

Fannin County Recreation Department

After School Program

Parent Handbook



2022/2023

School year

580 Winding Drive

Blue Ridge, GA 30513

(706)946-1130

fannincountyrecdept.org

Table of Contents

Welcome	1
Program Objective	1
Staff	1
Location	1
Health Requirements	2
Prescription & Medication Policy	3
Behavior Management Policy	4
Vehicle Rules	5
Electronics	6
Transportation	7
Admission Policy	8
Registration	8
Waiting List Procedures	9
Daily Schedule	9
Fee Policy	10
Groups	11
Sign-In Procedures	11
Sign-Out Procedures	11
Emergency Procedures	11
Emergency Procedures Chart	12
Policies and Procedures	13
Fee Policy	14

Mission Statement: The Fannin County Park and Recreation Department is dedicated to providing long term, quality, safe and diverse recreational opportunities to all participants. We encourage a sense of creativity, teamwork and accomplishment by promoting good physical, social and mental and academic wellness.

Welcome to the Fannin County Parks and Recreation Department

The Fannin County Parks and Recreation Department's Summer Camp and After School Programs are not licensed by the state of Georgia nor are they required to be because of exemption. For more details visit www.decal.ga.gov or call 404-657-5562.

After School Program 2022/2023.

The Fannin County Summer Day Camp/ After School Program are designed to provide a positive recreational experience for school-age children within a safe, friendly, and secure environment. Our program is supervised by well trained and caring staff. We provide recreational activities geared toward the interests of all children including arts and crafts, sports, small and large group games, field trips, and study programs. Summer day camp serves children current grades 5-12.

Program Objectives

1. To have a safe and FUN experience.
2. To learn and develop social skills by participating in group activities, sports, arts and crafts, and group games.
3. To develop self-confidence and self-worth accomplished by treating children as individuals and utilizing positive reinforcement.
4. To improve health and fitness through movement and recreational activities.

Staff

Under the direction of the Fannin County Parks and Recreation Department, the Summer Day Camp staff and the After School Program staff have been carefully selected from leadership clubs, church groups, high school/college organizations where they have already proven themselves as leaders. Ensuring staff quality begins with:

1. A local background screening
2. A state and federal background screening

3. Mandatory drug screenings
4. Ongoing Fannin County Parks and Recreation Department training
5. Darkness to Light Child Abuse Training
6. American Red Cross CPR and First Aid certification
7. American Red Cross Life Guard certification
8. All staff will be required to wear ID tags.

Location

Our programs are conducted at the Fannin County Parks and Recreation Department Complex which is located at :**580 Winding Drive /682 Park Drive Blue Ridge, GA.**

1

Health Requirements

Illness and Injury Policy

It is the Parent's/Guardian's responsibility to monitor your child's health. If your child has a fever, experiencing nausea, headache, intestinal/stomach problems or is ill, we recommend that he or she stay at home for the day where they will be more comfortable and return to our programs once they are feeling better. All children must be without a fever for 24hrs before coming back to any program.

If your child is ill and will not be attending the camp, please notify the to make us aware that he/she will not be attending for that day.

Any child attending the with a **communicable disease (as defined on the chart of communicable diseases posted in the child pick-up area) may be excluded from the program and will be allowed to attend again if cleared by a doctor.** If your child is exposed to a communicable disease, lice, etc., Fannin County Recreation staff will let parents know as soon as possible.

During Summer Camp/ After School Program operating hours, if your child starts to feel ill or experience illness, please tell your child to inform a staff member. Upon being informed, the staff will notify the parent/guardian immediately and you will be called to pick your child up immediately. The child will be made comfortable until the parent or emergency contact can pick the child up. Remember, if your child is picked up from any program they must be without a fever for 24hrs before coming back to any Program.

All minor scrapes and scratches will be treated by program staff and reported to you at the end of the day.

Any major or life threatening injury or accident that may occur during scheduled program hours will be handled in the following manner:

1. 911 will be called immediately.
2. The parent/guardian will be called next.
3. Based upon the professional decision of the EMT care or EMT may advise the parent/ guardian or staff as to how to treat or care for the child.

