

2021 ACTIVE AND FIT KIDS
AFTER-SCHOOL PROGRAM
PARENT HANDBOOK
Astoria Aquatic Center



1997 Marine Drive
Astoria OR, 97103
(503) 325-7027
Website: www.astoriaparks.com

Format: Active and Fit Kids is an after-school program that closely follows the Astoria School District Academic Calendar

Typical Hours of Operation:

- Monday, Tuesday, Wednesday, Friday: 3:00pm - 5:30pm
- Thursday: 2:00pm – 5:30pm
- Closed weekends and major holidays

Student Grade Range: 1st through 5th grade

Cost:

- Monthly Dues, Paid on Time (at least 14 days prior to service):
 - Monthly Enrollment (not including ‘no school days’) : \$325.00/month
- Monthly Dues, Paid Late (less than 14 days prior to service):
 - Monthly Enrollment (not including ‘no school days’) : \$350.00/month

On Site Activities: On-site games, physical education games, sports, team building games, swim lessons, stem activities, water activities, etc.

IMPORTANT INFO AND DATES

Operating Hours:

Monday –Wednesday and Friday 3:00am-5:30pm, Thursday 2:00-5:30 closed major holidays and school in-service dates

Facility Address and Contact Info:

1997 Marine Dr. – The Astoria Aquatic Center
(503)325-7027

2021 Closure Dates:

No School Days: November 5th, 11th
Thanksgiving Holiday: November 25th and 26th
Christmas Holiday: December 20-31

TUITION PAYMENTS DUE DATES:

October (October 1 – October 31) Tuition	Due: September 15
November (November 1 – November 30) Tuition	Due: October 15
December (December 1 – December 31) Tuition	Due: November 15

Daily Program

Example After-School Schedule

3:00 pm – 3:45 pm	Arrival/Snack/Reading/Homework
3:45 pm - 4:30 pm	Group Games/ Exercise/Athletic Skills
4:30 pm - 5:30 pm	Pool Games/ Group swim Time

Program Contacts:

- Recreation Coordinator: LeRoy Woodrich is one of two Recreation Coordinators assigned to oversee the after school program. LeRoy can be reached at (503)325-7027 or lwoodrich@astoria.or.us. LeRoy is responsible for program oversight and oversees sports programs and various youth activities.
- Aquatic Recreation Coordinator: Peter von Payens is one of two Recreation Coordinators assigned to oversee the after school program. Peter can be reached at (503)325-7027 or pvonpayens@astoria.or.us. Peter is also responsible for aquatic programming and the department's dry land fitness classes.
- Terra Patterson is the Aquatic Supervisor assigned to oversee Youth Programs, Sports and Aquatic Programming. Terra can be reached at (503)298-2461 or tpatterson@astoria.or.us. Terra is responsible for program oversight, staff oversight, hiring, general program budget, billing, wait list management, and program support as needed. Terra also assists in managing the aquatic center and other areas of the Parks and Recreation Department.
- Parks and Recreation Director: Jonah Dart-Mclean is the Director of the Parks and Recreation Department, including oversight of staff in charge of the Sprouts Learning Center, Youth Programs, Sports and Aquatic Programming, and Parks Maintenance. Jonah can be reached at (503) 741-1600 or Jdart@astoria.or.us.

Astoria Parks and Recreation Mission

The mission of Astoria Parks & Recreation is to provide life-long learning, wellness, and well-being through recreational opportunities and is dedicated to the preservation of natural resources, open spaces and facilities that inspire and bring neighbors and visitors to Astoria together.

Policies and Procedures

Registration:

Due to the available space in the facility, we are limited in the number of students we can accommodate. Additionally, the supervision of our participants in the water is paramount and we are dedicated to careful supervision of our participants when swimming. For this reason, students must be preregistered to attend and we cannot accommodate additional participants past our set maximum enrollment.

Enrollment for after-school care takes place on a month-to-month basis, and registration is expected by at least 14 days (2 weeks) prior to service. If fees are not paid two weeks in advance, your child's spot in the program may be given to another family.

Billing and Payment Policy:

Payments options include paying online through your WebTrac account, paying in person at the Astoria Aquatic Center, or paying over the phone using a credit card by calling the Astoria Aquatic Center at 503-325-7027.

