

# **SRC AFTERSCHOOL PROGRAM 2023-2024**

## **Parent Handbook and Policy Manual**

Skagway Recreation Center Office  
456 12<sup>th</sup> Avenue  
Post Office Box 868  
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907.983.2679

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[recenter@skagway.org](mailto:recenter@skagway.org)

# PROGRAM

The SRC Afterschool Program is a not-for-profit program made possible by the Skagway Recreation Center. The program was created for school children grades K-4 who are interested in spending time after school in a recreationally dynamic environment. The program offers fun activities, diverse creative experiences, and opportunities for developing emotional and social skills that last a lifetime.

## PHILOSOPHY

The SRC Afterschool Program follows the philosophy of health and wellness through physical activity and creative expression. Our goal is to provide children with activities that make physical fitness fun and to offer positive experiences for creativity and social development.

### **Program Objectives:**

- Keep children physically fit by providing a wide range of fun activities.
- Develop self-confidence.
- Offer opportunities for decision making and problem solving.
- Encourage creative self-expression.
- Build relationships: healthy patterns of interaction and expressing thoughts and feelings.
- Provide a warm and accepting atmosphere.

We believe that play and the freedom to create will guide children naturally through emotional, social, and physical growth. Through fostering an environment of respect and friendship, we offer a well-balanced program of planned activities integrating team building, gym games, yoga, dance, sports, drawing, painting, coloring and more.

## HOURS ARE ONLY WHEN SCHOOL IS IN SESSION

**Monday-Friday: 3:30-5pm**

**Thursday (Early Release) Partial Days: 2:30-4:30pm**

**PLEASE BE AWARE THE PROGRAM MAY BE CANCELLED AT ANYTIME DUE TO STAFF ILLNESS OR SHORTAGE.**

## SUPERVISION & RATIOS

**SRC Afterschool Program child to staff ratio is one staff member for every 18-school aged child 5-8 years old (1:18).**

Children are always supervised while attending SRC Afterschool Program:

- **Indoor activities:** Staff will be in proximity facilitating activities and monitoring behavior. During free-play and other indoor activities, teachers will visually confirm the presence and wellbeing of each child on the sign-in sheet regularly.
- **Playground:** Staff will allow children a greater degree of freedom when on the playground. Staff will position themselves so that all areas of the playground are supervised and will regularly account for all children by counting children or visually confirming the presence and well-being of each child on the sign-in sheet.

## **FINANCIAL AGREEMENT**

**MUST HAVE AN INDIVIDUAL OR FAMILY MEMBERSHIP, A CHILDREN'S PUNCH PASS, OR PAY A DAY-PASS FEE. NO BACKDATING WILL BE PERMITTED ON MEMBERSHIPS OR FEES. ALL PARENTS ARE REQUIRED TO SIGN THE FINANCIAL AGREEMENT IN THE REGISTRATION PACKET.**

The purpose for constant supervision of children is to ensure:

- Children are making safe choices
- The environment is safe
- Behavior is managed positively and immediately
- Children are assisted with conflict resolution
- Participants are supported in the development of confidence, creativity, and communication skills
- A quality program is offered

## **STAFF QUALIFICATIONS**

- Extensive experience working with children, parents, and volunteers
- CPR and first aid certified
- Criminal background clearance
- Organized, positive, enthusiastic, energetic, and excellent with children
- On the job experience in developing and facilitating activities for children ages 5-12
- Physical ability and stamina to facilitate children's activities.
- Strong customer service experience and professional communication skills

# **POLICIES**

## **ALLERGY POLICY**

It may become necessary to prohibit certain food from the program due to severe allergies. This ensures that those with allergies are safe and free from accidental ingestion. We appreciate your cooperation on this and will notify you if we have an allergy alert.

## **BIRTHDAY TREAT POLICY**

We want both you and your child to enjoy his/her special day. Feel free to join them at the program or bring in a birthday treat to share with everyone in the program. This may only include the children enrolled in the Afterschool Program. If you are going to bring a treat, please be sure to provide enough for all the children attending the program. Below are some ideas for treats. If you have other ideas or any questions, consult with the teacher.

