

School's Out Parent Handbook

*FUN*damental
healthy me
Get out. Be active. Have fun!

Thank you for choosing Lincoln Parks and Recreation for your child's school's out experiences. This handbook is a guide for parents and caregivers of children and youth enrolled in Before and After School, Kids Days Off, Kids Week Off, and Summer Day Camp programs. The information contained within explains the requirements, policies, and procedures of the City of Lincoln Parks and Recreation Department.

If at anytime you have questions about policies, procedures, schedules, or anything related to our programs, please do not hesitate to contact us! We would be happy to provide a copy of our policies and the licensing regulation booklet upon request.



Check us out at parks.lincoln.ne.gov or call 402-441-7952

City of Lincoln, Parks and Recreation Department

In the past century, Lincoln's park and recreation system has grown to become one of the best in the nation. Yet many don't realize that every day, countless number of people of all ages enjoy Lincoln's 127 parks, 133 miles of trails, seven recreation centers and five golf courses. Studies show that many do not understand the values this brings to our community's quality of life. We feel a responsibility to close that gap—and to inspire more people to learn why a quality parks and recreation system is fundamental to youth development, active living, neighborhoods and families, special places and community events, and economic development. Most of all, we want to inspire you to enjoy the opportunities we offer. To do this in a cost-efficient and accessible way, we have a Web site that will connect you to everything you'd like to know about parks and recreation in Lincoln.

You can find a park, see a trails map, check pool hours, sign up for a tee time, buy a tribute brick and register for one of our many programs online. Virtually everything about our parks and recreation system is at your fingertips. Please check out our website at parks.lincoln.ne.gov and discover why Parks and Recreation is FUNdamental to Lincoln!

Lynn Johnson, Director
Lincoln Parks and Recreation Department
3131 "O" Street, Suite 300
Lincoln, NE 68510
402-441-7847

PROGRAM LOCATIONS AND CONTACT INFORMATION

Lincoln's public recreation centers are owned and operated by the City of Lincoln Parks and Recreation Department. Recreation programs and services are offered for all ages and abilities, although this handbook speaks specifically to programs offered for school aged children in our School's Out programs. Below is a list of City facilities, addresses and phone numbers. Please feel free to contact any one of our centers with questions about programming or if you'd like to tour our facilities.

Belmont Recreation Center
1234 Judson Street
Lincoln, NE 68521
402-441-6789

F Street Community Center
1225 F Street
Lincoln, NE 68508
402-441-7951

Calvert Recreation Center
4500 Stockwell Street
Lincoln, NE 68506
402-441-8480

Air Park Neighborhood Center
3720 NW 46th Street
Lincoln, NE 68524
402-441-7876

Bethany Park (Summer)
North Cotner and Vine
Mailing address 1225 F Street
Lincoln, NE 68508
402-441-7952

Irving Recreation Center
2010 Van Dorn
Lincoln, NE 68502
402-441-7954

The City of Lincoln also provides programming at the school sites listed below:

Goodrich Middle School
4600 Lewis Ave
Lincoln, NE 68521
402-441-4601

Everett Elementary School
1123 C Street
Lincoln, NE 68502
402-560-2569

McPhee Elementary School
800 Goodhue Blvd
Lincoln, NE 68508
402-416-1955

DESCRIPTION OF SERVICES

Activities are safe and FUN and offer opportunities for social interaction and skill development. Our trained and knowledgeable staff teach teamwork, appropriate social behavior and how to make leisure time positive whether it's individually or in a group setting. Adult staff actively lead and supervise programming. Our programming includes academic support, sports skills, games, arts, crafts, nature activities, cultural celebrations, stories, music, songs, social skill development, and computer skills. Participants will experience recreation and leisure skill building, physical fitness through active play, social development, nutrition education and nature interaction.



Parents and participants can expect:

- A focus on large and small group games and active play
- Skill building with challenging activity levels
- Site-based activities and city wide field trips
- Exploration of individual interests through a wide range of activities
- A 1:15 ratio of staff to youth

Our partnerships with Nebraska Game and Parks Commission, Lancaster County Extension 4-H Youth Development, Woods Tennis Center, and Lincoln Yoga Center allow us to offer experiences in archery, tennis, yoga and a variety of other special interest activities. Our programs utilize outdoor areas, including public parks and playgrounds, swimming pools, public green spaces and school playgrounds.

REGISTERING FOR PROGRAMS

All programs can be found online at parks.lincoln.ne.gov. Navigate to the designated location and complete the registration process. In addition to the online registration, we have additional

paperwork to complete. You can also register by visiting a center and completing the paperwork on site. If you are participating at a location that is not attached to your child's home school, we will need a copy of their immunization record as well.