Withdrawing a Child:

Should you wish to withdraw your child, please notify the Aquatics Supervisor, responsible for billing, at least one month prior to departure. Care charges may be prorated, but only with one full months' notice. If a family chooses to withdraw a child for whatever reason without notice, the family will not be refunded for tuition that has already been paid. Once payment is made and a space is reserved, we consider families committed for the month.

The Parks and Recreation Director may remove a child at any time for any unprecedented situations or issues that threaten the safety of the child, staff, or others in the program, or if a child's behavior compromises the ability of our staff to effectively provide care to all children they are responsible for. If this is the case, the family will be refunded for their remaining paid tuition (pro-rated).

Drop-off and Pick-up Procedures:

Families are responsible for dropping their child off at the Aquatic Center daily after school and checking them in with staff before departing.

Pick up by 5:30pm: Parent/guardian must sign their child(ren) out with the program staff supervising the children.

Please bring an ID at check out. Participants will be released only to those listed on the pick-up authorization form. If someone other than a parent is to pick up your child, they must be over the age of 16. If there is a change during the day, please call to let us know. These policies help us to ensure your child's safety.

Late Pick Up:

A \$5.00 charge will be incurred every 5 minutes starting at 5:35 p.m.

- Parents/guardians will receive a phone call at 5:35 p.m.
- If by 6:00 p.m. your child has not been picked up, your emergency contacts will be notified
- If by 6:30 p.m. your child has not been picked up, emergency services will be notified
- Please let staff know of any extenuating circumstances
- Late fees are due at the time of service

Personal Property Rules:

Personal items, like trading cards, electronic items, games, headphones, etc., should be left at home or in the child's backpack. Staff reserve the right to deem such items a distraction, and as such, they may

be confiscated and returned at the end of the day to the parent/guardian. All property should be labeled with the child's name. Please reach out to staff regarding lost items.

Proper Attire:

Please send your child in clothing that will allow for mobility. Children should bring a swim suit and towel daily. Astoria Parks and Recreation staff reserve the right to determine the appropriateness of bathing suits, as well as slogans, pictures, etc. on clothing. Your child must have a swimsuit they are able to put on and take off without staff assistance, our staff members cannot provide this type of help in changing rooms.

Snack:

Snack will be provided each afternoon. If families prefer, they are welcome to bring snacks from home, in lieu of program snack. Examples of snacks provided are: crackers, cheese, fruit, vegetables, granola bars, etc. Please let us know if your child has any allergies on the registration form. Alternate accommodations can be made with a doctor's note. Please have your child bring a water bottle every day, or leave one during the week for their use.

Accidents/Incidents:

While we heavily promote a safe environment, we do realize that minor accidents may occur. All staff are required to fill out an Accident/Incident form when a child incurs a minor injury. Minor injuries may include falling, scraping a knee, splinters, bumping into another child, etc. The form will be completed, and a copy will be given to the parent/guardian picking up the child on the day the incident occurs. Staff are only allowed to help a child wash minor injuries with warm soap and water, and to apply a band aid. We are not permitted to apply any topical ointments or remove splinters with tweezers, etc.

HEALTH AND WELLNESS POLICIES

Illness Policy: (Please see attached information regarding illness policies specific to COVID-19)

- In order to ensure a safe and healthy environment please keep your child home if she/he
 - has a fever of 100 degrees or higher
 - has diarrhea, is vomiting, and/or has symptoms of a possible communicable disease
 - has a persistent cough
 - has a constant running nose and infectious mucous due to a cold
 - is too ill to go outside for a daily walk or exercise
- A child who is taking antibiotics should remain home for the first 48 hours after being prescribed and ingested.
- A child, who has a fever, diarrhea, or vomiting may not return until these symptoms have stopped for 24 hours without use of medicine.
- A doctor's note is required to return to the program if your child has had a contagious illness/disease such as Hand Foot and Mouth, Ringworm, Pink Eye, Strep Throat, Fifth's Disease unexplainable rash, etc.
- If you have confirmation that your child has/had a contagious illness, please notify program staff as soon as possible so that proper steps can be taken to sanitize, prevent exposure and

communicate with families. You may do so by calling the aquatic center, or communicating with the Recreation Coordinators or Aquatic Supervisor.

