

# REC CENTER POLICIES AND PROCEDURES 2018-2019

## HOURS OF PROGRAM

The Rec Center at Giant Steps is available Monday- Friday from 3:00 pm – 6:00 pm and one Wednesday a month from 1:45pm – 6:00pm. These hours are available August – June during the regular school year. Holiday Camp hours are 9:00am-3:00pm and ESY After School hours 1:00-5:00pm.

## SESSIONS

**Session 1:** August 20th- November 16th

**Camp 1:** Thanksgiving Camp, November 19th, 20th, 21st

**Session 2:** November 26th- December 21st

**Camp 2:** Winter Camp, December 26th, 27th, 28th

**Camp 3:** Winter Camp, January 2nd, 3rd and 4th

**Session 3:** January 7th- March 22nd

**Camp 4:** Spring Break March 25th, 26th, 27th, 28th

**Session 4:** April 1st- May 29th

**Camp 5:** June 3rd, 4th, 5th, 6th

**Camp 6:** June 10th, 11th, 12th, 13th

**ESY After School:** June 17th- July 26th

**Camp 7:** July 30th, 31st, August 1st, 2nd

**Camp 8:** August 6th, 7th, 8th, 9th

**Early Release Days Only, Wednesdays:** September 5th, October 3rd, November 7th, January 9th, February 6th, March 6th, April 3rd, May 1st

## BILLING

Rec Center assesses fees per session for after school programming and ESY. Sessions vary in length (5-13 weeks). You may choose 1-5 days per week, or Early Release Days Only as the days you are committing to for the entirety of the session. Please see attached Fee Schedule and billing template for details. **Each week of your session will be billed via Infinite Campus online payment system and full payment must be made before your participant can start the next session, attend Holiday Camp or ESY After School programming.** Payment for camps is due upon registration. No refund will be offered for missed days.

## DROP-IN RATE

There will be allowances for emergency or last minute situations in which you may need to use Rec Center outside of your scheduled days,. To schedule a “drop-in” day, please notify the Rec Center Manager at least 48 hours in advance and complete necessary registration packet information. This rate is billed hourly, although it is a higher rate than our sessions. Please see attached Fee Schedule for details.

## PICK UP/DROP OFF

All participants in the Rec Center After School Program must be picked up **no later** than 6:00 pm. If, for any reason, you or the designated person responsible for picking up the participant will be late, you must notify the Rec Center by phone (630) 360-3072. A pick up after 6:00 pm will be charged the hourly drop-in rate as well as a late fee of \$25.

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## **ABSENCES**

If the participant is unable to attend the After School Program on a scheduled day, please notify the Rec Center as soon as possible. Please call the Rec Center Manager at (630) 360-3072.

If the participant is transported by bus or taxi, it is the parent/guardian's responsibility to notify the company of the absence. No refund will be offered for missed days.

## **HEALTH POLICY**

Participants should not attend the Rec Center Program if they are experiencing a significant illness. If your participant is experiencing any of the following symptoms, he/she should be kept home:

1. If a rash is present that has not been evaluated by a physician.
2. If his/her oral temperature exceeds 100°F. A participant with a fever should remain home for 24 hours after the temperature returns to normal, without temperature reducing medications.
3. If he/she vomits.
4. If he/she complains of or demonstrates severe, persistent pain, the symptoms should be referred to a physician for evaluation.
5. If he/she shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with his/her ability to participate in the program, or if he/she displays cold symptoms that cannot be contained (e.g., sneezing, runny noses, etc.) or presents as such that the spread of his/her infection to other participants and/or staff cannot be prevented.
6. If there are signs of conjunctivitis ("pinkeye"). The participant should be evaluated by a physician and only after he/she has been on medication for conjunctivitis for 24 hours may he/she return to Rec Center programming.
7. If there are open sores that have not been evaluated by a physician.
8. If there are signs of an infestation of lice (e.g., nits in the hair, itchy scalp, etc.). The participant should be evaluated for treatment.
9. If he/she is experiencing diarrhea for any reason.

If a participant demonstrates any of the aforementioned symptoms at the Rec Center, the parent/guardian or emergency contact(s) will be notified to pick up his/her participant. It is important that parents/guardians adhere to these guidelines. Participants who are ill must be kept home for 24 hours after symptoms cease to reduce the likelihood of exposure and ensure the health of all of our participants and staff.

## **ALLERGY AND SEIZURE DISORDERS FORM**

The *Rec Center at Giant Steps Allergy and Seizure Disorders Form* must be completed and on file for all participants. This form must be submitted **before** the participant can attend Rec Center programming. If the participant requires medication to be administered in the event of exposure to an allergen or a seizure, a physician must complete the *Rec Center at Giant Steps Medication Administration Form*.

## **EMERGENCY MEDICAL CARE**

By initialing the bottom of this page, you are authorizing the Rec Center at Giant Steps to secure Emergency Medical Care for the aforementioned participant when you cannot be immediately reached at the time of the emergency. You will be responsible for the emergency medical charges upon receipt of the statement.

