

H.A.P.P.Y. Kids

Out of School Time Programs

Parent Handbook

After-School Care and SODC

**Rogers
Activity
Center**
A Partnership with the City of Rogers



better beginnings

EVERY CHILD DESERVES OUR BEST



Rogers Activity Center

The primary goal of the Rogers Activity Center is to provide a wholesome recreation facility for all. The Rogers Activity Center serves as a fun, recreational outlet for creativity and youthful energies and ideas. The RAC is a facility that can give its citizens an opportunity to grow in many ways – to provide challenges, to give direction, and offer participants the most opportunities to maximize their potential, in the community and in life.

315 West Olive St.
Rogers, AR 72756

479-631-0336

www.rogersrecreation.com

**Rogers
Activity
Center**
A Partnership with the City of Rogers





Welcome to the Rogers Activity Center H.A.P.P.Y Kids Childcare programs. Our goal is to provide a quality program that includes a variety of activities including: arts and crafts, sports, games, homework assistance, healthy snacks, and time with friends. We want to provide the opportunity to try new things, excel in old favorites, and make new friends.

Your child's safety is our number one priority; therefore all our staff members are CPR certified and know basic First-Aid. We are a DHS Licensed facility and follow all the guidelines mandated by DHS. We are also Better Beginnings Certified.

After-School Care provides structured time which allows for homework, outdoor play, sports and more. Children will receive an afternoon snack upon arrival.

School's Out Day Camp involves outdoor playtime, field trips, arts and crafts, sports and time with friends. A morning and afternoon snack will be provided by the Rogers Activity Center during the program. Parents are required to provide a sack lunch for each day your child attends.

Registration Information

Children must be registered and have a current RAC membership before they can attend any H.A.P.P.Y Kids Childcare program. Registration forms can be picked up at the RAC front desk or printed from our website www.rogersrecreation.com No online registration is available for childcare programs. It is very important that we maintain up-to-date records of contact and emergency information on each child attending any childcare programs. Please notify us of any changes in residence, telephone numbers, medication, health etc. by completing the Addition/Information form in the back of this handbook (also available online and at our front desk).

Payment Information

Payment for School's Out Day Camp (SODC) is due at registration for all selected dates. Payment for the first week of After-School Care (ASC) is due at registration; balance will be placed on a payment plan with payments due each Friday. **Monday payments will be considered late and a \$20 late fee will be assessed.** Regardless of how many days a week your child attends, you are required to pay the full weekly fee. If your child does not attend for a week for any reason, other than written cancellation, you are still responsible for payment for that week. Please do not send any payments with your child. Auto payments are also available and can be setup at the front desk at any time. You can pay online as well however; there is a fee for the service.

We have a **No Refund - No Transfer** policy that will be enforced.

Returned Check Policy

A handling fee of \$30 will be charged on all returned checks and the account will be placed on a “cash only” basis. Please write your date of birth and driver’s license number on your check. Staff is required to see driver’s license every time you pay with a check.

Late Fee Policy

All After-School Care payments are due on ***Friday*** for the next week your child attends. On Monday we will assess a **\$20 late fee** to payments. Continued participation in the program will require that your financial account be in good standing. See cancellation policy.

Cancellation Policy

To cancel After-School Care, you must give **2 weeks written notice for cancellation**. (Cancellation form attached and available at front desk and online) Payment is required for all weeks your child is registered without written cancellation, whether your child attends or not. Cancellation notice must be turned in at the front desk or by emailing it to the Childcare Director at mheyms@rogersar.gov. We encourage you to request a “read receipt” when emailing the cancellation form.

Paid School’s Out Day Camp days cannot be cancelled due to our No Refund- No Transfer policy. If the RAC cancels SODC due to weather or registration requirements not being met, your account will be credited with the amount you paid.

Better Beginnings Certified

As a Better Beginnings Certified facility we have guidelines to follow and criteria to meet. Your child will experience a more educational, but fun, childcare program while becoming a responsible youth with growing self-esteem.

If your child participates in the After-School Care program it is important for your child to stay as long as possible every afternoon to gain the full benefit of our after school program. We understand that it is not always convenient or possible to pick your child up later in the afternoon. Every minute your child participates is important.

Questionnaires and Surveys

Your participation in our questionnaires and surveys is greatly appreciated. By doing these we gather vital information for grant applications which enables us to keep programs affordable for everyone. We also use the information from the surveys to improve the

H.A.P.P.Y Kids Childcare programs. We appreciate input from all of our parents as well as campers.

