



2023/2024

AFTER SCHOOL PROGRAM PROGRAM HANDBOOK

NOVEMBER & DECEMBER 2023



Welcome

Dear After School Program Parent.

Thank you for being part of the Cordova Family Resource Center and City of Cordova Parks and Recreation after school program. Our goal is to provide quality enrichment after school activities through a perfect balance of fun, learning and friendship.

Please read through our Parent Handbook and familiarize yourself with our policies and procedures.

Program Overview.

Our after school program aims to develop participants in a variety of ways. A typical day includes a mix of character development and physical activity.

Hours of Operation.

The programs hours may vary depending on the day. Generally, Mondays will operate from 3:45pm until 5:00pm. Fridays will operate from 12:45pm until 3:30pm. The program will not operate on either Cordova School District or City of Cordova observed holidays.

Transportation to/from the Program.

We do not provide transportation to or from the program location. If your child has permission to walk home from the program please indicate this on your registration form.

Personal Belongings

Please mark all your belongings with your child's name. Children are asked not to bring any electronic equipment, cell phones etc. Please do not send money, valuables or toys with your child. The City of Cordova will not be responsible for lost or stolen items.

Absences

The City of Cordova Department of Parks and Recreation must be notified by **1:00pm** if your child will not attend the program that day. Please call the Department on (907) 424-7282 to report absences.

All fees are based on enrollment, not attendance. There are no discounts, refunds or credits for sick days, snow days, vacation days, school/city closures, or days your child does not attend.

Sign Out/Release of Children

Children will only be released to parents and/or authorized pick-ups listed on the child's registration form. Staff may ask for photo I.D.

When children who have permission from the parent/guardian to walk home from the program, staff will record the child's approximate departure time.

Illness

Please help maintain a healthy environment for our children. If a child cannot participate due to illness, the child must be kept at home. **Children cannot attend the program if they have not attended school that day or if they have been sent home from school ill.**

Parents/guardians of children who arrive with a fever of 100.4 or higher will be called to pickup children immediately. All children must be fever-free or symptom-free for 24-hours without the use of fever-reducing aids in order to return to the program. We expect all staff and participants to abide by any/all applicable City, State, and/or Federal illness guidelines.

Medication

We cannot store or administer medications. For the safety of all participants at our program we do not allow participants to carry or self-administer prescription drugs or over-the-counter drugs. Parents/guardians must plan to visit the scheduled program location to administer drugs, when required.

Please indicate all medical information on the registration form and keep the form current.

Exceptions may be considered for participants who are able to self-administer medications for emergency/life threatening situations only. Diabetics may be permitted to carry insulin or glucose tablets. A participant with a severe bee sting allergy may be permitted to bring emergency bee sting antidote. Participants with asthma, who use an inhaler, are permitted to carry it with them and use it when needed.

Participants with Disabilities.

We recognize that individuals with disabilities may require the support of a Personal Assistant to participate in this program. As used herein, a Personal Assistant is an individual designated by an individual with a disability or the participant's parent/guardian to provide specialized support, supervision and/or assistance to the participant during the program. A Personal Assistant can be a family member, caregiver, service provider, or other individual able and qualified to provide needed support to a program participant with a disability. Program staff will work with the participant and/or their parent/guardian to determine the level of support, if any, which is necessary and appropriate to reasonably accommodate program participation. A Program Personal Assistant Form will need to be completed and submitted upon registration.

Ratios

Although we are not required to be licensed by the State of Alaska, we aim to meet the a staff to child ratio of a maximum of 1:18. For swimming activities we will meet the City of Cordova requirements of 1:4. We aim to have a maximum of 20 children per day. All staff involved in the program will be over the age of 16 years.

Minimum Numbers.

The City of Cordova reserves the right to enforce a minimum of program registrations for the program to begin or continue. Please note if the minimum number is not met the program may be cancelled.

Injuries & Medical Emergencies

As the program includes physical activity, injuries may happen but the wellbeing of your child is extremely important to us. City of Cordova staff are certified in First Aid, CPR and AED. If your child is injured or involved in an incident while attending the program, a form will be completed, and you will be asked to sign the form.