**Fresh fruits**  
**Cake**  
**Sundaes**

**Cupcakes**  
**Brownies**  
**Cookies**

**Juice Pops**  
**Popsicles**  
**Ice cream cones**

## **CHILDREN WITH SPECIAL NEEDS POLICY**

SRC Afterschool Program strives to meet the needs of **ALL** children in our care. If your child has special needs, we will collaborate on developing and implementing a detailed plan to meet your child's needs before enrollment, including discussing reasonable accommodations and results of evaluations (if you choose to discuss them). We require parental collaboration in determining and obtaining community resources, which may augment the programs resources. We will attempt to accommodate children's needs through recommendations of special needs professionals, however; our limitations may preclude the child from entering our program. We will make every attempt to accommodate children with special needs in the SRC Afterschool Program.

## **CONFIDENTIALITY POLICY**

Enrolled children and parents' records will be kept confidential, except:

- As needed by Skagway Recreation Center staff
- Licensing representative from the State of Alaska, Health & Social Services in the case of reporting situations which may require child protective services

**As required by Alaska State law AS 47.17.020, the center must report any suspected cases of abuse or neglect of any child at the center, to the nearest office of the Office of Children's Services.**

## **EMERGENCY PROCEDURES AND POLICY**

<b><u>Injury</u></b>	<b><u>Fire</u></b>	<b><u>Earthquake</u></b>	<b><u>Flood/Tsunami</u></b>	<b><u>Stranger Alert</u></b>
1. Administer first aid 2. If severe, call 911 and Call Parents 3. If not severe, staff will fill out an accident report and tell parents at pick-up. If child is authorized to sign themselves out staff will email parent details of the accident/injury.	1. Exit building immediately. 2. Meet at Meeting Place (State Street sidewalk) 3. Take attendance 4. Wait for further direction from Fire and Police Department.	1. Stay inside. Duck and cover under a heavy table or desk. If not possible seek cover against an interior wall and protect your head and neck with your arms. 2. Hold position until ground stops. 3. Wait for further direction from Fire and Police Department.	1. Meet in kitchen immediately. 2. Take attendance 4. Wait for further direction from Fire and Police Department.	1. Child will report, or teacher will suspect a stranger danger situation 2. Teacher will call out the secret word 3. Children will immediately line up for attendance and directions.

## **OUTDOOR PLAY POLICY**

All children who are well enough to be in attendance will be taken outdoors to play daily. It is essential for your child to wear and/or bring layers of clothing, a raincoat, an extra pair of socks, a hat, and gloves daily. If temperatures fall below 40°F we will not play outside.

## **GRIEVANCE POLICY**

It is important for the SRC Afterschool Program staff to work with you on any concerns you may have. We have set up easy steps to follow when you have an issue to be sure it is addressed and resolved. Those who contend with the SRC Afterschool Program or procedures must follow the grievance procedure below:

- **Step 1.** Discuss the matter causing concern with a staff member.

- **Step 2.** If this discussion does not resolve the problem, the parent shall report in writing to the Rec. Center Director. The Director must submit a written reply to the parent within five days of receipt.
- **Step 3.** If the parent considers the response unsatisfactory, the grievance shall be referred to the Municipality of Skagway Borough Manager:

**Municipality of Skagway**  
**PO Box 415**  
**Skagway, AK 99840**  
**Phone: (907) 983-2297**  
**Fax: (907) 983-2151**

At each appeal level (steps 1, 2, & 3) the parent has the right to have witnesses and to have a third party to represent him/her.

### **HEALTH AND ILLNESS POLICY**

We are concerned with the health and well-being of all children and adults who have contact with your child throughout the day. We request you to keep children who are potentially infectious at home. If you have any doubts in the morning about your child's health, keep them home. Please call the Rec Center (983-2679) by 1 p.m. so your child can be accounted for.

### **COMMUNICABLE AND INFECTIOUS DISEASES WILL NOT BE ADMITTED TO PROGRAM**

- Vomiting and/or diarrhea in the 12 hours prior to scheduled time to attend the center
- Temperature of 100 degrees or greater
- Persistent yellow thick mucus
- An uncontrollable or persistent cough
- Pink eye that hasn't been treated
- Strep throat which has not been treated with an antibiotic for 24 hours
- Any rash of acute onset associated with fever or symptoms of illness
- Impetigo with less than 24 hours of treatment with an antibiotic
- Head lice or scabies that has not been treated
- COVID-19

If a child displays any of the above symptoms, we will take all steps possible to see that he or she is kept quiet and comfortable until a parent or authorized person can take him/her home.