- If staff determine that a child is too ill to remain in the facility for the remainder of a day, parent/guardian(s) will be asked to pick up the child as soon as possible. We realize that during the workday, this can be an inconvenience, but it is extremely important in keeping our facility, kids and staff healthy and happy.

I NEED TO STAY HOME IF...

I have a fever	I am vomiting	I have diarrhea	I have a rash	I have head lice	I have an eye infection	I have been in the hospital
						
Temperature of 100 degrees F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or pus draining from eye	Hospital stay and/or emergency room visit

Medication Policy:

When necessary, and with prior written authorization signed by a parent/guardian and the Aquatic Supervisor, Parks & Recreation Director, or Recreation Coordinator, designated trained staff may administer medication to children. Whenever possible, it is preferred that medication be given at home. The parent/guardian is encouraged to discuss with the child’s health care provider if medicine can be administered outside of the program’s operating hours. If medication must be administered while the child is participating in an Astoria Parks and Recreation program, the first dose of medication should always be given at home with sufficient time to observe the child’s response to the medication given and if there are any adverse side-effects. Medication should never be given to mask symptoms so that the child may attend or remain in care. Medication will only be given with written consent of the child’s parent/guardian; a “Request for the Administration of Medication” form must be filled out.

- A separate “Request for the Administration of Medication” form must be submitted for each medication.
- Medication may only be administered by mouth, eye drops, ear drops, or onto the skin. No medication requiring injection shall be administered, except for automatic injector pens ordered for an emergency allergic reaction.
- No more than 1 week of medication may be delivered at a time.
- Medication must be delivered by the child’s parent/guardian, counted out with a designated and trained staff member on site, and recorded on the “Request for the Administration of Medication” form.
 - Please allow time for staff to count medication out with you.
 - If half pills are needed, parents/guardians must split them prior to delivering medication to staff, staff may not manipulate or alter medication in any way.

Any prescription or over-the-counter medication brought to the facility must be specific to the child who is to receive the medication, in its original container, have a child resistant safety cap, and be labeled with the appropriate information as follows:

- **Prescription medication must have the original pharmacist's label** that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions, its administration and information on safe storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.
- Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
- Any OTC without instructions for administration specific to the age of the child receiving the medication must have a signed note from your health care provider that details all administration instructions prior to being given at the facility.

If a medication is not recommended for the age of the child or the label recommends consulting a physician for children under the age of that child and/or the parent/guardian is requesting that staff administer a higher dosage than what is recommended, Astoria Parks and Recreation requires a written and signed order from the child's health care provider that clearly states all required information related to prescription medication. In order for any non-prescription medications to be administered for more than three consecutive days, Astoria Parks and Recreation requires a written and signed order from the child's health care provider.

OTC medications cannot contain aspirin or codeine. Examples of over-the-counter medications that may be given include:

- Antihistamines
- Decongestants
- Non-aspirin fever reducers/pain relievers
- Cough suppressants that do not contain codeine
- Topical ointments, such as diaper cream or sunscreen

Self-administered inhalers for asthma or severe allergy may be carried by a student when written permission has been provided from their health care provider, and the child is able to self-administer without any assistance or reminders.

Other considerations:

- A child that is not using their self-administered medication responsibly may be removed from the program at the direction of the Parks and Recreation Director.
- Medications shall be returned directly to the parent/guardian when discontinued or the student leaves the program.
- All medication information will only be shared with designated and trained staff members.

All medications will be stored:

- Inaccessible to children and unauthorized staff
- Under proper temperature control
- In a clearly labeled secure storage area

Confidentiality related to medications and their administration will be safeguarded. Parents/guardians will be informed daily of medication administration in writing and will be provided with all documentation related to storage and record keeping related to their child’s medications upon request.

Sunscreen:

The City of Astoria, Parks & Recreation Department will, as a courtesy, agree to administer sunscreen to your son/daughter to help prevent the harmful effects of sun exposure. Parents/guardians should provide sunscreen for use during the day. Sunscreen sent to the after school program should be placed in a sealed plastic bag and labeled with the child’s first and last name. Whenever possible, families apply the first layer of sunscreen prior to drop-off. Any remaining sunscreen not used during the week will be sent home Friday.

