

Out of School Program Parent Handbook 2020 - 2021



Winston-Salem Recreation & Parks
100 E. First Street, Suite 407
Winston-Salem, NC 27101
www.WePLAY.ws

Out of School Program Parent Handbook

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REGISTRATION

Winston-Salem Recreation & Parks (WSRP) requires registration for all participants engaging in structured out of school activities. Registration forms must be completed in full prior to the start of program. If a participant requires medication to be administered during programming hours, the Medication Form must be completed by a physician.

- All registrations must be accompanied by payment
- Registration is on a first come basis.

Below are registration guidelines:

Summer Camp	April 1
After School	August 3
Winter Camps	Two months prior to WS/FC School holiday break
Spring Break	Two months prior to WS/FC School spring break
WePLAY Day Camps	Prior to the date of camp day

PAYMENT

All required program payments, fees, and deposits must be paid prior to the start date to secure child's registration. Failure to make timely payments can result in dismissal from program.

- A \$10 registration fee and \$10 non-refundable deposit per week is required upon sign-up for summer camps. The camp deposit secures weekly attendance.
- A \$30 registration fee for after-school programs.

Out of School Program	Resident Fee	Non-resident Fee	Late Fees
Weekly Camps	\$50/week	\$60/week	\$5/day
Weekly Half Day Camp	\$35/week	\$45/week	\$5/day
After-School	\$15/week	\$25/week	\$5/day
WePlay Day Camp	\$15/day	\$25/day	

Payment for out of school programs weekly camps and after-school are due in full before or on the Monday of registered week; day camps fees are due on the day of event. Weekly programs are not prorated for absent days, holidays, or inclement weather.

Failure to pay on time will result in suspension or expulsion from all WSRP programs. There is a \$25 fee for any returned checks.

ONE ON ONE ASSISTANT

One on one personal assistants provided by agencies are expected to attend with their client and assisting with participation during the programs.

ABSENCES

Parents should notify if participant will not attend any out-of-school dates. This allows staff to begin activities on time and not wait for a child. Programs are not prorated for absent days.

WITHDRAWAL

A two (2) week written notice from the parent who enrolled the participant is required if a child is to withdraw from a program. Without this notice, the parent will be responsible for payment for all weeks.

FAILURE TO ATTEND

If a participant does not attend the registered program for two (2) consecutive weeks and no notification of absence has been provided in writing to the Supervisor, then the participant will be withdrawn from program. No refund will be provided, and the parent is responsible for charges up to withdrawal date.

REFUND

Participants wishing to withdraw must make that request in writing at least 10 business days before the scheduled start of a class, program, or league's first practice. The participant will receive the full amount paid minus any deposit or other non-refundable fees. Refund request after 10 business days will not be granted. If advanced payments were made beyond the two (2) week period a refund for future weeks will be granted.

TAX INFORMATION

WSRP will provide year end tax information upon request. Parents will need to contact the recreation center their child registered for programs at for total fees paid. The tax identification number is 56-6000241.

CHECK IN & SIGN OUT

For the safety of our participants parents are required to sign their children in and out with a staff person every day they attend the program. The parent and anyone on the authorized pick-up list will need to show government identification.

Check In

- Parents/guardians are required to walk campers into the facility and sign them in.
- Participants are not allowed to arrive prior to the start of program and MUST be picked up before 1:00 p.m. for half day programs or 5:30 p.m. for full day programs or late fees will apply.

Sign Out

- Parent/guardians are required to sign participants out of the program at the end of the day.
- Staff will only release a child to individuals 16 years and older listed on the Registration Form for permission to pick-up. Government identification will be required.
- Changes to the pick-up list must be made in writing. Changes will not be allowed by telephone. This includes additions and deletions.

LATE PICK UP POLICY

The pick up time will be strictly enforced. If the parent is unable to pick up their child by the program end time it is the parent's responsibility to make other arrangements. Children picked up late will result in a \$5 late fee for every ten (10) minutes after 1:00 p.m. for half day programs or 5:30 p.m. for full day programs. Continuous and/or extreme late pick-up or failure to pay fees can result in child being dismissed from the program. Late fees must be paid upon pick up.