Hours of Care/ Late Pick-Up Policy

Our After School Program hours are 2:45 p.m. to 6:30 p.m. and School's Out Day camp hours are 6:30 a.m. to 6:30 p.m. Children cannot be dropped off before 6:30 a.m. since there will not be any supervision available.

Parents whose children remain past 6:30 p.m. will be charged a \$5.00 per minute late fee that must be paid before the child can attend the next day. Consistently late pick ups could result in termination of your enrollment.

Camp Communication

Changes to schedules, as well as FUN pictures and announcements will be posted on our website www.rogersrecreation.com and social media. Some changes to the schedule will be made without notification due to circumstances beyond our control such as weather. Please "like" us on Facebook (Rogers Activity Center), follow us on Twitter (Rogers Activity Center@RogersActivity) or follow us on Instagram (rogersactivitycenter) for updates, changes, and announcements.



Inclement Weather Policy

If school is out or lets out early, the After School Program will be cancelled as well. If the weather gets bad when the children are already in our care for any childcare program, we will contact all parents to come pick up their children immediately. If the RAC closes on a day that School's Out Day Camp was scheduled, camp will be cancelled and we will credit your account for the amount for that day.

In case of a tornado the children will be taken to a shelter inside the building. If we ever need to evacuate the building, the staff will notify parents as soon as the children are at a safe location. We will also post a note on the door with the name of the safe location where the children are located.

In the event of a fire, the children will be moved to a safe location on the RAC premises and staff will contact parents as soon as all the children are at a safe location.

On extremely hot/cold days the children will stay inside and use the gym for physical activities. Water is available to the children at all times.

Health Requirements

Parents of children, who become ill while in our care, will be contacted and the child must be picked up promptly. Children will be sent home for the following:

- Oral temperature 101 degrees or greater
- Vomiting once
- Liquid stools
- Body rash
- Uncontrollable and persistent cough
- Sore throat if associated with fever or swollen glands in the neck
- Appearance of acute illness or complaint of severe pain

Until the parent arrives, the child will be excluded from activities with other children. The child will rest in a quiet, but visible area, away from the rest of the children. All minor scrapes and scratches will be treated by staff and reported to parents at the end of the day.

Medication

Please do not send any medication with your child to any of our childcare programs. If the child needs medication while in our care, it must be checked in with the Program Director. The parent needs to complete a medication permission slip, which will be provided upon request. All medication must remain in the original container, with the child's name, medicine name, date prescribed, and time of day the child should take the medicine. Children cannot keep any medication with them. We will keep Acetaminophen on hand for minor issues (headache, ear ache etc). We will only administer to children who have a signed permission form on file. Parents will be informed if medication was administered.

If your child attends After-School Care at the RAC and we need to pick up medication from the school nurse, please email a permission note to mheyne@rogers.gov. Any leftover medication should be picked up on the last day of the program or within one month of the last day of the program. All medications left after one month, will be properly disposed of.

If your child has a food allergy and needs food substitutions, you must provide a doctor's note for food substitutions (same as in school).

Manners

All children need to follow basic courtesies! This includes table manners, politeness and respect for equipment and facilities. Please make sure your child understands the importance of following rules and directions given by staff in order to keep all safe. We realize kids will be kids, but one of our goals is to help them grow into responsible individuals.

Administration

As a licensed day care facility we must inform you that children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent).

Discipline Policy

In the H.A.P.P.Y. Kids Program, discipline is not viewed as punishment, but as a means of teaching the children what is acceptable behavior. Our goal is to help each child develop the inner control needed to function as positive, productive individuals.

The following behaviors are considered inappropriate/severe and may result in immediate expulsion or suspension without any prior offenses:

- **hitting, biting, kicking, throwing, or any other physical action that may cause harm to any other child or adult;**
- **use of obscene language, spitting or other forms of verbal abuse or degradation by children directed at other children or staff;**
- **repeated refusal by a child to comply with the rules and/or failure to listen to staff; and**
- **any behavior that is potentially harmful to himself/herself or leave any marks on other participants.**

One acceptable disciplinary technique used in our program is “time out.” Time out is temporary removal of a child from a stressful situation and results in the child sitting in a special place for a number of minutes equal to the child’s age. Other methods include limited participation in an activity, written communication with parents as to why the behavior was inappropriate, and contacting parents. Participants may receive up to 3 disciplinary reports. The consequences are as follows:

- **The result of the 1st report will include a discussion with the Program Director.**
- **The 2nd report will result in a one day suspension from the program.**
- **Possible expulsion will be the result of the 3rd report.**
- **Parents will be asked to sign each report and will be provided with a copy of the report.**
- **In the event of an inappropriate/severe offense (as listed above) your child may be expelled or suspended from the program immediately.**

Humiliating or frightening punishment of a child is strictly forbidden. This includes physical punishment.

