


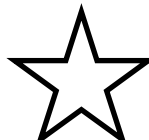


# November 2022 K-3 After School Program Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
31  NO ASP October 31 Happy Halloween! Trick-or-Treating in the lobby 5pm-7pm	1 Inservice Day NO ASP	2 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games	3  Early Dismissal 2:30-3:00 SNACK & ART 3:00-4:30 Rock Climbing gym games	4 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games
7 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games	8 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games	9 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games	10 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games	11 Veteran's Day NO ASP
14 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games	15 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games	16 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games	17  Early Dismissal 2:30-3:00 SNACK & ART 3:00-4:30 Rock Climbing gym games	18 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games
<b>NO ASP—THANKSGIVING BREAK—NOVEMBER 21-25</b>				
21				21
28 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games	29 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games	30 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games	1  Early Dismissal 2:30-3:00 SNACK & ART 3:00-4:30 Rock Climbing gym games	2 3:30-4:00 SNACK & ART 4:00-5:00 Creative Expression gym games

## SEE REVERSE SIDE FOR PROGRAM POLICY AND IMPORTANT GUIDELINES

The After School Program exists to offer children a space to play, be creative, grow, and have fun in a safe and welcoming environment. Children not participating in activities or disobeying the rules and regulations of the facility may be asked to leave. This program is for K-3 grades. **We ask that parents go over expectations with children before attending.** All parents must have current contact information on file with staff and be available for their child if staff calls.

Please visit [www.skagwayrecreation.org](http://www.skagwayrecreation.org)  
for registration materials and schedule.

## NO ASP:

11.1 — Inservice Day  
 11.11 — Veteran's Day  
 11.21-11.25 — Thanksgiving Break

# SRC Afterschool Program Policy and Guidelines:

- The mission of the SRC Afterschool program is to offer a fun and safe environment for kids to play and be creative while implementing genuine care, courtesy and respect toward children, parents and each other.
- ALL children attending the SRC Afterschool Program must have a **PARENT/GUARDIAN EMERGENCY CONTACT PHONE NUMBER AND EMAIL ADDRESS** listed at the front desk that STAFF can reach easily to contact a parent or guardian while their child is participating in the SRC Afterschool Program. It is solely up to the parent to provide this information and keep this information up to date on a regular basis.
- At no time is Rec Center Staff responsible for the arrival and departure of children attending the Afterschool Program. Children are free to come and go as directed by a parent or guardian, however; children are only allowed one check in per day. Once a child leaves for the day they must wait until the next day to attend again. **Staff and the Municipality of Skagway cannot assume responsibility if your child fails to show up to the program or leaves the program early against your direction.**
- Arguing, malicious intent toward staff, peers or equipment, repeated failure to follow staff directives, or any other behavior that causes significant disruption to the mission of the program will result in dismissal for the day and depending on the severity of the circumstances longer. Parents/Guardian of a child that is directed to leave the program for these reasons will be contacted by STAFF at the time of the incident, therefore as mentioned above contact information is required for your child to participate in the program and parents need to have an appropriate plan in place for their child if dismissal becomes necessary. Parents can request to schedule a meeting with STAFF or the Recreation Facility Director at any time to discuss any concerns they may have with the dismissal of their child and are encouraged to drop by and participate in the program at anytime.
- Children are expected to treat all equipment with respect and clean up after themselves prior to leaving the toys they are playing with or the building in general. *Many of the kids bring out a variety of toys and play together so it may be necessary for staff to direct your child to help put items away even when they have not used something specifically.* **CLEAN UP STARTS AT 4:45 PM DAILY**
- A quiet area will be available for children wanting to draw or do homework when opting to not participate in gym games, rock climbing or free play activities in the main gym area.
- The phones at the Rec Center are to be used only by STAFF and are for Skagway Recreation Center Business and Emergency Use only. If it is necessary, please provide a cellular phone for your child to contact you directly to ask you questions that are non emergency, to get picked up before the program ends, to make a playdate and sleep over arrangements for their evening entertainment or for any other non life threatening reason they would need to contact you for. We find it is best when children have clear direction from the parent regarding their expectations for the child's attendance, how the child is getting home, and the child's plans for the evening. Please let your child know clearly what your rules are for them to attend the program daily. *For example: Does your child understand that you expect them to stay at the program and participate or do you allow them to leave at anytime and walk home when they feel like it? Do you allow them to leave the program to go play outside in the playground or skate park unsupervised? Are they getting picked up by you or another parent? Are they allowed to go to Sally's house for a sleep over on Friday?...etc.*
- **PLEASE SEND A HEALTHY SNACK FOR YOUR CHILD TO EAT. THEY ALWAYS ARRIVE HUNGRY!**

## Minor Injury and Major Injury Emergency Policy:

Minor injuries are documented in our Injury Report binder. This includes icepacks, Band-Aids, and other minor first aid care that does not inhibit the ability for the child to continue participation in the program. ASP Parents will be contacted by STAFF no later than 6pm the day of the occurrence to make parent aware of any first aid their child received by staff.

Major injury procedures are as follows:

1. Administer First Aid as needed/call 911.
2. Call parent or guardian.
3. Complete a detailed injury report
4. If parent/guardian is onsite and the injury is not life threatening, the parent/guardian can decide to call 911 or they can transport child to the clinic personally.

## Conflict Resolution Policy:

The STAFF of the Afterschool Program uses the following guidelines when children attending the program are unable to agree on situations or an event between children oversteps another child's personal boundaries leading to emotional outbursts:

1. Define the problem
2. Listen to all sides.
3. Brainstorm some solutions.
4. Choose the best plan of all.
5. Evaluate how things turn out

**\*STAFF Over-ride:** At any point the STAFF leader has the option to over-ride the decision or conversation and determine the best solution for the safety and integrity of the program

## Rule Enforcement and Dismissal Policy:

Afterschool Program STAFF are understanding, courteous and respectful to all children attending the program and all children in attendance are expected to respect STAFF and each other.

Occasionally there are times when a child is "having a difficult day" and is unable to get along well with others regardless of being asked to redirect their behavior positively. When this situation occurs STAFF follows the guidelines listed below:

1. Pull the child aside to avoid embarrassing the child and be clear about what the inappropriate behavior was.
2. Give the child a chance to explain why they made that choice.
3. Give the child a warning and be clear about what the consequences are if the behavior continues.
4. Be **CONSISTENT** and **IMPARTIAL**. If it is necessary to address the behavior a second or third time (depends on severity and nature of the offense) the child will be dismissed for the day. Under no circumstances is there a 4th warning.
5. If the behavior is severe enough the first time, the child may be dismissed immediately.
6. Unless the behavior is so severe that it requires a longer dismissal, children are welcome to come back the next day and try again!