

North Fayette's
After School
Programs
Handbook
2016-2017

NORTH FAYETTE TOWNSHIP
PARKS AND RECREATION DEPARTMENT
580 DONALDSON ROAD, OAKDALE, PA 15071
PHONE: 724-307-3725 EXT. 301
WEB: www.north-fayette.com



Welcome!

Dear Parents/Guardians,

Welcome to our after school programs! We are so excited to have you as part of our programs! We are looking forward to working with all of you to create amazing programs that will continue to grow and flourish. Now for some introductions:

My name is Nicole Kreutzman. I am a recreation program coordinator for North Fayette Township and will be running most of the after school programs. I hope you are ready to have fun and even learn some new things! I went to school in Indiana, Pennsylvania at IUP where I studied Early Childhood and Elementary Education. I graduated with a dual certification to teach PreK- 6th grade in December 2011. I taught kindergarten at Hickory Christian School from February 2012 until May 2014. I have worked for North Fayette Township since summer 2012 and began working full time in June 2014. I am currently responsible for our after school programs, summer camp programs, and assisting the recreation director with other programs provided by the township. I hope you are as excited as I am to begin a new school year!

Looking forward to working with you,

Ms. Nicole

Hi my name is Steve Fox. I am the Physical Activities Coordinator for North Fayette Township and will be conducting Youth Sports Leagues, classes, camps and afterschool programs. I am very excited to develop new programs that are fun, safe and exciting for the residents of North Fayette. I'm a graduate of the University of Nebraska (Go Huskers!) where I studied Health and Physical Education. I have been a Physical Education Teacher at St. Margaret of Scotland School in Green Tree since 2003 and heavily involved with recreational programming through the YMCA since 2006. During college, I spent 6 summers as the Lakefront Director at Camp Lohikan. I look forward to meeting you and working with your children through the many sports, camps and afterschool programs being offered this school year. Although summer may be coming to end but the fun never has to come to an end at North Fayette Township!

Looking forward to working with you,

Mr. Steve

Fees

Per Session (various programs): \$10

Full Day Program (per day): \$35

½ Day Program (per day): \$20

Bus Information

Middle School - Bus #311 - Arrives at 3:06pm

Donaldson - Bus #316 - Arrives at 3:22pm

Wilson - Bus #212 - Arrives at 3:30pm

McKee - Bus #305 - Arrives at 3:46pm

Homework Policy

During our Afterschool Program (M-W-F), we provide an hour of time for children to complete their homework. We are available to offer help but will not complete homework for the child. You are responsible for reviewing your child's homework. We do not provide homework time during our Tuesday and Thursday programs.

Snack Policy

We do not provide snacks. If you would like your child to have snack, please send a snack with them. Children are permitted to have snack upon arrival at the program. Children are not allowed to share snacks.

Medicine Policy

If your child needs to have any medications administered during the time they are at any of our programs, please contact us beforehand so we can fill out a medication log which includes written consent for us to administer the medication as well as written instructions. All medications must be in their original container and should be properly labeled with the child's name.

Reporting Attendance

If your child will not be attending the program for any reason on a day they are scheduled to attend, it is important for you to notify us before 3:00pm. Please do so by calling, 724-307-3725 ext. 301, or by emailing the program coordinator. If your child needs to attend the program on a day they are not scheduled to attend, please notify us before 3:00pm so that we are expecting your child.

Important Numbers/Emails

North Fayette Township	412-788-4888
North Fayette Recreation Department	724-307-3725
Recreation Program Coordinator's Phone Number	724-307-3725 ext. 301
Recreation Program Coordinator's Email	Nicole Kreutzman- nkreutzman@north-fayette.com

Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-3:30	H2O				
3:30-4:30	Snack/ Homework/ Relax Time	Planned Program Activity	Snack/ Homework/ Relax Time	Planned Program Activity	Snack/ Homework/ Relax Time
4:30-5:00	Planned Activity		Planned Activity		Planned Activity
5:00-5:30	Free Choice		Free Choice		Free Choice

Weekly Program Schedule

After School: Monday, Wednesday, Friday

Tuesdays: Fall: Ultimate Frisbee/Flag Football/ Capture the Flag/ Tag Games

Winter: Hockey/Lacrosse/ Dodgeball

Spring: Team Handball/ Mat Ball/ Basketball

Spring 2nd Session: Soccer/ Whiffle Ball/ Speed Ball

Thursdays: Fall: Pinterest Party

Winter: Weird Science

Spring: Pinterest Party Squared

Spring 2nd Session: TBA

Please Note:

All after school programs conclude at 5:30pm. Failure to pick up your child by 5:30pm will result in a late fee.

**Full Day and Half Day Programs conclude at 6:00pm. Failure to pick up your child by 6:00pm will result in a late fee.*

North Fayette Discipline Plan

The North Fayette has adopted the following discipline plan for all programs. We approach discipline in a serious, yet positive manner. Desirable behavior will be rewarded with positive reinforcement. In the event that the child exhibits inappropriate or negative behavior, the staff shall talk to the child and enlist him/her in solving the immediate problem. The following discipline procedure will be discussed at the start of each program.