Communicable diseases

Any interaction with the general public poses an inherent risk of exposure to COVID-19. It is an extremely contagious disease that can lead to severe illness and death. Parents and children who show No symptoms can also spread COVID-19 if they are infected. The CDC advises that older adults and people of any age who have underlying medical conditions are especially vulnerable to severe illness from COVID-19. By allowing your child to attend Fannin County's Recreation Preschool you voluntarily assume all risks related to exposure to COVID-19.

2

Prescription and Medication Policy

Medication Dispensing Forms

In order for our staff to be permitted to dispense prescription medications or over-the-counter medications, we require a completed and signed Medication Dispensing Form. These forms are available in our office and will be retained in our files. All medications and forms will be kept separate and locked in the Director's office.

The parent/guardian is required to hand deliver the medications to the program staff. Please do not have it delivered by your child.

If the medication is a prescription, then the original pharmacy container (up-to date) is required to accompany the medication daily to the nurse/Director. Please bring only the daily dosage the child will require during the times he or she is in the program. We are unable to store prescription medications on site overnight.

All prescription medications are also required to be in their original container, and all other procedures on this page do apply. Examples of non-prescription medication include: headache/pain relievers, cough syrups, nausea medicine, salves, and ointments.

Any noticeable adverse reactions to prescribed medications will be reported to the parent immediately.

Reporting of Child Abuse: To report child abuse, please call the Georgia Department of Early Care and Learning at 404-656-5957 (local) or 1-888-442-7735 (toll free).

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees,

and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

3

What the “Zero Tolerance” Policy means for you and your child.

Program Behavior Management Policy

In order for our program to run smoothly and to maintain a friendly and safe environment, here are the policies regarding behavior management:

Participants will:

1. Exhibit proper manners.
2. Show respect and consideration for other children and for staff.
3. Respect equipment, supplies, and facilities.
4. Communicate with other children and staff.
5. Respect other children’s belongings.
6. Listen and follow instructions from Fannin County Recreation staff.
7. Participate in activities.

Participants will not:

1. Use violence, force, or intimidation.
2. Use inappropriate language or name calling.
3. Destroy supplies or property. Parents will be held financially responsible for any vandalism/damage.
4. Leave the group without permission.
5. Throw rocks.
6. Disrespect others.

The consequences of a participant’s misbehavior depends on its severity and will be handled as follows:

1. Verbal reprimand
2. Removal of the child from the group setting for cool down time.
3. Warning write up and phone call to parent.

4. Write up and suspension, phone call to parent. *
5. If a participant receives three suspensions he/she will be expelled for the remainder of program for the current year.

*** No refunds will be made if your child is suspended or expelled from any day, week, or season of child care.**

* We will make every effort to contact the parent/guardian at the time of the incident so that other arrangements can be made for the child. However, if we are unable to reach the parent and all methods have been used, the suspension will stand and you will be notified at the time of pick-up.

As stated above any participant's misbehavior is judged at the discretion of the Program Director and may fall outside the scope of the simple consequences listed above.

4

Passenger Rules for Fannin County School System Vehicles

*ALL PASSENGERS IN Fannin County School System VEHICLES ARE EXPECTED TO FOLLOW ALL OF THESE RULES.**

OBEY ALL OF THE LAWS REQUIRED OF PASSENGERS IN MOVING VEHICLES

- No Food or Drink
- No Weapons (guns, knives, razors, etc.)
- No Illegal Narcotics
- No Profanity
- No Vandalism (tearing of the seats, etc.) Parents will be held financially responsible for any vandalism/damage.
- No Fighting
- Remain Seated Until Instructed Otherwise
- No Non-Permitted Items (rules banning items are subject throughout the year to be changed and implemented)
- You May Speak in a Low Tone of Voice (unless instructed to be silent)
- Do Not Throw Objects On or Out of the Vehicle
- Keep Your Hands, Feet, Head, and Other Body Parts Inside the Vehicle at All Times
- Do Not Use the Emergency Exits Unless Instructed to do so

*Any violation of these rules is subject to suspension from riding in any of the Fannin County School System vehicles.