## **PRESCRIPTION MEDICATION**

Any prescription medication(s) that needs to be administered during the After School Program at Rec Center must have an accompanying *Rec Center at Giant Steps Medication Administration Form*

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completed and on file **before** medication will be administered at Rec Center. Medication Administration Forms on file with the Day School are **NOT** transferable or valid for Rec Center programming. The student's physician shall provide written orders detailing the student's name, name of the medication(s), dosage, route of administration, time interval for administration, and any possible side effects of the medication(s). This is inclusive of epipens, inhalers and emergency medication. All prescription medication(s) must be in the original container, labeled by the pharmacy or physician, and must have a current date. All medication(s) will be kept in a locked storage cabinet.

### **NON-PRESCRIPTION (OVER-THE COUNTER) MEDICATION**

Any non-prescription (over-the-counter) medication(s) that needs to be administered during the After School Program at Rec Center must have an accompanying *Rec Center at Giant Steps Medication Administration Form* completed and on file **before** medication will be administered at Rec Center. Medication Administration Forms on file with the Day School are **NOT** transferable or valid for Rec Center programming. Over-the-counter medication(s) that are to be given for more than one day require the signature of a physician. All over-the-counter medication(s) must be sent in the original container with the name and label. All medication will be kept in a locked storage cabinet.

### **SNACK**

There will be an opportunity for participants to have a snack during the after school program, during camps and ESY. **Please send in a nutritious snack each day that the participant is attending.** There are refrigerators, freezers, cabinets for food storage, and microwaves available to participants. Please feel free to send in food in bulk as it can be stored. Be sure to label the foods with the participant's **first and last name**. If your child is on a restricted diet and/or has food allergies, please indicate the specifics within the registration packet and the medication forms (as needed for administration of prescription and/or non-prescription medications).

### **PERSONAL ITEMS**

Each participant should have an extra set of clothes that remain at Giant Steps in case he/she should need to change clothing. Please ensure that these clothes are clearly labeled with the participant's **first and last name** and are seasonally appropriate. Please be sure to include socks, underwear, shirts, and pants/shorts. If your child wears pull-ups or diapers, please send an appropriate supply of diapers and wipes.

### **COMMUNITY OUTINGS**

By initialing on the bottom of this page, I authorize the Rec Center at Giant Steps to take my participant on regularly scheduled community outings (i.e., library, community parks, theater, grocery stores, etc.) via walking, Giant Steps' minivan, Giant Steps' 15 passenger van, or school bus. I/we understand all such trips are under the supervision of Rec Center staff members (professional/paraprofessional) and that health and safety precautions are taken as appropriate. If there are any personal items (e.g., bathing suit, towel, etc.) needed for a specific community outing, you will be notified by Rec Center staff.

### **PHYSICAL MANAGEMENT AND SECLUSION**

Giant Steps bears the responsibility of protecting the safety, health, and welfare of the students, staff, and property of the organization as well as maintaining a safe learning environment. Therefore, it may be necessary at times to physically manage or remove a student into an isolated area when the student's conduct affects the well-being of the school. The criteria for use of seclusion/isolated time out and/or physical management is a student/participant displaying continuous physical aggression, continuous self-injury and/or continuous high magnitude disruption. Such techniques are used to the extent that is necessary to preserve a safe learning environment and to preserve the safety of the students, staff, and/or

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others in the environment. Neither seclusion/isolated time out nor physical management procedures shall be used as a form of punishment.

Giant Steps utilizes the Professional Crisis Management (PCM) system to proactively and reactively manage student behavior. PCM utilizes strategies based on scientifically verified principles, addresses a wide range of behaviors, and limits its application to individuals with special needs. PCM provides staff with a continuum of physical procedures and techniques that can be used to intervene in a crisis situation. All of the procedures have been designed to maintain human dignity and to avoid awkward positioning and physical pain. The crisis prevention component of PCM teaches a variety of nonphysical and verbal strategies for the prevention of crisis situations. Based on a teaching and learning model, it integrates smoothly and complements the intervention strategies currently utilized at Giant Steps.

If the physical component of PCM is used to maintain safety, a PCM documentation form is completed and the incident is kept on record. Parents are notified by a phone call or note from the classroom teacher or therapist involved in the incident requiring PCM. Additional data pertaining to the incident may be kept in the classroom data binder. Patterns in behavior are examined and proactive behavior management strategies are consistently implemented throughout each classroom and therapy session. Some examples of proactive strategies commonly used at Giant Steps include programming and treatment modifications, reward systems, sensory diets, limit setting, environmental changes, etc.

Giant Steps staff are not permitted to lift students/participants from a lying or seated position on the ground into a standing position (with the only exception being in a situation of imminent danger) in order to maintain safety for staff and students, as well as to maintain the integrity of the use of physical management by using it during crisis situations only.

#### **SUNSCREEN/BUG REPELLENT**

Weather permitting, participants are exposed to a variety of settings (e.g., Giant Steps' playground, parks, walks, community outings, etc.) that pose the potential for prolonged exposure to the sun and insects. Parents/guardians have the option to provide sunscreen and/or bug repellent that Rec Center staff can apply **given a participant-specific, labeled bottle.**

#### **PHOTO/VIDEO RELEASE**

By initialing on the bottom of this page, I give permission for my participant to be photographed and/or videotaped at Giant Steps for promotional use. Photos/videos will be used either onsite or offsite for professional development, educational programming and/or training purposes, and promotional purposes for Giant Steps or the Rec Center at Giant Steps. I understand that only a complementary picture of my participant will be submitted and his/her last name will not be used in the photograph.

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