North Fayette Discipline Policy

Minor Violations: Those violations that relate to behavior and do not endanger the safety of the child or others.

Examples: Using profanity around child or staff, teasing, not obeying staff.

1. Verbal Warning
2. 10 minute time-out
3. 15 minute time-out (An incident report will be filled out)
4. Removal from activities - Parents will be contacted.

Major Violations: Those violations that endanger the safety or well-being of the child, other children or staff.

Examples: Bullying, pushing, shoving, hitting, throwing objects (toys) at/around others, theft, running off, and destruction of property.

1. 10 minute time out
2. 15 minute time out (An incident report will be filled out)
3. Removal from activities - Parents will be contacted.
4. Parents will be called come pick up the child, suspension from the program for 1 day. Meet with parents to discuss options.
5. Child removed from the program

Immediate Dismissal: Some violations require immediate dismissal. These will be up to the discretion of the program coordinators and the recreation director. Parents will be notified immediately.

Program Rules & Consequences

Dear Parents,

The following is a review of the behavioral expectations for all North Fayette Township after school programs, and the consequences for not meeting these expectations.

Rules:

1. Children are to arrive no earlier than after the dismissal of school on regular days and then 8:00 A.M. on full days only.
2. Children are not permitted open-toed shoes; they must wear/bring tennis shoes and socks. It is a safety issue and children will not be allowed to participate in activities.
3. Children are to know they must be supervised at all times.
4. Children are not permitted to leave the facility.
5. Children must listen to the staff and obey all rules and regulations.
6. Community facilities and equipment must be used appropriately.
7. Using anything other than the provided equipment/supplies is prohibited.
8. Children are to treat each other and staff with respect.
9. Bullying is prohibited.
10. HAVE FUN!

Consequences:

First Offense: A verbal warning will be given.

Second Offense: A 10-minute time-out will be issued.

Third Offense: A 15-minute time-out will be issued with a program coordinator and an incident report will be filled out that must be signed by a parent/guardian.

Fourth Offense: Child will be removed from activities and parents will be notified.

Severe Clause: Removal from the program.

*****If your child has been involved in a serious disciplinary problem, has been a constant behavior problem, or has three documented behavior incidents (reports), they will be removed from activities until a solution can be determined. Program coordinators will be keeping a record of misbehavior.**

IMPORTANT

You MUST pick up your child by 5:30pm. Parents will be charged \$10 for every 15 minutes they are late picking a child up after 5:30pm. *6:00pm for Full Day and Half Day Programs.

I, as parent / guardian of _____, I agree that I will abide by the rules, policies and decisions of the North Fayette Township Parks and Recreation Department.

Parent/Guardian Signature: X _____ Date: _____

Program Agreement

Name of Child:		
Fee Amount: \$10, \$20, or \$35 as listed	Payment Due: Net 15 Payment Terms	
Services: Child/Children will participate in supervised, structured, planned Afterschool programming activities provided by North Fayette Township Recreation Department.		
Program's Start Time: Varied based on Program	Program's Ending Time: Varied based on Program	Late Pick-up Fee: \$10 for the first 30 min after conclusion of the program then \$10 per 15 min following the initial 30 min.

I, the parent/guardian;

- received complete written program information at the time of enrollment.
- agree to update the emergency contact/parental consent form information whenever changes occur.

LATE PICK-UP FEES

- I understand and agree to pay the late pick-up if I am late in picking up my child.
 - \$10 for the first 30 minutes or any portion thereof upon the conclusion of the program at 6:00 P.M.
 - Additional \$10 per 15 minutes or portion thereof following the initial 30 minutes.

PAYMENT TERMS

- All camp Invoices are subject to Net 15 Payment Terms, which means that payments are due NO LATER than 15 days upon receipt.
- Should the 15th day due date fall on a holiday or weekend, payment is due on the following business day.
- By signing this Agreement, the customer acknowledges that they are entering into a legally binding document and, further, that it is solely the customer's responsibility and obligation to ensure all payments are timely made. Failure to receive an invoice will NOT be considered grounds for failure to make a timely payment.

FEES and PENALTIES

- A **\$25.00** fee will be charged for checks that do not clear due to insufficient funds, and the payment credited to the account will be removed. Failure to respond and/or make payment within 10 days upon notification of insufficient funds may result in the filing of criminal charges pursuant to the Pennsylvania Criminal Code. Any check failing to clear due to insufficient funds in excess of **\$250.00** will result in immediate referral to the Allegheny County District Attorney's office.
- A **\$15.00** per month fee will be charged to all accounts not paid in full on or before the due date.
- Any account with an outstanding balance may be turned over to a third party Collection Agency for collections.
- Upon payment in full, a previously delinquent account will be subject to a reinstatement fee of **\$25.00**. Further, a security deposit of \$200.00 will be required in order to insure against future delinquencies. Failure to replenish the security deposit upon the use of funds shall result in the immediate suspension of a child's participation in camp activities. Furthermore, any attempts at future participation in recreation programs or events shall be denied until payment in full of the delinquent account. The remainder of any security deposit balance existing at the end of camp will be refunded.
- All past due accounts will continue to accrue late fees and interest and will be subject to additional charges incurred in the collection thereof such as attorneys' fees and costs.

