Rec Kids After School Program Parent
And/or Guardians’ Manual

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Welcome to our affordable, flexible, one of a kind After Care program for children. REC Kids is an afterschool program offered by Southeastern Louisiana University’s Department of Recreational Sports and Wellness Youth Programs. Our program structure is to keep kids actively engaged. The purpose of this manual is to give you, the parent or guardian a better understanding of our Rec Kids after School Program, which includes our goals, registration procedures, rate and payment information and most importantly the safety and well-being policies for your child. Should you have any further questions after reading through our manual, please feel free to reach out to any of our staff. Recreational Sports and Wellness reserves the right to make changes to our program at any time, we will try our best to give prior notification when possible.

THE GOALS OF REC KIDS AFTER SCHOOL PROGRAM

- To help children develop to their fullest potential
- To promote the values of living an active, healthy, and nutritious life
- To help children gain social skills
- To promote the values of caring, honesty, respect, responsibility and hard work

REC KIDS AFTER SCHOOL REGISTRATION

Our program is available for all students' ages 5-12 years of age, or Kindergarten-6th grade. A parent or guardian must fill out the registration packet for each child enrolled in the program. This packet will be valid for one year. Please be advised that we have a nontransferable and no refund policy. All student registration packets are securely stored.

REC KIDS’ FEE AND DATES FOR SCHOOL YEAR 2017-2018

We have a nontransferable, no refund policy. All packets are securely stored.

1) There is a once an academic year nontransferable, nonrefundable $20 registration fee for enrollment into the REC Kids Program

2) Rec Kids after Care Program has a daily flat fee of $10.00. The fee is assessed once a REC Kids counselor signs in your student at pick up in the gym of the SLU Lab School. (approximately 2:15 PM)

3) There will be an additional $5 late pick up fee charged for parents picking their student up after 5:45 PM. All students MUST be picked up by 6:00 PM.
4) All day service (8:00 am – 5:45 pm) will be included in the $10 daily fee
   • School Holiday (Friday, October 6)
   • Professional Development Days: (Monday, October 16, Friday, January 12, and Monday, March 19)

5) School half days will be included in the $10 daily fee

6) Service will not be provided on these holidays:
   ▪ Labor Day (Monday, September 4)
   ▪ MLK Day (Monday, January 15)
   ▪ Thanksgiving (Monday-Friday, November 20-24)
   ▪ Christmas (Monday-Monday, December 25-January 1)
   ▪ Mardi Gras (Monday-Wednesday, February 12-14)

7) Camp Rec fees will apply on these holidays:
   ▪ Christmas (Tuesday-Friday, January 2-5)
   ▪ Spring Break (Monday-Friday, April 2-6)

8) REC Kids program reserves the right not to offer services when Tangipahoa Parish schools are not in session.

9) If your child is not attending REC kids, you will need to follow SLU Lab School’s protocol for student pick up.

PAYMENT EXPECTATIONS

The $10 daily flat rate is due no later than the 5:45 PM Friday, the week after services are provided. An invoice for the previous week’s charges will be created in EZ Facility and available on Monday of each week. Payments may be made Monday through Friday, the week after services were provided, all payments should be made under the child’s name. A $10 per week late payment fee will be assessed if payment is not received by 5:45 PM on Friday of the week following services were provided.

Payments can be made at the membership desk, located here at the Pennington. Payments can be made using cash, by credit card (Master Card, Visa, American Express), or by check. You may also call in a payment to the Membership Desk, (985)549-5734.

Checks MUST be written to Southeastern Louisiana University. They MUST also include a physical address, phone number, driver’s license number and date of birth of one of the parties named on the check.

There is a fee of $35 charged for all returned checks, and the privilege to write checks for future payments will be forfeited.
Failure to respond to demands for payment by Southeastern may result in such debts being transferred to the State of Louisiana Attorney General’s Office, or other outside collection agency, for collection. Upon transmittal for collection, the parent/guardian is responsible to pay the fees employed by the collection agency, including collection fee of thirty-three and one-third per cent (33 1/3%) of the unpaid debt, all court cost, attorney fees and expenses.

*Service must be refused; once a payment is two weeks past due, until the bill is paid in full.*

**SIGNING OUT YOUR STUDENT**

A staff member will sign the time you arrive to pick up your student, to verify the time services have ended, for safety and consistency in billing. The parent, or an individual listed on the registration form must sign out your child and may be asked to present a picture ID, to ensure that your child departs from us in a safe manner. Until our staff can recognize the person picking up your child(ren) you may not need a photo ID. Your cooperation is very important. Thank you.

**LATE PICK UP POLICY**

A $5.00 fee will be assessed for parents picking up their student after 5:45 PM. All students MUST be picked up by 6:00 PM each evening.

**Parent Responsibility:** The safety of your child is very important to us. In the event of your child is not attending the We provide each parent/guardian an opportunity to state who may pick up and sign out your child in your absence though our Registration Packet. We refuse the right to release your child to anyone not listed in the packet without prior notification from the parent or guardian via E-mail. A photo ID may be required as well at each pick up.

If your child will be absent outside of their regularly scheduled day, prior notification is very helpful and welcomed. Please send an e-mail to kathy.cusimano@selu.edu and notify their teacher of the change. If prior notification is not an option, please call (985)549-5591 and request to speak to a REC Kids employee.