Policies & Procedures: Electronics

The Fannin County Recreation Department is not responsible for personal property that is lost, stolen, or broken while members and/or program participants are using Fannin County Parks and Recreation Department facilities, participating in Fannin County Parks and Recreation Department activities, or on Fannin County Recreation Department premises. We at the discourage the use of electronics while in our Programs. Examples of electronics include, but are not limited to: Cell phones, iPods, iPads, and Tablets. To ensure that these items are not lost, stolen, or broken, **please leave all electronics & TOYS at home.** If Program staff see electronic devices **they will be taken from the participant.** A parent/guardian may pick-up item(s) at the end of the day. If your child needs to use a phone they must notify their counselor(s), and a phone will be provided.

Alternative Pick Up

In the event that you may need someone else to pick your child(ren) up from our program, we must be properly notified. There is a specific form for alternative pick– up in your child’s registration packet. In order for someone else to pick your child up, that person’s name must be written in the registration packet and signed by you. In addition, the program staff must be notified prior to check-out if someone else is picking your child up. You may notify us by either calling our office or by sending a note with your child. He/she must give the note to the staff member. We reserve the right to ask for identification from anyone picking up a child from the Fannin County Parks and Recreation Department Summer Day Camp Program or the After School Program.

Please note, this procedure is very important for the safety of your child(ren).

*If an addition needs to be made to your child’s pick-up list, we must have it in writing. We will not add anyone to a pick-up list based on a phone call.

Transportation

During field trips and off facility events, children will transported by Fannin County School System buses. Parents must provide transportation to and from the summer camp. As well as pick up from the After School Program. Program staff will NOT be allowed to transport children to or from the program in their personal vehicles.

Notice: The Fannin County Parks and Recreation Department is not responsible for transportation to and from any other type of onsite or offsite activity, such as a sports camp, swim lessons, or special event camp. If your child is enrolled in summer camp as well as any other additional activity, they will have to choose which one to go to on their fieldtrip day. If your child attends the outside activity on their summer camp field trip day, then they will not be allowed to return to our summer day camp for that day because their group will not be onsite. If the outside activity is offsite, then it will be the parent’s responsibility to transport their child to and from that activity and bring them back to our summer camp program. Also, if a parent arrives at the summer day camp and their child’s group has already left for the pool or a field trip, the parent must check their child in at the main complex and then transport them to the pool or field trip destination themselves. The Summer Day Camp staff does not have the ability to return to pick up a child who arrives late for any event.

After School Program Policies & Procedures (continued)

Admission Policy

Enrollment in the program shall be granted without regard to race, sex, religion, or national origin. Enrollment is open to any child who is primary, elementary, or middle school age (ages 5-12 years of age). Parents must fill out, return and maintain accurate registration information and are responsible for transportation from each day.

Registration

All children must be registered before they can attend the program. A registration form and all other necessary forms must be completed for each child. These forms may include a registration form and medical emergency information for each child in attendance. The Fannin County Recreation Department is required to maintain up-to-date records of attendance and emergency information on each child in the program. Please notify us of any changes in residence, work, phone #, medication, emergency contacts, medical information, etc.

Waiting List Procedures

In the event that our program fills up you will have the opportunity to put your child(ren) on our waiting list. Like our admission policy, this is also a first come, first served basis. You will be notified immediately if a position becomes available in which you may enroll your child. If you make other arrangements for your child and no longer need to remain on our waiting list, please notify our office as soon as possible.

After Program School Daily Schedule

Daily Schedule

The daily schedule for the Fannin County Recreation After School Program will offer age-appropriate activities from the time of arrival until the time children leave with their parent/guardian. Each day will include homework time, snack time, and large and small group activities. After School Program starts when school lets out, and ends at 6pm.

After School Program

The children will begin with time to unwind, restroom break, followed by snack. Following with homework time, and counselor help. Then organized play, crafts, STEM activities for the remainder of the time! If you would like for your child's counselor to check their agenda for homework assignments, please send a note to the teacher asking them to attach an additional homework sheet to the outside of the agenda. The school does not allow the to check the inside of agendas. The After School Program ends at 6pm.