PAYMENT OPTIONS

- By Mail - Place the remittance copy of the invoice AND your check, money order or cashier's check in an envelope. **MAKE SURE** your account number is clearly written on your check, money order or cashier's check. Mail the envelope to North Fayette Township, Attn: Accounts Receivable, 400 North Branch Road, Oakdale, PA 15071.
- Electronic Payment – Payment by Credit Card, Debit Card or Electronic Check may be made on-line at www.north-fayette.com or by calling Customer Service at 724-693-9601. Please have you account number available when you call.
- Municipal Building Lock Box - Place the remittance copy of the invoice AND your check, money order or cashier's check in an envelope. **MAKE SURE** your account number is clearly written on your check, money order or cashier's check. Deposit

the envelope into the 24 hour lock box located in the front entrance of the North Fayette Township Municipal Building. DO NOT make cash payments in the lock box.

- Community Center Lock Box - Place the remittance copy of the invoice AND your check, money order or cashier's check in an envelope. MAKE SURE your account number is clearly written on your check, money order or cashier's check. Deposit the envelope into the lock box located in the Community Center at Donaldson Park Lobby. DO NOT make cash payments in the lock box.
- In Person – Take the remittance copy of the invoice AND exact cash, check, money order or cashier's check to either the Customer Service desk in the North Fayette Township Municipal Building or the Community Center at Donaldson Park during regular business hours.

SWIFTREACH PARTICIPATION

- I understand that my contact information will be used with the SwiftReach program in order to be contacted about camp news, location changes, etc.

PARTICIPATION IN ACTIVITIES

- I give permission for my child to go outside the facility/walk within reasonable distance from the facility. I give permission for my child to participate in all planned activities and play.

FIRST AID & SAFETY

- I give permission for my child to receive basic first aid as deemed necessary. I understand that should my child have an accident and be in need of immediate emergency care, that by signing this form, I give permission to transport and provide emergency care to my child until the parent/guardian can be reached.

PHOTO/VIDEO RELEASE FOR MINOR CHILDREN

- I hereby authorize North Fayette Township to publish photographs taken of me and/or the undersigned minor children, and our names, for use in North Fayette Township's printed publications and website.
- I release the North Fayette Township from any expectation of confidentiality for the undersigned minor children and myself and attest that I am the parent or legal guardian of the children listed below and that I have the authority to authorize the North Fayette Township to use their photographs and names.

- I acknowledge that since participation in publications and website produced by the North Fayette Township confers no rights of ownership whatsoever. I release the North Fayette Township, its contractors and its employees from liability for any claims by me or any third party in connection with my participation or the participation of the undersigned minor children.

GENERAL ACKNOWLEDGEMENT & RELEASE

I, as parent / guardian of _____, I agree that I will abide by the rules, policies and decisions of the North Fayette Township Recreation Department. I recognize the possibility of physical injury to my child associated with his or her participation in North Fayette Township's _____ program. In consideration for the Township accepting my child as a registrant for the program, I hereby knowingly and voluntarily release North Fayette Township and all of its agents, employees and officers from and against any and all claims, losses, damage, liability or expense occurring to any of my or my child's property or for personal injury or death which may result from my child's participation in the North Fayette Township _____ program, including injury or death that may be caused by North Fayette Township and all of its agents, employees and officers' negligent actions. I assume, on behalf of my child, all liabilities and injury that may result because of my child's participation in the North Fayette Township _____ program. I acknowledge that I am the parent/legal guardian of _____ and that I have legal authority to bind my child to the terms of this release and waiver.

Print Name of Parent or Legal Guardian: _____

Street Address: _____

City, State, Zip: _____

Names and Ages of Minor Children:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Signature: _____ Date: _____

Emergency Contact Form

<u>Child's Name:</u>		<u>Birthdate:</u>	
<u>Address:</u>			
<u>Mother's Name/Legal Guardian:</u>		<u>Home #:</u>	
<u>Address:</u>		<u>Cell #:</u>	
<u>Business Name:</u>		<u>Work #:</u>	
<u>Business Address:</u>			
<u>Father's Name/Legal Guardian:</u>		<u>Home #:</u>	
<u>Address:</u>		<u>Cell #:</u>	
<u>Business Name:</u>		<u>Work #:</u>	
<u>Business Address:</u>			
<u>Emergency Contact Person(s):</u> Name, Phone #s i.e. Cell, Work, Home			
<u>Person(s) to whom child may be released:</u> Name, Address, Phone #, Driver's License #			
<u>Child's Physician/Medical Care Provider:</u>		<u>Phone #:</u>	
<u>Address:</u>			
<u>Parent/Guardian Signature required for each item to indicate consent:</u>			
Obtaining Emergency Medical Care:	Admin. of Minor First Aid/Procedures:	Outdoor Play/Activities:	Planned Activities:

For SwiftReach please use (must choose one):

- Text Message**
 Email
 Voice Message

