WASHINGTON TOWNSHIP
RECREATION DEPARTMENT

REC’ING CREW
PARENT RESOURCE GUIDE
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Dear Parent or Guardian,

Washington Township Recreation Department’s Rec’ing Crew staff is looking forward to a fun-filled afterschool program designed for children Kindergarten through fifth grade.

It is the Recreation Department’s intent to provide a wide variety of activities to promote social and physical development in an interesting and exciting environment. The Township’s 26-acre park, Recreation Center and Rec West provide ample play and nature areas for all of the children to enjoy, and encourage them to interact with their peers and develop skills that include confidence and creativity.

Communication is the best tool for assuring that a child and their parents/guardians are having an enjoyable experience in our Rec’ing Crew Program. Please feel free to speak with the Rec’ing Crew staff at any time when picking up your child.

This handbook has been designed to serve as a reference tool for parents/guardians. If you have any questions about information contained in this handbook, please contact us at 937-433-0130 or via e-mail; jreid@washingtontwp.org; ttingley@washingtontwp.org

The Parent Feedback Form is included in this Handbook should you want to express a concern, voice an opinion, or have a question.

Our staff looks forward to meeting you and your child(ren).

Sincerely,

Jill Reid
Senior Recreation Supervisor
jreid@washingtontwp.org
937-433-0130 Ext. 2820

Tom Tingley
Recreation Assistant
ttingley@washingtontwp.org
937-433-0130 Ext. 2750
GENERAL INFORMATION

Rec’ing Crew offers services when Centerville schools are in session for students.

Rec’ing Crew is not held when Centerville schools are experiencing an emergency school closing; e.g. inclement weather. Credit for these paid days will be given during the next month’s billing cycle.

After school program hours are Monday – Friday 2:15 pm to 6:15 pm.

The following programs are also available when school is not in session. For registration information for these programs, please visit our website; www.washingtontwp.org/youthcare

Delay Day Morning Care
This service is offered for grades K-5 when Centerville City Schools are on their scheduled 2 hour delay day. The program hours are 7:30-9:30am with transportation to Centerville City Schools via Recreation Center vans or school buses.

School Days Off
Services are offered for grades K-5 when Centerville City Schools are not in session for students; e.g. holiday, parent/teacher conferences and/or teacher in-service days. School Days Off program hours are 7:30 am to 6:15 pm.

Spring Break Camp
Spring Break Camp is offered for grades K-5 during Centerville City Schools spring break. Spring Break Camp program hours are 9:00 am to 4:00 pm with extended care available for an additional fee.

Senior Recreation Supervisor
Jill Reid
937-433-0130 Ext 2820
jreid@washingtontwp.org

Recreation Assistant
Tom Tingley
937-433-0130 Ext 2820
ttingley@washingtontwp.org

Rec West Facility
965 Miamisburg-Centerville Road
Dayton, OH 45459
Phone: 937-433-0130
Fax: 937-438-2755

Recreation Center
895 Miamisburg-Centerville Rd
Dayton, OH 45459
Phone: 937-433-0130
Fax: 937-438-2755
**REC’ING CREW FORMS**

**Required Forms**
- The Rec’ing Crew Registration Form - must be completed prior to your child(ren) beginning the program.
- Participant Medical Form - must be completed prior to your child(ren) beginning the program.

**Other Medical Forms**
The following medical forms may be necessary for your child. All of the forms listed below are available online at www.washingtontwp/youthcare.

- Medication Authorization Form – must be completed if the child(ren) needs any type of medication; prescription or over-the-counter. This form must also be completed if the child needs staff to apply sunscreen.

**REC’ING CREW DAILY SCHEDULE**

2:15 pm – 3:00 pm  Student pick up
3:00 pm – 3:30 pm  Snack time
3:30 pm – 4:15 pm  Homework time/supervised free play
4:15 pm – 5:00 pm  Scheduled activities
5:00 pm – 6:15 pm  Supervised free play/pick-up

**Call In Procedure**
If your child will not be attending on a scheduled day, please email ttingley@washingtontwp.org by 12:00pm. You may also call 937-433-0130. If leaving a message, please include your child’s name and school.