EXPECTATION OF PARENT/GUARDIAN

The Parks and Recreation Department has put in place policies, procedures, waivers, and permission requests to help ensure the health and safety of all who participate in programs and the staff who work with your children. All licensed recreation programs must follow the regulations set forth by the Nebraska Department of Health and Human Services. The goal is to create a safe and fun program for your child. By supporting your center and following the policies and procedures, you will help create a meaningful experience for your child and all who are involved in the program.

Parent/Guardian Expectations are as follows:

- All forms must be completed
- Families must read, understand, and follow written policies
- Each parent/guardian must review the policies with their child
- Parents/guardians will support the policies of the program

This includes and is not limited to the items listed below:

1. Each parent/guardian will read, complete, and return the written receipt of the Parent Information Brochure provided by the Department of Health and Human Services
2. Parents/guardians will be expected to sign children in and out each day
3. All contact information will be kept current
4. There must be a phone number where program staff can immediately contact someone to arrange for the pick up of ill children within one hour of notification
5. Parents/guardians will make sure their children/youth wear proper footwear and clothing for active play
6. Each participant will be picked up by 6:00pm. If your child is picked up after 6:00pm, you will be charged a late fee. This fee must be paid upon pickup. Late pick up fees are outlined in the Payment Policy section of this handbook.

PAY ONLINE



You can make your payment online with a credit or debit card. Go to parks.lincoln.ne.gov, click the green "ePay" button, and select Parks and Recreation Programs & Classes. Sign up for a free MyInterline account and create a Parks and Rec client profile for your family members. If you have ever paid your water bill, pet license, or a parking ticket online, you already have an account. Call us if you need help!

PAYMENT POLICY

The City of Lincoln is dedicated to providing safe and supportive programming to the children and families served in our recreation centers while keeping program fees affordable.

1. Fees are charged on the basis of full-time enrollment. The fee is the same if a child is ill, out-of-town, suspended, or out for any other reason.
2. We require payment for programs on the following terms:
 - Before and After School:** Payment is due on the first day of the month. A nonrefundable \$1 enrollment fee is required for each month if registering online. The first full month's fee is due upon registration if registering by mail or in person.
 - Kids Day Off/Kids Week Off:** A nonrefundable enrollment fee is due at the time of registration for each program date indicated. The remaining balance for each program date is due one week in advance.
 - Summer Day Camp:** A nonrefundable enrollment fee is due at the time of registration for each program week indicated. The remaining balances are due according to the payment schedule on the registration form.
3. We accept cash, checks, credit and debit cards, and money orders and will provide you with a receipt upon request.
4. In the unforeseen event of a returned check, future payments must be paid by cash, credit card, or money order.
5. Five days written notice is required to cancel a program. The written notice will be dated and filed by staff. Failure to provide 5 days written notice will result in full charges for the cancelled program. This includes families who qualify for Title XX assistance.

- 6. Families with a past due balance may face possible termination of services. Families with past due fees may be turned over to the City Attorney’s Office. You will not be able to enroll in any Parks and Recreation program until payment is received or a payment plan is approved.
- 7. If your child is picked up after our scheduled closing time, a late fee of \$5.00 will be charged for every 15 minutes your child remains at the program after closing time. This fee must be paid upon pickup.

If you are participating at a program that accepts DHHS child care assistance (such as Title XX), we must receive notice of the authorization of payment before your child will be registered. Families must pay the difference between what is billed to DHHS and our approved rate if they attend more than authorized, or attend less than authorized.

ILLNESS EXCLUSION POLICY FOR CHILDREN AND YOUTH

Lincoln Parks and Recreation is committed to keeping the spread of illness to a minimum, and we take the following steps to do so:

- Participants are encouraged to wash hands throughout the day, after using the restroom, before eating meals and snacks and after playing outside.
- Equipment is disinfected on a regular basis.
- Parents are notified of any communicable disease outbreak at the program.
- Strict and consistent enforcement of our criteria for excluding participants due to illness.

Please do not send your child to the program if the following signs of a possibly contagious illness are present. Children who exhibit the following signs of a possibly contagious illness will be excluded. A parent will be called to pick up the child. Due to the additional care required when a child is ill, we request parents pick up their child within one hour.

PARTICIPANTS WITH THE FOLLOWING SYMPTOMS MUST BE EXCLUDED:

- Vomiting** 2 or more times in the past 24 hours
- Fever** Temperature above 100°F and behavior change or other illness symptoms (e.g. sore throat, rash, vomiting, diarrhea, etc.).
- Rash**
 - With fever or behavior change – until a physician has determined the illness is not contagious.
 - Chickenpox – until all lesions have dried or crusted.
 - Impetigo (symptoms include blisters/sores on the face, neck, and/or hands) – until 24 hours after treatment has been started.
 - Mouth sores with drooling.
 - Head lice or ringworm until after the first treatment.
- Diarrhea**
 - When a watery stool causes an “accident” or
 - If the frequency of watery stools exceeds two stools in the past 24 hours.
- Not Feeling Well** Any child who requires more care than can be given by staff in a group setting or a child who is unable to participate in regular daily activities.

