

2011-2012 Before & After School Program Description

Pearce Community Center's H.E.L.P (Healthy Exercise Learning Program) Before and After School Club is held at 610 W. Cedar Street, Chillicothe and is available to students in Kindergarten through Grades 6 on a user-fee basis. The program will be housed primarily in the camp room with the gym, computer lab, Exergame room, swimming pool and banquet room being used for activities. All participants are eligible to participate Monday-Friday from 6:30-8:30 AM and 2:30-6:00 PM.

PCC's Before and After School Program offers activities including physical education, homework time, organized games, Exergame Room, snack time and free play. PCC's After School Program will also offer swimming lessons for a separate fee. Pearce Community Center does not discriminate on the basis of race, religion, cultural heritage, national origin, political beliefs, or marital status.

Carie McIntyre is the Camp Coordinator and Mallory Audo is the Program Manager. On site each day will be Carie, appropriate program teaching staff, and camp counselors based on enrollment.

Philosophy

Pearce Community Center's Before and After School Program is an interactive program designed to provide children with a fun, supportive environment where they have an opportunity to enjoy activities, make choices, and develop responsibilities. Your child will be treated with consideration and respect and, in turn, will be encouraged to treat peers and adults in the same manner.

Policies

Attendance: In the event your child will not attend the program as scheduled, **parents must notify Carie McIntyre at Pearce Community Center, 274-4209 ext. 120** so the safety of your child is always assured.

Counselor to child ratio: There is a 7:1 ratio of camp counselor to children.

Release of children: Children will arrive to and leave from the program according to the schedule written by parents on the registration form. Children will be allowed to leave with persons other than the parent only if written permission has been given to the coordinator on the enrollment form. Permission must include the name of the person to whom the child is to be released. All persons releasing a child that are not known to the staff will be required to show a driver's license. All participants will be released from the camp room where the parent or person releasing the student will be required to sign the student out.

Forms: Registration forms, Medical Release forms, and Authorized Pick-Up Signature Forms must be completed and returned before your child enters PCC Before and After School Program. Their forms must be updated if there are any changes (i.e., telephone number, employment, emergency contact, etc. in writing).

Behavior/Discipline Policy: Our policy is to encourage positive behavior through reasonable rules and guidelines that are presented to the children. Participants are entitled to a pleasant environment in our program. Parents should review proper conduct with their child at home. In the event that a child's behavior fails to follow the guidelines of respect and/or safety within the program or activity, his/her parent will be consulted on the appropriate action to be taken. We reserve the right to dismiss any student from participation in the program if these guidelines are not met. There will be no refunds given if child is removed due to behavioral problems.

Family Changes: We ask to be kept informed of any changes or special situations at home. Communication is essential in providing for your child's needs. All shared information is kept strictly confidential.

Schedule Changes: Please inform the camp coordinator of any changes in your schedule that may affect your child's schedule.

Medical Emergency: In the event a child is injured or becomes ill while participating in the program the coordinator will attempt to notify the child's parents/guardians or the emergency reference given in the application. However, if none of the foregoing can be reached or if in the judgment of the Camp Coordinator immediate medical attention is necessary, the Camp Coordinator is hereby authorized to obtain medical assistance as it may deem necessary or proper. Additionally, staff members are Red Cross certified in CPR and basic first-aid.

Issues: If you have any issues pertaining to the Camp Program, you may contact Carie McIntyre at 274-4209 ext. 120. You may also reach Mallory Audo at 274-4209 ext. 109.

Confidentiality Information: All information of a confidential nature concerning a child enrolled in the Before and After School Program will be treated as such.

Updated Information: The Before and After School Program must be promptly notified of any new significant physical conditions, personal problems or changes in the information contained in the registration form that arise during the term of the child's enrollment in the program.

Clothing: We try to go outside everyday, weather permitting. Make sure your child has appropriate clothing. Please be sure to mark their names in all clothing.