**REC KIDS AFTER SCHOOL EXPECTATIONS AND STUDENT CONDUCT**

- Each child is to follow program structure/schedule
- Each child is to listen and follow directions when given
- Each child is to keep their hands, feet, etc. to their self
- Each child must participate in all activities to the best of their ability
- Each child **MUST** remain with a counselor at ALL times.
Our policies were created to make sure that each child has a safe, fun, and learning, and experience. Not following the above policies or leaving the presence of the group and counselor is unsafe and cannot be tolerated.

Please understand and ensure that you and your child have no problem abiding by all policies and guidelines as outlined in this Parent and or Guardian Manual. Please take time to talk to your child about our guidelines and expectations. Please also take time to talk to the staff at pick up.

Please understand that if your child causes constant disruptions during the REC Kids After School Program, refuses to follow directions, presents a risk of harm to themselves or the other students, or displays any type of misconduct, the student workers or Recreational Sports and Wellness Staff have permission to do one or all of the following: place the child in time out, notify the parent or responsible guardian, or request the child be removed from our program without refund.

While each child is different, we ask that you register your child knowing that your student will be expected to abide by our policies. Our policy for handling offenses is:

- 1st Offense: Warning
- 2nd Offense: 5 minute activity time out
- 3rd Offense: 10 minutes and a conversation with the Assistant Director of Youth Programs
- 4th Offense: phone call to parent to discuss behaviors and a plan to correct the behaviors

If your child has infractions on any of these policies, or partakes in behavior that causes our Counselor’s attention to be taken away from the group, we reserve the right to ask your child to leave the program.

HEALTH AND SAFETY

If your child falls ill while in our care, we will notify the parents or guardian first. If contact cannot be made, we will go down the list of emergency contacts that you have provided to us.

Our Counselors and Coordinators are not equipped to change soiled pants. If your child has an accident, we will follow the same protocol listed above.

The safety of the children is of utmost importance to us. Our staff is trained on how to classify the severity of an accident resulting in injury. Staff is prepared to treat minor cuts, scrapes, bruises, etc. In the event that your child needs immediate medical attention, emergency personnel will be called. In addition, the same notification will be engaged as well.

REC Kids After School Program cannot and does not provide accident insurance.

No staff of the After School Program can dispense medicines, be it prescription or over the counter.
CONTACT INFORMATION

If you have any questions, concerns or ideas please feel free to contact

Kathy Cusimano, Assistant Director of Youth Programs at kathy.cusimano@selu.edu or (985)549-2353
LaVerne Richardson, Business Manager at lrichardson@selu.edu or (985)549-5593
Seth Thomas, Director at Seth.Thomas@selu.edu or (985)549-5727
Control Desk: (985)549-559 or Membership Desk: (985)549-5734

REC KIDS AFTER SCHOOL PROGRAM RELEASE AND AGREEMENT

I ________________________________ as parent or legal guardian of __________________________ hereby release my child to be walked over to the Pennington Student Activity Center, which is adjacent to the Southeastern Louisiana University Laboratory School, by Professional Staff and/or student workers of Recreational Sports and Wellness Youth Programs upon dismissal from school at 2:15pm. I recognize that my child will no longer be in the care of the Southeastern Laboratory School but will transfer supervision to that of the REC Kid’s staff at the Pennington Student Activity Center at this time.

In the event of my child is not attending the REC Kid’s Program, I agree to follow SLU Lab School’s protocol for student pick up and dismissal.

Once my child is checked in by the REC Kid’s staff at the SLU Lab gymnasium, they will be escorted to the Pennington Student Activity Center by the REC Kid’s Staff. I agree to retrieve and sign my child out from the Pennington Activity Center.

____________________________        __________ Parent/Guardian Name Printed
Parent/Guardian Signature       Date

REC KIDS AFTER SCHOOL PROGRAM PARENT OR GUARDIAN MANUAL AND POLICIES ACKNOWLEDGEMENT AND AGREEMENT

I, ________________________________ have received a REC Kid’s Parent or Guardian Manual. I have read, understand, and accept all of the policies, provisions, procedures, and guidelines outlined in it.

____________________________        __________
Parent/Guardian Signature       Date
Healthy Food Collaborative
Non-Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Discrimination Complaint Form

Name ________________________________________________________________

Address ______________________________________________________________

Telephone Number ( ) ___________________________________________________

List other ways to contact you _____________________________________________________________________________

Name and address of person(s) or organizations against whom you are filing a complaint ___________________________________________________________________________

Tell what incidents happened that made you feel you had been discriminated against, the dates they occurred, or if continuing, the duration of such actions. ___________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

List the names, titles and addresses of persons who may have knowledge of above-described incidents.  
Name  |  Title  |  Address  
---  |  ---  |  ---  
|  a.  |  ____________________________________________  |  |  
|  b.  |  ____________________________________________  |  |  
|  c.  |  ____________________________________________  |  |  
|  d.  |  ____________________________________________  |  |  

State on what basis you feel discrimination exists (race, color, national origin, sex, age or disability).  
________________________________________________________________________

All complaints, written or oral, shall be accepted by the SFA and forwarded to: USDA, Director; Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (866) 632-992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). The USDA is an equal opportunity provider and employer.

Name of individual receiving complaint: ________________________________

Date and time complaint received: ____________________________________