**Tentative Snack And Activities Schedules**
The monthly activity schedule will be available for parents prior to the start of each new month. This schedule will include snacks and activities per day.

If an alternative snack is desired by your child on a specific day, please provide your child’s snack.

Field trips may be scheduled periodically. Parents will be notified in advance.
REC’ING CREW PICK-UP PROCEDURE/FEES

Sign-Out Procedure
Parents and those individuals listed on the Participant Medical Form are required to present a valid Driver’s License to sign out their children. This is a measure that ensures the safety of all participants of the program. ID must be presented to the Rec’ing Crew staff member when signing a child out for the day.

If a parent/guardian requires an individual to pick up their child, other than those individuals listed on the Participant Medical Form, the parent/guardian must notify the Recreation Supervisor authorizing the individual to pick up their child(ren). The individual will then be required to present a form of ID at the time of pick-up, before the child will be released.

Tardy Pick-Up Procedure
Please make every attempt to contact us at 937-433-0130 if you feel you may be late picking up your child(ren). Any child(ren) that has not been picked up by the end of the program day will be assessed a fee.

Tardy Pick-Up Policy
While we do understand that unusual situations arise, it is necessary to standardize the policy for tardy pick up so all patrons are treated in an equitable manner. The following policies have been established:

- Lateness is defined as signing your child out at 6:25pm or after.
- After the first 10 minutes parents may be charged $1.00/minute up to 30 minutes. After the first 30 minutes, parents may be charged $2.00/minute.
- If tardiness persists, you will receive a call from our staff in an attempt to resolve the problem.
- You will be required to pay the tardy pick-up fee at the time of pick-up.

REGISTRATION AND PAYMENT INFORMATION

Non-Refundable Membership Fee
Early Registration – May 25 through August 11, 2017 $50.00
School Year Registration – August 12 through May 31, 2018 $75.00

Daily Fee
Complete Pass Holders $16.00/day
Residents of Washington Township and Centerville $17.00/day
Non-Residents $18.00/day
Parents may register their child for a full week of care or on a daily basis.
**Payment Process**

- Parents/Guardians may now pay online for their child’s attendance. Complete Passes must remain active to receive the pass holder rates. If passes are not active, Resident/Non-Resident rates will be charged and no credit will be given.
- All credits due to cancellation of school sessions, will be applied to the next month’s invoice.
- Washington Township accepts cash, check, Visa and Mastercard. If issuing a check, please make payable to Washington Township Trustees.
- Each child is permitted to take five concurrent days off without being charged. After the fifth day, no credits or refunds will not be given for daily absences.

**Cancellations/Refunds**

- Cancellations made within 24 hours of registration will receive a 100% refund.
- Cancellations made after 24 hours of registration will receive a 50% refund.
- No refunds will be given once the scheduled day has begun.
- All refunds will be placed on a household account. Patrons may request a refund check in writing.

**Late Fee Assessment**

Payment is due on or before the date listed on the monthly invoice. Payment received after the due date will be assessed a late fee of $2.00 pr/day for a total of 14 calendar days or $28.00. The following month’s invoice will reflect the total late fees incurred.

**Change in Schedule**

A Change In Schedule Form must be completed for any change in your child(ren) schedule. This form must be submitted two weeks in advance and can be found on our website at: [www.washingtontwp.org/youthcare](http://www.washingtontwp.org/youthcare).

**Part-Time/Variable Schedule**

For those parents needing a part-time or variable schedule for their child we are happy to accommodate. Please note that once the schedule is given to the program supervisor no exchange of days or refunds will be given. Staff, supplies and food are scheduled in advance according to the registered children for the day. Parents may do a special pick up day if needed provided there is room on the vans. You may use the form listed above for advance notice or call the day of care to see if a spot is available for your child.
HEALTH AND SAFETY

Safety Procedures-General
Safety of your child is paramount. The following rules have been established for the Rec’ing Crew Program to ensure that the staff will provide the safest environment for all participants:

- No child will be left unsupervised.
- Children will be escorted to and from the building during outside activities.
- All staff members are required to have current CPR and First Aid certification.
- All Aquatic staff are required to have current Lifeguard Certification.
- All participant forms will be maintained at the Rec West facility.
- Accident reports will be completed and given to parents at the end of the day.
- Evacuation procedures are posted in each room of each facility. All participants will be educated on evacuation procedure drills. The children will be made aware of the procedures through discussions.