Gym shoes must be worn everyday. Participants are required to bring and store a swim suit and towel during the week. The swim suit and towel will go home with the participant on Friday's to be laundered and returned with the camper on Monday.

Financial Help. The Chillicothe Park District in conjunction with Pearce Community Center will be able to help a limited number of families that qualify for the IVC District #321 reduce lunch program through the PowerPlay! Grant. For more information on how to apply for financial help, please contact Mallory Audo at 274-4209 ext. 109.

Pearce Community Center Before and After School Program Telephone Numbers: The direct line to the Camp Room is 309-274-4209 ext. 120. PCC's Front Desk phone number is 309-274-4209 and they will be able to direct you to the right person.

Please sign and return bottom portion to the Front Desk.

The undersigned Participant and/or his/her guardian understand the above requirements.

Parent/Guardian Signature

Date



If a parent/guardian is not on time for picking up participants, a late fee will be assessed. After a five minute grace period, the following charges will be applied:

| | |
|--------------------------|---------|
| 5-15 minutes late: | \$5.00 |
| 15-30 minutes late: | \$10.00 |
| 30 or more minutes late: | \$20.00 |

- Payment must be made at the time of pick up or if no means of immediate payment is possible, an invoice will be sent home.
- If no payment is received, the late fee amount will be added on to the next weeks camp registration cost.
- Exceptions will be made due to uncontrollable circumstances (car accidents, illness). The Camp Coordinator in assistance with the Program Manager and Director shall be sole judge of what constitutes an uncontrollable circumstance.

In the event that you are late without notice, the first name on your emergency call list will be notified. If we are unable to contact you or any of your emergency contacts listed on your child's application, a qualified staff member will remain with your child and provide care and safety until an authorized individual arrives to pick up your child. If a parent/guardian does not arrive for pick up after 90 minutes and staff has not been able to speak with a parent/guardian and/or all other contacts have been exhausted, the local Police Department will be notified.

If you have any questions regarding the late fee policy, please contact me at 309-274-4209 ext. 109.

Sincerely,

Mallory Audo
Program/Marketing Manager

Parent/Guardian Signature

Date

2011-2012 Before and After School Program Registration/Permission Form

Participant's Name: _____

Address (City, State, Zip): _____

Birth Date: _____ **Age:** _____ **Sex:** _____

Participant Is (Check One)
Member _____ **Non-Member** _____ **Foundation Member** _____

Parent/Guardian Name: _____

Address: _____ **E-Mail:** _____

Phone Number: _____ **(Home)** _____ **(Work)** _____

In case of emergency, the name of a third party we can contact:

Name: _____

Address: _____

Phone Number: _____

Relationship to Participant: _____

Is there any other information that we should know about the participant which would enable us to better serve them (physical/medical conditions, medications, allergies, etc.?)

Pick Up/Drop Off Authorization

1. _____ Relationship: _____

2. _____ Relationship: _____

3. _____ Relationship: _____

Approximate Drop Off Time: _____ **Approximate Pick Up Time:** _____

General Release Form

The undersigned Participant and/or his/her guardian, in consideration for the Pearce Community Center providing facilities, instruction and/or supervision in all areas: swimming, gym, fitness, aerobics, track, field trips and any and all activities, does hereby:

- ASSUME ALL RISK OF POSSIBLE DAMAGE OR INJURY INVOLVED THROUGH PARTICIPATION IN THE ABOVE NOTED ACTIVITY.
- REQUEST PERMISSION TO PARTICIPATE IN THE ACTIVITY WITH FULL KNOWLEDGE THAT SAID ACTIVITY COULD RESULT IN DAMAGE OR INJURY TO MY DEPENDENT.
- GIVE PERMISSION TO LEAVE PEARCE COMMUNITY CENTER GROUNDS FOR ANY FIELD TRIPS.
- AGREE TO INDEMNIFY AND HOLD HARMLESS THE PEARCE COMMUNITY CENTER AND ALL EMPLOYEES AND/OR VOLUNTEERS.

Parent/Guardian Signature _____ Date _____