After School Program Fee Policy

The Fannin County Parks and Recreation Department After School Program is intended to provide the highest quality service at the lowest possible cost to parents. Fees: (Prices below are per child- Additional Sibling Discount does not apply to daily fees)

Non-Refundable	After School
Registration Fee	Weekly
\$50.00	\$35.00
After School	Additional
Daily	Sibling
\$10.00	Discount
	\$5.00

Weekly fees are due the Monday before the week that you are attending. Failure to pay fees by Monday before the week attending will result in a \$10.00 late fee per child. After two weeks of not paying, your child will not be picked up by the bus and not be allowed to attend the program until payment is made in full.

** The Fannin County Parks and Recreation Department operates on a first come, first served basis, and by filling out this contract, you acknowledge that you are reserving your child(ren)'s spot in our program for the After School Program season. You are also aware by the nature of this agreement that we are a pre-pay service and will not offer services unless payment is made according to the After School Program payment schedule. We anticipate attendance based on your own pre-payment /scheduling submissions. There will be **NO REFUNDS NOR TRANSFERS** of monies paid if you decide not to send your child(ren) to our program according to this agreement. You may withdraw your child (ren) by notifying us two weeks in advance and by completing our withdrawal form. Please note-You will be responsible for all fees until your child (ren) have been withdrawn.

** Daily fees are non-refundable nor transferable.

*** A returned check fee of \$35 will be charged if a check is returned for NSF funds.

*** If you decide for whatever reason that you no longer need for your child to attend the Fannin County Parks and Recreation Department After School program, you must fill out and sign a withdrawal form. You will be charged the weekly fees until the withdrawal form is completed.

PAYMENT OPTIONS: The Fannin County Recreation Department requires all participants to pay through cash, check, Automated or Recurring Payments of their debit or credit card.

FEES INCLUDE: Supervision of children by a trained staff, organized play, use of athletic equipment, arts and crafts, transportation. Snacks will be available for purchase. Additional charges for specialized field trips and tours will be required from time to time, but we will attempt to keep these at a minimum.

PICK-UP LATE FEE POLICY: The After School Program runs from 3:00pm to 6pm Monday through Friday. Parents whose children remain past 6pm will be charged a late fee. Late fees are \$1.00 per minute per child. Late charges must be paid within 24 hours or the child will not be able to attend the program until the fees are paid. If the occurrence happens again, the child will be removed

from the program and any future programming.

8

After School Program Policies & Procedures

Groups

The participants of the After School program will be grouped according to grade. Once the participants have been placed in a group, they will remain in that group, with the same counselor, throughout the year. We make no provisions on the grouping of children with friends.

Sign-In Procedures

Daily attendance will be kept on all children who attend the program. During After School, staff will check in participants as they arrive.

Sign-Out Procedures

When you are picking your child up, you will need to park and come in to the front lobby. A staff member will be there to greet you and get your child for you. Please remember that it may take a few moments for your child(ren) to arrive at the front. We are a very active program, with active staff.

Parents: Nobody else is allowed to have your personal ID # or pass code. All individuals picking up program participants will have to show I.D. and receive their own pass code. Violating this rule puts your children's safety at risk and creates inaccuracies in our attendance records.

Emergency Procedures

Emergency Procedures have been developed for the following areas:

w/ Severe Weather

w/ Fire

w/ Physical Plant Problems

- During severe weather the children will be taken to the restrooms. Counselors will take roll, and stay with the children.
- During a fire the children will exit the building at the nearest exit, and proceed to the ball fields. Staff will then take roll, and stay with the children.
- If for some reason the children cannot be picked up they will be taken to a safe place with the staff.

Emergency plan map

Located in the After School Emergency plans.

Summer Day Camp Policies & Procedures

Groups

The participants of the Summer Day Camp program will be grouped according to age, once the participants have been placed in a group. They will remain in that group, with the same counselor, throughout the summer. We make no provisions on the grouping of children with friends.

Sign-In Procedures

A daily attendance sheet will be kept on all children who attend the program. Parents must sign child(ren) in upon arrival to the Fannin County Recreation Department. After checking in, your child(ren) will remain in the gym for pre-camp/check-in.

Sign-Out Procedures

When picking your child up, please sign your child out. One of our staff members will call for your child and they will be sent to you. When you are picking your child up, you will need to park and come in to the front lobby. A staff member will be there to greet you and get your child for you. Please remember that it may take a few moments for your child(ren) to arrive at the front. We are a very active program, with active staff.