How Parents Can Be Helpful

Please impress upon your child(ren) that this is a special program designed to meet his/her needs and interests. Cooperation and teamwork are vital for safety and fun.

- 1. Please label all of your child’s belongings.**

2. Children are not to bring personal items to any of the childcare programs such as toys, electronic games, cell phones, iPads etc. *We are not responsible for any misplaced, damaged, or stolen items.*
3. Remind your child(ren) to always be respectful to other children in the program, staff, and equipment.
4. Carefully look over the payment policy and note that the parent/guardian must come in to the front desk to make the payment. This will help ensure the correct information is gathered and a receipt will be printed to show the payment was received. *To speed up the payment process, have your Drivers License Number and Date of Birth written on your check and have your Drivers License ready for the staff.*
5. ***Note the cancellation policy!*** If your child will not be attending the after-school care program, fill out the cancellation form and submit it at the front desk of the RAC, **two (2) weeks in advance**. Failing to do so will result in the parent being charged for those weeks. **See cancellation form on the last page of this handbook.**
6. The RAC have a No Refund – No Transfer policy which has been in effect since December 2006.

Sunscreen

Sunscreen will be available to all children on hot days, during outside activities. We will follow sunscreen requirements as indicated on your child's registration form.

Compliance

Each Department of Human Service visit has recorded information about each quarterly visit. These notices are available upon request to the parents.

Questions

As always, if you have any questions, suggestions, or would like to visit, we would be happy to answer those questions or listen to what you have to say. You can schedule an appointment to visit with the Program Director by phone 479-631-0336 x2505 or email mheyms@rogersar.gov

H.A.P.P.Y. KIDS AFTER-SCHOOL PROGRAM CANCELLATION FORM

Child's Name: _____

Date of Notice: _____

Last Day Child Will Attend: _____

Reason:

Parent's Signature: _____ **Date:** _____

Staff Initial: _____

H.A.P.P.Y Programs
Parent Survey
Start of school year

Welcome to the new school year! Please take a few minutes to answer these questions so that we can better help your child.

Parent Name: _____ Child Name: _____

Tell Us About Your Child

What is the most important think we should know about your child's hobbies/interests, likes/dislikes?

Is there a special Activity that you and your child participate in together?

Do you have a set time for reading with your child?

Does your child enjoy reading and writing?

What does your child like to read?

What would you like your child to improve on this year?

Does your child enjoy participating in the program?

TURN OVER



Does your child feel safe when participating in the program?

Do you feel that your child receive adequate homework assistance during the program hours?

My child learns best when

My child does not like it when

What is your child's strongest subject in school?

What is your child's weakest subject in school?

What is your child's strongest personality trait?

What is your child's weakest personality trait?

Is there anything else you would like to tell us that will help us make this a successful year?

Parent Name: _____ **Signature:** _____

Date: _____

The following information is requested to enhance our ability to secure funding that will allow our programs to stay affordable and accessible to all. Please take a few minutes to complete this information.

Child's Age: _____

M ___ F ___

Single Parent Household: YES NO FOSTER

Child Lives with _____

Annual Household Income:

___ Less than \$19,999

___ \$20,000 to \$39,999

___ \$40,000 to \$59,999

___ \$60,000 to \$79,999

___ \$80,000 to \$99,999

___ \$100,000 to \$129,999

___ \$130,000 to \$149,999

___ \$150,000 +

Ethnicity:

___ Caucasian/White

___ Latino

___ African American

___ Multi Racial

___ Asian/Pacific Islander

___ Arab American

___ Native American

___ Other

If this program was not available, what would your child do after school?

___ Stay home alone

___ Stay home with a babysitter or other family member

___ Attend a different program

___ Other _____

Has any other immediate family member ever participated in any Rogers Activity Center childcare opportunity?

___ Yes

___ No

Please take a moment to share the experience:

City of Residence:

___ Bentonville

___ Elkins

___ Bella Vista

___ Farmington

___ Decatur

___ Fayetteville

___ Gentry

___ Lincoln

___ Gravette

___ Prairie Grove

___ Lowell

___ Springdale

___ Pea Ridge

___ Tontitown

___ Rogers

___ West Fork

___ Siloam Springs

___ Other _____