas at the pool. General swim rules will apply when attending Westover Swimming Pool Complex. Westover Pool requires each child to complete a swim evaluation to gauge swim levels prior to the child's first pool day. If a parent states a child may swim in the deep end but does not have the ability based on the evaluation, they will be limited to the pool's restrictions.

If the swim evaluation deems an individual's ability as greater than the parent's request, the parent's restrictions will be enforced.

Based on the swim evaluation AND permission slip, children will be given color coded wristbands to designate where they are permitted to swim.

Sunscreen

We are a recreationally based program. We spend time outside as well as at the pool. Please be sure your child is wearing sunscreen prior to drop off. On pool days they **MUST BRING** their own sunscreen to apply prior to swimming at the pool. Children will be responsible for applying sunscreen themselves, however staff are able to assist when necessary.

Policy

Field Trips

Transportation

Due to the field trip modifications, Harrisonburg Parks and Recreation will be participating in walking field trips. Appropriate staff to participant ratios will be maintained, while some of the trips will have the assistance of the Harrisonburg Police Department and/or Harrisonburg Fire Department. All field trips will require a signed permission slip that will include the destination, date, and time it will take to walk to the field trip location.

If you elect your child not to participate, an alternative activity will occur at the Community Activities Center.

Attire

Different field trips require different attire based on location or activity. The Recreation Department will communicate needs for specific field trips as necessary. Parents will not be able to pick up their child from a field trip location unless previous arrangements with the department/program coordinator have been made.

Playgrounds & Parks

Playgrounds utilized will meet all current ASTM publication F 1487-01, and CPSC Handbook for Public Playground Safety. Harrisonburg Parks and Recreation's certified playground safety inspectors inspect park playground equipment on a regular basis.

Illness and Injury

The facility will maintain a first aid kit on site, as well as portable kits for field trips, visiting the playground and any special events. City-issued radios to reach emergency services will be used daily.

A child will not be allowed to attend for the day or within 24 hours of being picked up for the following:

- 101° F temperature or higher
- A contagious skin rash
- A contagious eye infection
- A communicable disease
- Vomiting or diarrhea
- If your child has head lice, they will not be able to attend until treatment has been given.

Parents will be required to pick up their child within a reasonable amount of time (no more than one hour) should their child become ill, injured, or have a bathroom accident (for sanitation purposes a child cannot remain in soiled clothing). The child will be kept comfortable and isolated from the group until pick up.

Parents must inform the center within 24 hours if their child or any member of the immediate household develops a communicable disease, except for life threatening diseases which must be reported immediately. Prior to returning, a parent or guardian must provide a physician's certification that the condition is no longer contagious.



Policy

Medication Policy

Due to the Drug Control Act specifications about medication administration by non-health care providers, the S.O.A.R. program cannot administer short or long-term medications. We will only hold and administer medications for life threatening illnesses and emergencies (EpiPens, Albuterol, Inhalers, etc.).

Asbestos Notification

The Community Activities Center was built in 1977 and contains some building materials that have been identified as containing asbestos. In 1995 these materials were identified in ceilings and floors and removed, encapsulated or action was taken to abate any risk to human health; and periodic surveillance inspection by a licensed inspector is conducted.

Child Abuse and Neglect

Section 63.2-1509 of the code of Virginia requires any person providing full or part-time participant care to report any suspected participant abuse or neglect within 24 hours.

The S.O.A.R. program begins at 7:30am and ends at 5:30pm Any child dropped off before 7:30am or picked up after 5:45pm, is considered child neglect, and can be reported to social services.

Payments and Enrollment

Payments are due the Tuesday before the week of enrollment with the registration payment covering the first week of attendance. **If payment is not made by close of business on the Tuesday before the week of enrollment either in person or online the participant will be withdrawn on Wednesday and the next person on the waitlist will be contacted.** If you are on the waitlist you will be contacted on Wednesday and have until 5pm Thursday of the week prior to enrollment to pay in person or online.



Behavior Management

It is our expectation that all participants know and follow the basic rules below.

- Keep your hands (and all body parts) to yourself.
- Follow staff instructions.
- Show respect to all participants and staff (including other's and the facility's property)
- Use appropriate language (foul language is not permitted)
- Treat others as you'd like to be treated (both physically and verbally)
- Inside voices are used inside, outside voices are used outside.
- You make a mess; you clean it up.
- Safety first
- Have a positive attitude!

Staff will use the following forms of behavior management:

- Positive Reinforcement/Natural Consequences
- Redirection
- Time Out (Based on Age of participant)
- Written Discipline forms (Struggle Forms and Disciplinary Action Forms)
- Written Behavior Plans (child may be asked to sign behavior plan in some instances)

Discipline Policy

- 1st and 2nd Disciplinary Action = Warning
- 3rd Disciplinary Action = Parent Conference
- After the 3rd Disciplinary Action = Suspension/Dismissal from the program

In the event it is necessary, staff may call parents for pick up if a child is unable to comply with these rules. Your child may be suspended or dismissed from the program at any time if serious infractions of policies and procedures occur.

The following is a list of behaviors and incidents that will automatically be subject to immediate disciplinary action:

- Use of profanity
- Inappropriate touching
- Disregard for program rules or staff directions
- Disrespect for authority and other participants
- Displaying obscene gestures or inappropriate attire
- Possession of alcohol, drugs, drug paraphernalia or weapons
- Defacing Harrisonburg Parks and Recreation property
- Theft or unauthorized possession of another participants property
- Theft or unauthorized possession of Harrisonburg Parks and Recreation property
- Acts or threats of violence or bodily/physical harm directed toward staff or other participants.

Expectations of Parents

To ensure your child's safety and success we require that all parents and guardians:

- Review this handbook's basic rules of safety and conduct
- Ensure that both themselves and participants are aware of and understand all rules and expectations
- Understand the behavior management policy

Both parents and participants are expected to address staff respectfully. Parents are not permitted to reprimand other children in the program. Any use of profanity or obscene gestures will not be tolerated.

Quick Reference Fact Sheet

Payment/Fee Information

Weekly Fee- \$50 due the Tuesday prior to attendance.

Week	Payment Deadline
June 17th - June 21st (Closed June 19th)	Registration Fee
June 24th - June 28th	June 18th
July 1st - July 3rd (Closed July 4th & July 5th)	June 25th
July 8th - July 12th	July 2th
July 15th - July 19th	July 9th
July 22th - July 26th	July 16th
July 29th - August 2nd	July 23rd
August 5th - August 9th	July 30th
August 12th - August 16th	August 6th

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If you are on the waitlist you will be contacted on Wednesday and have until close of business Thursday of the week prior to enrollment to pay in person or online.

Payment/Fee Information

- In Person: Cash, Check, Visa/MasterCard/Discover
- Online: www.harrisonburgva.gov/online-registration log in and select the week to pay for in your shopping cart and proceed to payment (instructions on back of this page)
- By Mail: Checks Payable to: "Harrisonburg Parks & Recreation." Harrisonburg Parks & Recreation

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