Emergency Procedures

Emergency Procedures have been developed for the following areas:

w/ Severe Weather

w/ Fire

w/ Physical Plant Problems

- During severe weather the children will be taken to the restrooms Counselors will take roll, and stay with the campers.
- During a fire the camp staff will remain and stay with the campers.
- If for some reason the campers can not stay at the Parks and Recreation Department, they will be taken to a safe place and parents will be notified.

Admission Policy

Enrollment in the program shall be granted without regard to race, sex, religion, or national origin. Enrollment is open to any child who is primary, elementary, or middle school age (7-12 years of age or K-5th). All participants must have a birth certificate on file and should have completed a Pre-K program prior to the start of Summer Camp. K. Parents must supply and maintain accurate registration information and are responsible for transportation to and from the Fannin County Parks and Recreation Department each day.

Registration

All children must be registered before they can attend the program. Registration fees and first week of payment along with registration forms plus all other necessary forms must be completed for each child before you are considered registered. These forms may include a registration form and medical emergency information for each child in attendance. The Fannin County Parks and Recreation Department is required to maintain up-to-date records of attendance and emergency information on each child in the program. Please notify us in writing of any changes in residence, work, phone #, medication, emergency medical information, etc.

Waiting List Procedures

In the event that our Summer Day Camp program fills up you will have the opportunity to put your child(ren) on our waiting list. Like our admission policy, this is also a first come, first serve basis. You will be notified immediately if a position becomes available in which you **will** be notified by our office as soon as may enroll your child.

Summer Day Camp Program Fee Policy

The Fannin County Summer Day Camp Program is intended to provide the highest quality service at the lowest possible cost to parents.

Fees: (all prices listed below are per child):

\$35 per session

There are 3 sessions offered:

Session 1: June

Session 2: June

Session 3: July

(Excluded are weeks of July 4)

*Payment is due in **ADVANCE**. Failure to pay fees by Monday will result in late fees. Payment must be made before your child can be dropped off.

**If an outstanding balance has not been paid by the following business day, a late fee of \$1.00 per day will be added to the balance until it is paid. After two weeks of not paying, your child(ren) will not be allowed to attend the Summer Day Camp until payment is made in full.

***Daily and Weekly fees are non-transferable/refundable. If your child does not attend, these fees are forfeited.

****If you decide for whatever reason that you no longer need for your child to attend the Fannin County Parks and Recreation Summer Day Camp program, you must fill out and sign a withdrawal

Recreation Summer Day Camp program, you must fill out and sign a withdrawal form. You will be charged the weekly fees until a withdrawal form is completed.

Payment Options: The Fannin County Parks and Recreation Department requires all participants to pay through cash, check, Automated or Recurring Payments of their debit or credit card.

Fees include: Supervision of children by trained staff, organized play, use of athletic equipment, arts and crafts, field trip admission, use of City pool, transportation, and two daily meals. Additional charges for specialized field trips and tours will be required from time to time, but we will attempt to keep these at a minimum.

Pick-up Late Fee Policy: The Summer Day Camp program runs from 7:30am to 3pm daily. Parents whose children remain past 3pm will be charged a late fee. Late fees are \$1.00 per minute per child. Late charges must be paid within 24 hours or the child will not be able to attend the program until the fees are paid.

14

Summer Day Camp

Daily Schedule

The daily schedule for the Fannin County Parks and Recreation Department Summer Day Camp will offer age-appropriate activities from the time of arrival until the time children leave with their parent/guardian. Each day will include an arts and crafts time, outside activities including nature projects, large and small muscle activities, and free choice activities. Specific, Weekly Lessons Plans For Each Group Will Be Posted Outside of the Gymnasium Door and On the Bulletin Board at Pick-up Area.

THANK YOU FOR SELECTING
Fannin County Recreation Department
FOR YOUR
AFTER SCHOOL Program

The Fannin County Parks and Recreation Department's Summer camp & After School Programs are not licensed by the state of Georgia nor are they required to be because of exemption. For more details visit www.decal.ga.gov or call 404-657-5562.

Fannin County Parks and Recreation Department
After School Program

580 Winding Road
682 Park Drive
Blue Ridge, GA 30513
(706)946-1130

www.fannincountyrecdept.org