In the event of a medical emergency, the parent/guardian will be notified. If the child needs to go to hospital, staff will call 9-1-1.

Late Pick-Up

Please call if you know you are going to be late. If a child is picked up after 15 minutes after program finish, a \$10 penalty may be charged and must be paid before the child can attend the next scheduled program day.

Dress Code

Your child is required to wear non-marking gym shoes whilst at the program. Due to the weather conditions in Cordova, children are encouraged to bring a jacket. During swimming days your child is required to bring appropriate swimwear and a towel.

Snack Time

It is up to parents/guardians to pack a snack for their child. In consideration of one of the most common allergies, we do discourage participants bringing nut-based snack products. Participants may consume a snack prior to the start of the program, only in areas where food is permitted. Should a parent like to volunteer to provide snacks to all on a given program day, the snack will need to be approved for nutritional value and allergy risk, by the Director of Parks and Recreation.

Registration & Enrollment

We accept children from Grades 1 - 6. Enrollment is taken on a "first-come, first-served" basis is in not "rolled-over" from previous enrollment periods. All children must have a current registration form on file before an enrollment can be accepted.

In person registration

We currently only accept in person enrollment at Bidarki Recreation Center, 103 Council Avenue, Cordova, 99574. Office hours are Monday through Friday, 8am to 5pm.

Parents/caregivers must complete both a Registration Form and Enrollment Form for each child. The registration form only needs to be completed once, unless the details on the registration form change. The enrollment form is for each after school program period e.g. November/December. This must be completed for each new program period.

We aim to launch an online registration process in early 2024.

Payment

Full payment must accompany the Enrollment Form at time of submittal. Cash, check and credit card are accepted at Bidarki Recreation Center. Checks are payable to The City of Cordova.

Behavior Policy

To provide the best possible program for our participants' children, parents, and staff are asked to treat each other with respect, tolerance, kindness, and consideration through their words and actions. Children are expected to respect the staff, the facilities, the equipment, and one another.

Although every attempt is made to teach consistent behavior consistent with the behaviors above, the following behaviors will result in automatic evaluation of a child's ability to remain or return to the program:

- Fighting or exhibiting aggressive behavior.
- Running away or hiding from staff.
- Any action that requires our staff to physically move or restrain a child.
- Acting in a way that requires staff to spend an inordinate amount with only them, neglecting the needs of other children on the program.
- Any other disruptive behavior that the Director of Parks and Recreation may deem as inappropriate.

Our 3 Step Process

1) Positive Staff Correction - Staff will approach the child on an individual basis and discuss the child's inappropriate behavior, remind him/her of the rules. We will provide consequences that are not punitive but allow the child to experience the of a poor choice, enabling them to make better choices in the future.

2) Written Warning – The criteria below shall be the basis for issuing a written warning to a participant, which will need to be signed by their parent/guardian & returned to staff in order for the child to continue program participation.

- Two (2) incidents (of the same behavior issue)
- Three (3) incidents (all different behavior issues), each resulting in Positive Staff Correction.
- Behavior frequently impacting program operations and/or program enjoyment of others

3) Suspension/Expulsion - The criteria below shall be the basis for either temporary suspension or permanent expulsion from the program. The Director of Parks and Recreation will review such behavior issue(s) on a case-by-case basis, to determine whether or not the behavior of the participant calls for either suspension or expulsion.

- Two (2) Written Warnings
- Behavior impacting the safety of themselves, other program participants, and/or program staff
- Behavior resulting in property damage (this can be facility property and/or the personal belongings of others)

Zero Tolerance

The City of Cordova reserves the right to suspend or dismiss a child immediately for violating any of the following behaviors. Refunds are not issued if a child is removed from the program due to behavior.

- Inflicting physical harm to oneself or another individual including staff.
- Threats with may cause physical harm to another individual.
- Destruction of property.
- Inappropriate touching of another individual.
- Possession of weapon, controlled substance or alcohol, use of foul or abusive language
- Leaving the program without permission.

Parental Notification

Parents will be notified either in person, by phone or in writing, of behavioral concerns occurring the program.