**WHEN YOUR CHILD HAS ANY OF THE ABOVE CONDITIONS, YOU WILL NEED TO PICK THEM UP WITHIN 30 MINUTES OF BEING NOTIFIED. AFTER 30 MINUTES WE WILL CHARGE \$50.00.**

### **RETURNING AFTER AN ILLNESS**

A child who has had an infectious or communicable disease may return to the program in the following time period:

- Covid-19: CDC Guidelines
- Chicken pox: Five days after the last blister has scabbed

- Pinworm: After 48 hours of being on medication
- Strep throat: After 24 hours of being on an antibiotic
- Head lice: Signed release from a medical practitioner stating child is free of eggs, nits, and mature lice
- Any others: Must be discussed with the Administrator/Lead teacher
- Fever free for 24 hours
- We will not accept children on the same day they have undergone general anesthesia.

### **REDUCING SPREAD OF DISEASE**

We adhere to the following guidelines regarding Universal Precautions to Prevent Transmission of Blood-borne Diseases:

1. Wash hands before food handling, preparation, serving, eating, or table setting
2. Wear gloves when helping a child with exposed bodily fluids (blood, mucus, vomit, urine, bowel movement)
3. Cover cuts and sores with bandages
4. Immediately clean blood soiled surfaces and disinfect using the SRC bio-hazard clean-up kit
5. Put blood soiled material in bio-hazard plastic bags.
6. Call Municipality of Skagway Public Works to pick-up bio-hazard bag
7. Bag any blood soiled cloth items (not being worn by the child). Machine wash separately in hot soapy water

If staff knows the program to be exposed to infectious or communicable disease, action as recommended by the Center for Disease Control will be followed.

### **Lice & Scabies:**

- 1.) Lice & nits need to be treated by a proven effective treatment and comb. Any child or teacher found with lice or nits will be sent home and allowed to return after a clean check from the clinic.
- 2.) All clothing including jackets, boots, gloves etc. brought from home to the center will be placed in a sealed bag and sent back home.
- 3.) All lunch/snack boxes other than metal should be left home until further notice. All lunches should be placed in a sealed zip lock, paper bag or metal boxes with the child's name clearly marked.

We will take the following precautions at Skagway Recreation Center:

- 1.) Wash and pack all dress-up clothing in sealed bags and place in storage for a minimum of 2 weeks.
- 2.) Wash and pack all material toys in sealed bags and place in storage for a minimum of 2 weeks.
- 3.) Wash counters and floors daily.
- 4.) **Check staff and all children daily for lice and nits before entering the building. Children or staff will be sent home for treatment or removal if any are found.**

### **PARENT NOTIFICATION**

The SRC will notify all parents of enrolled children by email and handouts sent home with children when outbreaks of the following occur: covid-19, strep throat, impetigo; measles, mumps, rubella, chicken pox; pinworms; head lice, scabies, pink eye or any other highly contagious disease or virus.

### **Staff will call the parent immediately if their child:**

- Bites or is bitten with a skin break
- Falls and hits their head hard
- Has an obvious mark on their head or face
- Is lethargic or hurting
- Becomes sick or develops a fever
- Is involved in an injury needing to be assessed by the local clinic
- Is involved in an injury in which the Emergency Medical Service (EMS) are called

### **EMERGENCY INJURIES**

Every attempt will be made to ensure that your child will be in a safe environment, but no matter how much we monitor conditions, accidents do occur.

Staff is CPR and first aid certified. However, if your child requires more than basic first aid, the following steps will be taken:

1. Staff calls EMS
2. Parents or guardians are contacted
3. If parents or guardians are not available, then the emergency contact is called

All incidents and accidents will be documented on a written report with staff and Parent/Guardian signature. Parents are responsible for cost of medical treatment due to accident or illness while at After School Program. The EMS ambulance response does not impose charges for responding and assessment, only for treatment and transport. Parents may pay a yearly fee for ambulance transport insurance at the Skagway Municipal Offices.

### **MEDICATION ADMINISTRATION**

Program Staff will **not** administer any medication.

### **OPEN DOOR POLICY**

All parents are welcome to observe SRC Afterschool Program at any time. We encourage you to stay with your child/children as they warm up to the environment each day. You are invited to do an activity with your child whenever you would like.

### **POLICY CHANGES**

If policy changes are made during the school year, Staff will inform all Parents/Guardians by e-mail within 1-week. Parent input is always encouraged.

### **REPORTING CHILD ABUSE AND NEGLECT**

Alaska Statutes require that all licensed childcare providers, who have reasonable cause to suspect that a child has suffered harm because of abuse or neglect, must immediately (as soon as possible- no later than 24 hours) report that information to the nearest office of the Office of Children's Services (OCS). Program Staff is therefore obligated by law to report such incidents within 24 hours to the Office of Children's Services. Skagway Afterschool Program policy is to follow this State Law. Our priority is the safety of the child and the handling of the situation in a confidential and professional manner.