Beginning at 1:40 p.m. for half day programs and 5:40 p.m. for full day programs staff will begin calling all contacts listed in the participant's file. If staff cannot make contact with anyone on the list or it is after 2:00 p.m. or 6:00 p.m., then staff will call the Winston-Salem Police Department to pick the participant up and take them to the nearest police station for pickup by an approved person.

LEGAL AUTHORIZATION

Parent is defined as biological, legal wards, guardians, and foster/adoptive parents. Both parents may designate individuals who are permitted to pick up a child from the program on the registration form.

CHILD CUSTODY

Without a court order terminating parental rights or restricting a parent's access to a child, both parents, regardless of whether parent has physical custody, will be provided the same right to have access to the child. Copies of the most current court order related to child custody and/or visitation must be submitted at the time of each program registration.

MEDICATION

WSRP discourages the administration of medications at camps unless it is necessary for the health of the camper. No medication will be administered to a child without the written order of a licensed physician or dentist and permission of the parent/guardian. Medication must be clearly labeled with child's name, dosage amount, and in its original container. No injections will be given except in extreme emergency (allergy to wasps, bees, diabetic emergencies, etc.)

BATHROOM EXPECTATIONS

All participants engaging in out of school programming must be fully potty-trained. WSRP does not have the proper facilities and staff are not trained to change participants. Parents are encouraged to provide an extra change of clothes in case of an accident during programs.

DRESS CODE

Participants are expected to dress appropriately for a busy, active day. Wearing tennis shoes is strongly encouraged. Children should not wear open toed shoes, shirts that show midsection of torso, pants that do not fit on the waist, or shorts that are not an appropriate length

Camp Shirts

Campers will be given a shirt. These shirts must be worn on field trips and during special events.

SWIMMING

Participants attending programs that incorporate swimming into the program should bring a swimsuit, towel, sunscreen and plastic shopping bag for wet clothes and other belongings. Only swimsuits with a liner inside the swim wear and water shirts allowed in pools; athletic shorts, cotton shirts, and other street clothes are not permitted in pools.

Parents should indicate on the registration form if their child can swim. All participants will adhere to the swim test policy and must wear a life jacket if they do not pass a swim test administered by lifeguards. The swim test consists of treading water for one minute and swimming 25 yards without touching the bottom.

SUNSCREEN & BUG SPRAY

It is recommended to apply sunscreen and/or bug spray at home prior to bringing child to program each day. Sunscreen/bug spray is allowed at programs for use but it must be labeled with child's name and they must be able to apply it themselves under adult supervision. Participants are not allowed to share these items.

COMPUTER USAGE

Computers are available to for participant use under employee staff supervision. Children are expected to use the computers for educational purposes. Any inappropriate conduct can result in suspension from usage or program.

PERSONAL BELONGINGS

WSRP and staff are not responsible for lost or stolen items. Participants should not bring personal items that have not been requested for program usage.

Electronics/Cell Phones

Electronic items are not permitted unless specified by staff for special events. Participants with personal phones will only be allowed to use them with staff's permission to contact parent/guardian in emergencies; inappropriate use will result in phone being placed in office until parents/guardian arrives for pick-up.

PHOTOGRAPH & PUBLICITY

WSRP retains the right to photograph or videotape programs, participants, and volunteers for publicity purposes. If there are privacy concerns a written request not to have photograph used must be submitted.

PARTICIPANT CODE OF CONDUCT

WSRP programs provide participants with an opportunity to engage in recreational activities to promote healthy communities. To ensure everyone is able have a fun, positive experience participants are expected to adhere to an accepted standard of behaviors.

The Code of Conduct follows the Department's guidelines to define misconduct. All program participants will be held accountable for their behavior. Failure to comply with the code of conduct could result in suspension or termination from all Recreation & Parks programs and facilities.

Code of Conduct

- Show respect for all individuals and property
- Demonstrate courtesy
- Respect rights and privileges of other participants, volunteers, and City staff
- Cooperate with or assist City staff in maintaining safety, order and discipline
- Respect the property of others, including city property and facilities

Unacceptable Behaviors

- Gambling on City property
- Act or threat of bodily harm, including subtle or implied
- Insubordination
- Use of profanity, vulgar language or obscene gestures
- Damaging or defacing City property
- Engaging in inappropriate physical or verbal contact and/or gang related activity
- Creating a disruptive environment
- Harassing or threatening phone calls, or other forms of written or electronic communication
- Involvement with drugs, alcohol or weapons

CONTINUED

- Stalking, threatening, harassing (sexual or otherwise), or any other unwanted behavior or language
- Sexual activity of any kind
- Recording people without their knowledge or consent

Consequences of Undesired Behaviors

- **Warning:** Conference with staff and parties involved. Conversation will include parent/guardian when appropriate. After the conference, a written summary will be provided to all involved parties,
- **Suspension:** Suspended from facility, park or program for a length of time determined by the City.
- **Termination:** Removed from facility, park, or program. Unable to engage in any programs or visit any City properties during termination.