Transportation/Field Trip Safety
The following field trip rules apply to all Rec’ing Crew participants:

- Each child on a field trip will have identification attached to his/her wrist containing the name, address and phone number of the Recreation Center.
- Each child will be educated on van/bus safety and rules prior to departure.
- Appropriate child restraints will be required in the Recreation Center vans. Bus seats comply with state laws but no restraints are available.
- Rec’ing Crew Counselors will have first aid kits on all field trips.

Aquatic Safety
Parents/Guardians must complete the Permission to Swim section of the Rec’ing Crew Participant Form. Certified lifeguards will be on duty during all swimming activities.

Swim Testing Procedure
On the Participant Medical Form, parents/guardians will specify their child’s level of participation in swimming/water activities. If parents indicate on the form that they are comfortable with their child participating in swimming/water activities in water depths of 2’ or greater, their child will be given a swim test. The test requires the child to swim one lap of the lap pool. Your child must be able to show a swimming stroke (no dog paddling or underwater swimming will be accepted) at least half the length of the pool, then be able to swim the other half in a stroke they are comfortable swimming. Children must show that they have the ability to swim with their face in the water to successfully complete the swim test. Be sure that children have their goggles, nose plugs, or ear plugs each day for swimming as there are not provided. Your child will be given a swim band colored to correspond to their swimming ability. Both Rec’ing Crew staff and aquatic staff are trained to recognize the band colors as follows:
The children who can swim one lap of the Lap pool will be given a color band that enables them to swim in all pool areas.

Those children who cannot swim one lap of the main pool and whose parents request that they stay in shallow water or those children who choose not to take the test, will be given a band that denotes that they must stay in the recreation pool.

The Waterslide Test will be given to those who are tall enough to stand at the bottom of the waterslide and have demonstrated adequate swimming skills to enable them to safely use the slide. These participants will be given a band which will allow them access to the slide and the recreation pool only during swim time.

**Communicable Disease Policy**

If your child becomes ill with a contagious disease, please contact the Recreation Supervisor. If a child appears ill upon arrival or throughout the day, a call may be made to the child’s parent/guardian and determine what alternate plans can be made should a child need to be isolated from other children.

Until a parent/guardian arrives, the following steps will be taken to remove the child from contact with other children:

- The child will be taken to an office to rest quietly.
- The child will be within visual and auditory range of a staff member who will observe the child for worsening conditions.
- Should the illness occur on a field trip, the parent/guardian may be asked to pick up their child at the field trip site.
- It would be helpful to know if your child becomes ill with a contagious disease, so we can notify other parents in the program that their child may have been exposed to that illness.

**Concussion Safety**

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Concussion injuries are not limited to sports activities or athletes. Anyone who suffers a bump to the head can be affected. Our staff is trained to recognize and evaluate concussion symptoms and to alert medical personnel when they may have occurred. To learn more, please visit [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP)

**Special Needs or Medical Disabilities**

Please make the staff fully aware of special needs or restrictions your child may require on the Emergency Medical Form. This information enables our staff to know how to best serve your child. If you would like to discuss your child’s needs or have questions, please email Jill Reid at jreid@washingtonontwp.org or Tom Tingley at ttingley@washingtonontwp.org
Should a child be unable to cope with the activity schedule of our program, it may be necessary for a family to provide an aide to be with their child. This possibility should be discussed with the program supervisor well before the child begins our program.