## **VOLUNTEER POLICY**

Volunteers scheduled for specific workshops to work with the children will always be in the presence of SRC staff and children will remain under SRC staff supervision.

## **VIDEO POLICY**

We may provide occasional movie viewing no more than once a month. A related discussion or activity will follow.

# **DAILY PROCEDURES**

## **ARRIVAL**

- Skagway Recreation Center staff are unable to pick up children from the Skagway School, the Skagway School will do their best to provide an adult to walk children from the school to the recreation center. If the school is unable to provide staff, parents are responsible for their children's transportation to the program.
- Afterschool Program begins promptly as scheduled in the Skagway Recreation Center facility.
- Child must arrive with a healthy snack. There will be a designated snack time each day.
- The daily schedule changes based upon activities/weather/special events.
- Clean up begins promptly at 4:50pm and program ends promptly at 5pm. Children must be out of the building or have adult supervision after 5pm.
- Child must arrive with the following gear inside their backpack:
  - **Snack**
  - Water bottle
  - Raincoat
  - Sweatshirt or Sweater
  - Hat & Gloves
  - Change of Socks

## **DEPARTURE**

- Child must depart when program ends. Parents must have a PLAN with their child on how they are getting home. Staff are not responsible for any child after this time.
- Afterschool Program ends promptly as scheduled- no exceptions.

Staff will be available to discuss any incident reports, projects, participation, behavior, and overall observations of your child by appointment or will email a report home upon request.

## **SNACK**

Our priority is to ensure your child is eating nutritious foods and developing healthy eating habits. Please notify us if your child has any food allergies or dietary restrictions.

**Parents are welcome & encouraged to drop off snacks at the Rec Center for your child. If children continually arrive without a snack parents will be called and asked to bring in food for their child.**

- Snack is scheduled for approximately the same time each day.
- If there are multiple children from one family, please provide each child with a separate snack.
- We will notify you if we are concerned with the nutrition level of your child's snacks.
- PLEASE, do not send candy, soda, or gum with your child, these items will be set aside and sent home.
- Label your child's backpack, snack box, or any other food containers you send.



## **STORAGE FOR PERSONAL ITEMS**

Children will be allowed to store gym only shoes at the Rec Center. All other items must be taken home daily. Lost and found items will be left in a box in arctic entry.

## **GOING OUTSIDE! BE PREPARED!**

When weather is nice, children will be encouraged to spend much of their time outside. Even on slightly rainy days, we will have outdoor activities for at least 30 minutes (minimum). The children will not go outside if the temperature falls below 40-degrees Fahrenheit or if rain and wind conditions are intense. Please send them in layers and with rain gear.

# **BEHAVIOR & SAFETY MANAGEMENT**

This program is for children who are otherwise not allowed in the Rec Center without parent supervision. Participants are expected to follow all SRC Rules specifically as follows:

- **\*During the hours of 3:30-5 pm (2:30-4:30pm on PD days) children in the After School Program are not allowed to come and go as they please. If you are enrolling your child in our After School Program, your child must have a clear understanding that scheduled activities will be taking place wherein they must Participate, Cooperate and have a Positive Attitude (PCPA).**
- Children are expected to remain respectful toward staff and fellow participants.
- For safety reasons, all participants must wear shirts, socks, and **APPROPRIATE GYM SHOES.**
- Rough housing is not allowed (wrestling, shoving, hitting, tripping, etc.).
- All equipment use must be age/weight appropriate and used in a proper manner.
- Equipment must be disinfected and neatly put away by all participants before exiting the facility.
- When a specific rule does not apply, staff have full authority to make a decision that is in the best interest of the facility and safety of members.

**\*This policy is a result of our effort to provide your child with an uninterrupted, consistent, and enriching experience. We have found the constant “coming and going as they please” causes a significant disturbance. Once a child leaves a programmed activity, they need to either be supervised by a parent or guardian to remain in the facility or leave the building for the rest of the day. If your child has other scheduled activities during the program throughout the week, please communicate this to staff so they can make all group transition disruptions minimal.**

**\*\* APPROPRIATE GYM SHOES:** Participants are required to have proper shoes, this is necessary for the various gym activities scheduled each week. For safety reasons and to eliminate many of the conflicts that arise because of this issue we are asking you to send a clean pair of gym shoes (sneakers) with your child. For convenience we have a special area where your child can store their shoes inside the facility.