Each child will be responsible for supplying and applying sunscreen to his/her skin personally. When necessary, a City of Astoria staff member will assist each child that may be unable to personally apply his/her own sunscreen. When a child needs such assistance, the staff member will apply sunscreen on only the exposed parts of the child's skin. Children will be requested to apply sunscreen along their suit lines. The staff member will only apply sunscreen while another adult staff member is present. Counselors will not apply sunscreen when skin is broken or an adverse reaction has been observed. If, for any reason, staff cannot apply sunscreen on a participant, she/he may not be able to participate in outdoor activities for his/her own protection, unless otherwise noted by the parent or guardian.

Pool Use:

All students will be supervised by program staff when in the water. Depending on the nature of the aquatic program, students may be required to wear a life jacket if they have not passed a swim test. The swim test is to be performed by either a lifeguard or a staff member and consists of:

- 25yd swim – ½ on front, ½ on back
- Float on back or tread water for 10 seconds

Campers will receive a wristband which designates their swimming capabilities:

- Blue Wristband: child is 8 or younger but has passed a swim test
- Green Wristband: child is 9 or older and may swim without a lifejacket
- No Wristband: Must wear a lifejacket when not in arms reach of a staff person or in any area where they cannot comfortably touch the bottom, with their head comfortably out of the water

Participant Expectations:

- *Respect each other at all times. (Treat others with respect, bullying is NOT tolerated!)*
- *Follow directions when given.*

- *Keep hands, feet to yourself.*
- *Have Fun!*

Discipline:

Our staff will create a fun, caring and structured environment for children that allows for active play and team building skills, with safety as a top priority. To provide this environment, recreation leaders will set rules and expectations for student behavior.

As with any sports program, participants are expected to follow the guidelines and rules clearly outlined for them. Due to the nature of the program, we are not equipped to deal with excessive behavioral issues. Students who choose not to follow rules while at the after school program will be given a warning. If the behavior continues, the parent will be contacted and asked to come pick up their child for the day. If a child is not able to follow the rules and their behavior necessitates removing them from the program for the day more than three times, the child will be removed from the program and funds for the remainder of the month will be refunded.

Any incidents and/or accidents that take place while at the aquatic center will be reported to the parent/guardian at the time of pick up.

It is at the discretion of the City of Astoria and staff to remove a participant at any time, and for any reason. Depending on the severity of the offense, immediate dismissal from the program is a possibility. Grounds for immediate dismissal from the program include, but are not limited to:

- *Physical violence toward other children or staff*
- *Severe Bullying towards other children or staff*
- *Continuous disruptive behavior during program time that compromises the ability of staff to provide care for all children they are responsible for.*
- *Behavior or actions that staff feels is uncontrollable and/or unsafe*
 - *Some examples may include:*
 - *Use of profane language*
 - *Threats*
 - *Running away from staff, out of the classroom or attempting to exit the building.*

ACCOUNTABILITY AND SAFETY

Safety is our upmost priority as professionals working with children. Please understand it is our responsibility as mandatory reporters to notify the appropriate authorities if we observe children in a negligent or dangerous situation, if we have reasonable suspicions about safety or care, or if a child discloses information about abuse allegations. Examples of reportable actions include but are not limited to:

- Child abuse, neglect, and/or sexual abuse
- Transporting your child under the influence of alcohol or other substances
- Insufficient/unsafe transportation (such as no child car seat)
- Extreme/violent Behavior
- Leaving a child unattended in a vehicle

We are so excited to have your child with us at Astoria Parks and Recreation this fall! We have a fantastic staff team who are excited to provide your child with an unforgettable experience, where they will make life-long friends and lasting memories. Please let us know if you have any questions, or if there is anything we can do for you!

I have read the Parent/Guardian Handbook and understand the policies as referenced:

(Parent/Guardian Copy to Keep)

I have read the Parent/Guardian Handbook and understand the policies as referenced:

Camper(s) Name(s): _____

Parent/Guardian Name

Signature

Date

(Copy to Sign and Return to Astoria Parks and Recreation)