



# Summer Organized Activities & Recreation

2021 Parent's Manual



**Cecil F. Gilkerson Community Activities Center**  
**305 South Dogwood Drive**  
**Harrisonburg, VA 22801**  
**(540)43-2474**

## 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 through completed 4<sup>th</sup> grade (rising 5<sup>th</sup> graders).**

Through a balance of free play, organized activities, and arts and crafts, we strive to provide the best possible care for your child. Our goals are to promote person and character skills such as safety, respect, responsibility, fairness, honesty, trustworthiness, and citizenship. Staff will work to promote social and interpersonal skills including cooperation, conflict resolution, and acceptance of others for all children within our program.



Age appropriate recreational activities may include:

- ❖ Active games designed to teach teamwork, communication skills, and to facilitate stress reduction through physical activity.
- ❖ Passive games designed to teach sharing and cooperation skills.
- ❖ Space for individual activities such as reading, coloring, creative time.

## Hours of Operation

\*Monday, June 14, 2021-Friday, August 6, 2021

\*Closed Monday, July 5, 2021

\*Open 7:30am-5:30pm

**S.O.A.R. will NOT meet:**  
**August 9-13, 2021**

## 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                      | ❖ Behavior Management      |
| ❖ Bloodborne Pathogens                   | ❖ Active and passive games |
| ❖ VDSS Mandated Reporting                | ❖ Playground Safety        |
| ❖ Virginia Childcare Preservice Training | ❖ Programming techniques   |

All staff are subject to a criminal background check as well as alcohol and substance abuse testing. All staff will be knowledgeable and responsible for conducting emergency preparedness procedures. Staff will use a positive approach to behavior management and will not compromise the health, safety, or well-being of any child.

## 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 and the payment(s) for week(s) of attendance received before the registration process is complete.

### Payment Information

A fee of \$50 per child, per week is charged for this program. Payment must be made for the week(s) of attendance for your child to secure the space.

	Week	Cancel By:
Week 1: A	June 14-June 18	May 28th
Week 2: B	June 21-June 25	May 28th
Week 3: C	June 28-July 2	May 28th
Week 4: D	(Closed July 5) July 6- July 9	May 28th
Week 5: E	July 12- July 16	May 28th
Week 6: F	July 19- July 23	May 28th
Week 7: G	July 26- July 30	May 28th
Week 8: H	August 2- August 6	May 28th

### Payment Options

- ❖ In Person: Visa/MasterCard/Discover
- ❖ By Phone (540)-433-2474: Visa/MasterCard/Discover

### Refunds & Cancellation

It is the parent's responsibility to cancel any weeks not needed by the cancellation deadline, Friday, May 28, 2021. Failure to cancel by the deadline will result in loss of payment unless space is filled from the waiting list. Cancellations must be in writing (cancellation request forms are available upon request) or emailed to [nicole.gray@harrisonburgva.gov](mailto:nicole.gray@harrisonburgva.gov)

All refunds will be applied to your household as a household credit. If it is deemed necessary to refund the amount to the individual, it can take up to 3 weeks to process this request. ***Payments will not be prorated due to illness, weather, vacation, disciplinary actions, or non-use.***

### Inclement Weather Policy (Ex: flooding, tornado, power outage)

Updates will be posted on:

- ❖ City of Harrisonburg website
- ❖ WHSV.com/closings
- ❖ Department Facebook and Twitter pages

### Pick Up/Drop Off

The following standards are to ensure the safety and well-being of children attending the S.O.A.R. program regarding drop off and pick up procedures. Drop off and pick up will be operating outside at the facility's Athletics entrance.

- ❖ ***Parents are required to escort their children to the facility door at the Athletics entrance between 7:30AM-8:30AM. Prior to daily acceptance into the program, a temperature check will be taken for each student as well as a symptom check.***
- ❖ Following a temperature reading below 100.4 F, child will be signed in by staff.
- ❖ ***Staff member will be stationed at pick up from 4:00PM-5:30PM.*** Should you need to pick up your child outside of the allotted pick-up window, you will need to call the Community Activities Center (540)433-2474 to notify staff of pick-up needs.

- ❖ **Pick up shall occur no later than 5:30PM.** Parents may designate in writing alternate designees to pick up their child if necessary (these changes can be made at any time and will be verified by the program coordinator).
- ❖ Pick up individuals should be prepared to show picture identification at any time.

### Program Schedule

Participants will be divided into 3 groups for activities based on school grade. Below is a loose overview of the day's events.

7:30am-9:00am	Self-Directed Activities/Free Time in Assigned Rooms
9:00am-12:00pm	Rotation between morning snack, outdoor activity, craft, and free play
12:00pm-3:00pm	Lunch, movie, special themed activity, or craft (day dependent)
3:00pm-4:30pm	Rotation between afternoon snack, gym, game room and/or outdoor play
4:30pm-5:30pm	Self-Directed Activities/Free Time in Assigned Rooms



### Dress Code

Masks must be worn while attending the program both by staff and participants, except for snack and lunch times. Children should be dressed comfortably and practically for various activities both indoor and outdoor. **Tennis shoes are required for participation in all activities.** No open-toed shoes are allowed for your child's safety. Due to various crafts and activities during the day **individuals may want to bring an extra set of clothes with them** to be stored in their bag at their individual table.

### 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, money, and electronic devices (including cell phones). Participant's belongings will remain at their assigned table throughout the day. \*\* Harrisonburg Parks and Recreation will not be responsible for damage or loss of any personal items. \*\*

### 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.

## Illness and Injury

The center will maintain a first aid kit on site, as well as portable kits for outdoor activities. 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:

- ❖ 100.4° F temperature or higher (temperature checks will occur at arrival and lunch)
- ❖ Any Covid-19 symptoms
- ❖ 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 (please limit to 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.

## 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.). Documentation for the medication administration will be required.

## Playgrounds

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 will inspect park playground equipment on a regular basis.

## Behavior Management

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

- ❖ Keep your hands (and all body parts) to yourself.
- ❖ Show respect to all participants and staff (including property of site and other's).
- ❖ Follow staff instructions.
- ❖ Use appropriate language (foul language is not permitted).
- ❖ Treat others as you would like to be treated (both physically and verbally).
- ❖ Inside voice are used inside, outside voices belong outside.
- ❖ If 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
- ❖ Written Discipline forms (Struggle Forms and Disciplinary Action Forms)
- ❖ Written Behavior Plans (child may be asked to sign plan in some instances)

In the event it is necessary, staff may call parents for pick up if a child is unable to comply with these rules. Calls may be made for the following but not limited to: inability to cooperate with staff and others, inability to participate in group exercises or if an individual becomes a threat to the safety of themselves or others.

### Discipline Policy

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

***\*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:

1. Disregard for program rules or staff directions
2. Disrespect for authority and other participants
3. Use of profanity
4. Inappropriate touching, displaying obscene gestures or inappropriate attire
5. Possession of alcohol, drugs, drug paraphernalia or weapons
6. Defacing Harrisonburg Parks and Recreation property
7. Theft or unauthorized possession of another participants property or Harrisonburg Parks and Recreation property
8. 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.



### Attendance Limitations

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 100.4° F or higher.
- ❖ Child has Covid-19 symptoms, has a positive Covid-19 test, or been in contact with anyone with Covid-19 symptoms, or a positive Covid-19 test.
- ❖ Child has communicable disease (please see medication, illness, and injury section).

### 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 5:30pm, is considered child neglect, and can be reported to social services.



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