**\*\*\*FOOD AND BEVERAGE:** Most, if not all, of the children in the program arrive hungry. Please send nutritious foods with your child to snack on. Please talk to your child about items you would like them to avoid and foods that will make them feel healthy and energized!

A child violating these rules is first warned by the staff member on duty. Our basic conflict resolution problem solving policy steps (see below) will be utilized when deemed necessary. If the behavior continues the child must call their parent/guardian to let them know they have been directed to leave the premises for the rest of the day and possibly the next day as well. Staff will contact parent/guardian of the dismissed child to explain the incident and answer questions. This may not always be possible to do at the exact time of incident; however, every attempt possible to discuss the event with a parent or guardian will be made before the end of the day.

## **CONFLICT RESOLUTION POLICY**

Steps to solving a problem:

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

**\* Leader Over-Ride: At any point, the Adult Leader has the option to over-ride the current decision or conversation**

Things to remember:

- Give only ONE warning and be clear about what the inappropriate behavior was
- Do not be afraid to send the child home for the day if behavior is repeated – Children understand when warnings are empty vs. real
- Give the child a chance to explain why they made that choice
- BE CONSISTENT and IMPARTIAL
- Stay cool and calm: keep your emotions in check
- Avoid lecturing or embarrassing the child—discipline in private if possible
- Crying children: ask “What do you need right now?”

## **BEHAVIOR GUIDANCE METHODS**

Behavior management is carried out in ways to help children develop self-control and assume responsibility for his/her actions. Appropriate behavior is positively encouraged and when children get “off track” they are redirected or are provided with positive behavior choices.

If a rule is not followed:

- 1- Verbal warning done in private with the child.
- 2- Schedule meeting with parent
- 3- Action plan and consequences which will be tailored to fit the circumstances and individual needs.  
(A behavioral plan will be created if necessary: addressing the specific inappropriate behaviors and providing examples of appropriate behaviors to be used in similar circumstances in the future).

Children not participating in activities or disobeying the rules and regulations of the facility may be asked to leave. Many kids under the age of 7 are not emotionally ready to handle the stimulation of the program and may need to go home with a parent/guardian if feeling a bit overwhelmed. All parents must have contact information with staff and be available for their child if staff calls.

## SAFETY AT THE REC. CENTER

SRC Staff members encourage and supervise the children to use the equipment appropriately and safely. The outdoor and indoor facilities are evaluated regularly for health and safety maintenance.

Due to the shared use of the Skagway Recreation Center, children will only use the restrooms across from the Rec. Center office and will use the buddy system. Additionally, children will learn and practice the “Stranger Danger” actions to follow if they have an uncomfortable encounter with a stranger (See emergency procedures above and inquire with the program administrator if you have any questions).

The following are NOT allowed in the SRC facility at any time:

- Animals (7 AAC 10.1090). Animals: NONE
- Poisonous Plants (7 AAC 10.1095) Poisonous plants are prohibited.
- Firearms (7 AAC 10.1080). Firearms are prohibited.

## **ENROLLMENT**

### REGISTRATION

Prior to attending the SRC Afterschool Program the Parent/Guardian is responsible for:

- Registration Packet that includes: the financial agreement, snack policy, emergency contacts, authorization to release, and sign in/out procedure.
- Skagway Recreation Center Membership Agreement.
- Payment in full- Monthly or Family Membership that is current. Children’s Punch Pass (10 visits for \$30 – valid only on children’s programming) or \$8 day fee.

All the above items must be on file and all fees must be paid for your child to attend the SRC Afterschool Program.

**Please keep all your documents current. It is the Parent/Guardian’s responsibility to inform SRC staff of phone numbers, new jobs, addresses, people allowed to pick up children, or any other changes to their files.**

**Children will only be released to adults designated on their Child Release Authorization form. Children will not be released to unauthorized persons. Any exceptions must be pre-arranged in writing or verbally (staff documentation) and cleared with SRC Staff**

### WAITING LIST

To ensure the quality of the program, space is limited. Enrollment is on a first come first serve basis and confirmed by payment in full. When possible, parents will be contacted as space becomes available. All paperwork must be on file for child to attend. Payment must be received prior to the day of attendance.

### DROP IN

Depending on availability participants may pay an \$8 per day drop-in fee if space becomes available. All necessary paperwork must be completed and on file beforehand.