Returning to the program: Following exclusion, participants will be readmitted to the program when they are able to participate in regular daily activities and have been on appropriate medication or symptom-free without medication for at least 24 hours.

There may be times when it is necessary to present a doctor’s note to indicate an illness is not infectious. Staff may recommend or request that you consult with your child’s physician. The final decision on whether to exclude a child is made by the director.

DISCIPLINE POLICY: Our expectations for behavior: Be safe. Be respectful. Be responsible.

We use the Standard Discipline Policy of the Parks and Recreation Department. Please review this policy with your child. Every effort will be made to resolve behavior problems, but please be aware that if there are continuous or serious behavior issues your child could be suspended. If suspension becomes necessary, parents will be contacted the same day. We appreciate your support in managing behavioral issues.

When there is an infraction of rules, we issue a warning and encourage children to continue playing or ask them to take a time out, and then resume play.

- If disruptive behavior continues after one time out, the child is given a second time out and then may resume play.
- If disruptive behavior continues after two time outs (or refusal to go to a time out) the child may be suspended for the rest of the day or for the following day. Parents will be contacted.

The above process will be used again if there is a second incident of continued disruptive behavior. If a second suspension is necessary, it will again be for the rest of the day or the following day.

If a third suspension is necessary, it will be for one week. A fourth suspension will again be for one week. An additional suspension could be for 30 calendar days or to the end of the program depending on the incident.

Please note – Every situation is unique and we reserve the right to work through the steps of this policy at an appropriate rate for the situation. We take physical aggression very seriously and is grounds for automatic suspension.

PICK-UP AND IDENTIFICATION

Parents must sign out their child. We will only release children to authorized people as listed on their Participant Information Form. IDs will be checked when a staff does not recognize the person picking up a child. If someone out of the norm will be picking up your child, please call the center to inform the staff.

MEALS AND SNACKS

During Summer Day Camp, we partner with the Lincoln Lancaster County Health Department (LLCHD) to provide breakfast and lunch. LLCHD determines which centers they partner with depending on neighborhood demographics. The Health Department oversees the menu, preparation and delivery of the meals to participating centers. These meals are optional for families

and there is no fee for these meals. **If your child attends a center without this service or your child chooses not to eat the meal provided, you are responsible for supplying a sack lunch for your child.** Please help your child be prepared to meet the physical demands of long, active, and fun days at camp by providing balanced meals that meet USDA nutrition guidelines (refer to choosemyplate.gov for tips). Campers should bring meals in insulated containers with self-contained cold packs.

Parks and Recreation sites offer snacks to your child during the summer, on non school days and after school at no additional fee to you. All snacks meet the USDA food requirements.

FIRST AID/CPR

Our staff is trained in First Aid and CPR by the American Red Cross (or equivalent). This training includes preventing, recognizing, and properly responding to emergencies.

WHAT TO LEAVE AT HOME

- Cell phones—If a parent prefers their child bring a cell phone, it **MUST** remain with the child's personal belongings. Messages can be left for participants by calling the program.
- Handheld video games and electronic tablets and e-readers
- Trading cards and games
- Money, valuables and sentimental items.

Lincoln Parks and Recreation is not responsible for lost or stolen items.

OTHER IMPORTANT DETAILS

- Children must be able to participate successfully in a 1:15 staff to youth ratio.
- Parent visits: Parents are welcome and encouraged to visit our programs. Please sign in first at the service counter.
- Medication: If your child will be taking medication while in our programs (prescription or over the counter), you must complete a Medication Consent Form. All medication is kept secured in a designated location and must be checked in at the service counter. Medications that are used on an "as need-

ed” basis require a note from a medical professional describing the symptom(s) and dosage.

- Absence or illness: Please notify staff if your child will be absent. Refer to our Illness Exclusion Policy for Children and Youth for information about when to keep your child home.
- Clothing: Participants should come dressed appropriately for physical activity, including comfortable tennis shoes (no Heelys), and the day’s weather.
- Lost and found: Please check the lost and found area regularly. Unclaimed items are donated to local charities.
- Dangerous Situations: We follow the same procedures as Lincoln Public Schools, the Standard Response Protocol of Lockout, Lockdown, Evacuate and Shelter.

SUGGESTIONS AND CONCERNS

We do our best to make sure your family has the best possible experience. If you ever have any suggestions or concerns about the Lincoln Parks and Recreation program, center staff is available to visit with you. If you do not feel the response is satisfactory, please visit with the director.