Staff have the right, in its sole and absolute discretion, to skip any disciplinary steps above depending on the nature and severity of the participant’s behavior.

PROGRAM MEALS & SNACKS

Lunches and snacks are provided for camps and meals at most locations for after-school. Parents will need to confirm if the out-of-school program site provides food.

Participants with special dietary needs are required to notify lead staff. Children are encouraged to enjoy the food provided, but are welcome to bring labeled lunches and snacks.

FIELD TRIPS

Off-site field trips are a part of some out-of-school programs. Campers will be transported by WSRP vans or WSTA buses.

Parents will be notified in advance of all field trips and a signed consenting to travel form must be on file prior to the trip. Children must be on time for departures and cannot be dropped off at field trip sites. If a participant needs to be picked up at the field trip site for early release parents must to notify staff in advance.

ILLNESS

Participants should not attend any program if they have experienced one or more of the following symptoms within the most recent 24 hours:

- Fever of 99+, diarrhea, vomiting, sore throat, rash, chicken pox, pink eye, ring worm, head lice, cold, flu, and any other contagious (or potentially contagious) condition

Parents will be notified and asked to pick up participants that become ill during program within 90 minutes of being called.

MEDICAL EMERGENCY

In the event of an accident or illness, every reasonable effort will be made to address the situation and notify the parent and/or emergency contacts. If immediate medical attention is required 911 will be call and the child will be transported to the hospital by ambulance.

REPORTING SUSPICIONS OF ABUSE

Any WSRP staff members who know or reasonably should know that a juvenile participation is or has been the victim of a violent offense, sexual offense, or misdemeanor child abuse shall immediately report that information to local law enforcement. Staff may also be obligation to report any suspicions of child abuse, neglect, or dependency to Social Services. Staff will document all such suspicions in writing, with such reports to be provided to the Recreation & Parks Department Director or Assistant Director.

After receiving the report, the Director or Assistant Director will speak with the person who reported the concern to get a detailed account of the incident. After information is received a report to the appropriate authorities will be made.

ADA STATEMENT

WSRP welcomes the participation of all individuals, including those with disabilities or special needs, and is committed in complying with ADA by providing reasonable accommodations to facilitate participation in programs. To ensure modifications or support are in place, request should be made in writing at the time of registration.

HOLIDAYS

The City of Winston-Salem observes the following holidays and no out of school programming will occur on these days:

New Year's Day, Martin L. King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas

RECREATION CENTERS

Belview
2800 Burgandy St.
336-650-7690

Brown & Douglas
4725 Indiana Ave.
336-661-4987

Carl H. Russell, Sr.
3521 Carver School Rd.
336-727-2580

Fourteenth Street
2020 N.E. 14th Street
336-727-2891

Georgia E. Taylor
1471 W. Clemmons Rd.
336-650-1635

Hanes Hosiery
501 Reynolds Blvd.
336-727-2428

Little Creek
610 Foxcroft Dr.
336-659-4303

Martin L. King, Jr.
2001 Pittsburg Ave.
336-727-2740

Miller Park
400 Leisure Lane
336-727-2831

Old Town
4550 Shattalon Dr.
336-922-3561

Polo Park
1850 Polo Rd.
336-659-4309

Rupert Bell
1501 Mt. Zion Pl.
336-727-2051

Sedge Garden
401 Robbins Rd.
336-659-7694

South Fork
4403 Country Club Rd.
336-659-4305

Sprague Street
1350 Sprague St.
336-650-7680

Therapeutic Recreation Unit
2301 N. Patterson Ave.
336-727-2425

William C. Sims, Sr.
1207 Alder St.
336-727-2837

William R. Anderson, Jr.
2450 Reynolds Park Rd.
336-650-7684



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