**Procedures of Medical Emergencies**

- Minor accident – In the case of a minor accident, a staff member notifies the Recreation Supervisor and the child is taken to rest quietly in the office until the parent/guardian arrives, if required.
- Medical Emergency – In the case of a serious accident or medical emergency, 9-1-1 will be called and the parent/guardian will be notified immediately. The child will be taken to the hospital of choice when possible, or released to the parents depending on the situation. If emergency services are contacted, transportation to the hospital will always be done by medics.
- If the parents cannot be reached, the emergency contacts will be called. All information should be accurate and current on the Participant Medical Form to ensure the proper care will be given to your child in the case of an emergency.
- A staff member will accompany the child to the Emergency Room at the hospital if the parent does not arrive prior to departure. The staff member will give a copy of the child’s Participant Medical Form to the medics and/or doctors at the hospital.
- All documentation of the incident will be completed by the staff member and submitted to the Recreation Supervisor before the end of day.

**Child Abuse Policy**

By state and county law, all agencies that provide children’s programming are required to report suspected child abuse to the appropriate authorities. Likewise, should a child indicate to a staff member that any sort of abuse is occurring, it is the staff’s obligation to report this to the Montgomery County Children’s Services.

**DISCIPLINE PROCEDURES**

The safety and enjoyment of all participants is a main concern. The Recreation Department staff shall maintain a positive approach to discipline by rewarding desirable behavior with positive reinforcement. All Rec’ing Crew participants will be educated on all rules and disciplinary procedures. We encourage parents/guardians to review the information below with their child(ren).
Participant Code of Conduct

- Participants will show respect to staff and other participants by following directions, keeping hands and feet to themselves, and refraining from using profanity or other disrespectful language.
- Participants must remain with the assigned group at all times.
- No weapons, including, but not limited to pocket knives.
- Participants should refrain from attending the program if they are ill.

Transportation Rules

- Children must be seated at all times and wearing seat belts, when provided.
- No eating or drinking in any vehicle.
- Participants are to speak quietly and be courteous.
- No throwing of objects within the vehicle.
- Hands/arms must remain inside the vehicle.
- Pick up all trash and gather all personal objects when exiting the vehicle for the day as it may not be possible to retrieve belongings left behind.
- All rules observed by Centerville City School Transportation.

Discipline Policy

Recreation programs are a privilege, not a required activity. If positive methods are unsuccessful, the procedures listed below will be followed:

- Minor Violations: Violations related to behavior and do not endanger the safety and well-being of others will be handled in the following manner:
  - First offense – verbal warning
  - Second offense – 5 minute time out
  - Third offense – 15 minute time out and parent conference required

- Major Violations: Violations that endanger the safety and well-being of others, will be handled in the following manner:
  - First offense – 15 minute time out
  - Second offense – Parents are contacted to remove the child and a three-day suspension will be in effect immediately.
  - Third offense – Participant will be removed from the program.

- Immediate Dismissal: May result should a child resort to physical fighting or dangerous play in the pool.
An incident form will be used to document all violations. The parent/caregiver will sign the completed form acknowledging that they were informed of the incident and the discipline steps used by the Recreation Department. A copy will be provided to the parent if requested. The original copy will be kept in the child’s master file. A combination of any 3 incidents may result in the removal from the program and termination of services.

What NOT to Bring to Rec’ing Crew

- **Money.** Please do not allow your child to bring money.
- **Electronics.** This includes phones and IPods, among other items. These will be required to be kept in backpacks and turned off, if they are brought to the program. **Should a child bring these items against recommendation, and they become lost, stolen, broken or misplaced, the Recreation Department takes no responsibility for the items.**
- **Glass bottles or containers.**
- **Knives or other weapons.** Parents will immediately be called should a child bring a weapon to the program and disciplinary measures, up to suspension or expulsion from camp will be taken.
REC’ING CREW FEEDBACK FORM

We are continuously looking for ways to improve our Rec’ing Crew Program and appreciate all feedback from parents and/or participants of the program.

Please feel free to list any comments and/or suggestions you may have regarding your child(ren)’s experience this year.

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Participant (Optional)  Parent/Guardian (Optional)