

CAMP CORALVILLE AFTER SCHOOL PROGRAM 2021-2022 Parent Manual



Program location:
Community of Christ Church
2121 South Ridge Dr.
Coralville, IA 52241

Coralville Parks & Recreation Department



Camp Coralville After School Program 2021-2022 Parent Manual

I. Administration

A. Purpose and Philosophy

Coralville Parks and Recreation Before & After School programs are an opportunity for children to participate in recreational and social activities in a safe and supervised environment. Youth are encouraged to participate in activities that teach lifelong leisure skills and help each child to feel confident in his/her out of school time choices. Children will have the opportunity to try many recreation activities as well as help in the planning of the activities they and their peers will participate in. The programs also work with the local schools to reinforce concepts of the student's academic day in the learning of activities of daily living. Through this process, children will build self-esteem and life planning skills, which will benefit their growth.

Camp Coralville After School Program is an offsite after school program which is held in the basement of the Community of Christ Church & the Coralville Recreation Center. Community of Christ Church is located near the North Ridge Park will be the home-base where the program will meet each day, have snack, and then, depending on the activity, either utilize Community of Christ gym and community room or North Ridge Park. On certain days we will have program located at the Coralville Recreation Center to do activities such as a monthly swim day.

B. Organization and Governing Body

Before & After School Program Chain

Parents & Children
Youth Counselors
Site Manager
Recreation Program Coordinator – Beth Downing
Recreation Program Supervisor – Amy Erickson
Recreation Superintendent – Scott Prochaska
Director of Parks & Recreation – Sherri Proud

The Recreation Program Coordinator will be in charge of the program and will employ a Site Manager and 4-5 additional part-time staff members to help facilitate the activities and supervise the children. State law requires a staff ratio of 1:15, but our goal is to maintain a ratio of at least 1:10.

At times, volunteer help may be used from Northwest Jr. High, West High or University of Iowa classes. At no time is a volunteer allowed to interact with children without direct supervision from a staff member. For adults wishing to volunteer, we will follow the volunteer procedures established by ICCSD and noted on the Iowa City Community Schools website. Prior to allowing persons to volunteer, the Program Coordinator will complete a check through the Iowa Criminal Courts & Iowa Registered Sex Offender lists, as well as complete a background check with the Iowa Department of Criminal Investigation.

The Before & After School Program will receive guidance from the Coralville Parks and Recreation Commission, a volunteer board of citizens. The Commission reviews and recommends to the city council policies, rules and budgets relating to the parks, playgrounds, and recreation programs of the department. They meet on the third Monday of each month.

C. Enrollment and Re-Enrollment

Program re-registration will take place in January/February for the following school year. Current participants will have a 30-day designated period to re-register for the program, as well as register any incoming siblings.

A \$30, non-refundable, enrollment fee will be collected for each child at the time of registration to reserve a position. This fee will not be applicable towards tuition and is used each year to purchase new games and equipment.

Camp Coralville ASP will begin taking waiting list applications on the Kindergarten Registration date for ICCSD for the subsequent school year. Camp Coralville ASP will accept applications from new families interested in a position at program for 30 days. A lottery list will be generated from the pool of applicants on April 1st. Positions available at the program will be offered to the family based on the lottery draw order.

Once the program is full, a waiting list will be started. Families may be added to the waiting list on a first come, first serve basis following the initial lottery draw. The waiting list will be wiped clean at the end of February of each school year. Families interested in the program may resubmit an application for the following school year.

If a family declines a position when offered, the family will be removed from the waiting list.

For a detailed timeline of the BASP Waiting List Policy, go to www.coralville.org

D. Funding, Fees, and Tax I.D.

A \$30, non-refundable, enrollment fee will be collected for each child at the time of registration to reserve a position. This fee will not be applicable towards tuition and is used each year to purchase new games and equipment.

Monthly Fees for the 2021-2022 School Year:

After School Program	\$220
Before & After School Program	\$255

Monthly tuition payments may be paid by the method of:

- Paying with cash or check at the front desk of the recreation center OR dropping payment off to your program location.
- Signing up for the ACH option (automatic withdrawal)
- We do not accept credit or debit cards for monthly tuition payments. You can use credit or debit cards when paying the re-enrollment fee or for no school day registrations.

Checks are to be made out to the **City of Coralville**. All receipts will be emailed to you at the time of the transaction. After that time, it is the responsibility of the payer to locate and print their receipts from their email accounts or logging into their ActiveNet account.

We reserve the right to alter the terms of this agreement as needed. We will give able notice when making changes whenever possible.

ActiveNet/ Monthly Tuition Receipt's

If you choose to pay your tuition monthly by cash or check (not ACH / automatic withdrawal), then you can access your yearly receipt all together by following these steps.

- Go to our online site by using this website address: <https://apm.activecommunities.com/coralvillerecreation>
- Click log in and enter your username and password. If you do not know your username and password you will need to call the Coralville Recreation Center at 319-248-1750 to get help accessing this information.
- Once logged in, go print tax receipts and you will be able to choose which family member(s) to print tax information for. If more than one person in a family made the monthly payments then all parents need to be added to the list of family members to print tax information for to have a complete tax report.

When necessary fees for any June and August ASP dates, will be determined by the Recreation Superintendent.

Fees are due on the first of the month. If tuition is not paid by the 7th of the month, a late fee of \$10 will be charged. If tuition is not paid by the 15th of the month, your child(ren) will be suspended from the program until fees are paid in full. Your child's position could be forfeited to another interested participant. If a child withdraws or is discharged from the program, fees are due for the remainder of that month. See section E for more information on withdrawing from Camp Coralville ASP.

2021-2022 Monthly Tuition Fees

Service Type	Full Tuition	50% (Reduced Lunch)	25% (Free Lunch)
After Only	\$220	\$110	\$55
Before & After School Program	\$255	\$127.50	\$63.75

Scholarship / Tuition Assistance

We have limited scholarships available based upon eligibility of free or reduced lunch or child care assistance. For more information, speak with the Recreation Program Coordinator or visit the Coralville Parks & Recreation website – www.coralville.org ; Before or After School Tab.

Early/Late Fees

An early fee of \$1 per every 1 minute early will be assessed before 7:00 a.m. A late fee of \$1 per every 1 minute will be assessed after 5:45 p.m. Early/late fees are to be paid at the time of drop-off/pick-up.

Please call or text our camp phone(s) if you know your child will be absent. A child(ren) who is left at the Camp Coralville After School Program past 6:15 p.m. will be considered an abandoned child and the staff reserves the right to call the police department. At the discretion of the Recreation Program Coordinator, dismissal from program may result if more than 3 overtime charges occur in less than a three month period.

Federal Tax I.D.

The Federal Tax I.D. number for the City of Coralville is **#42-6004814**. This number can be used to claim childcare costs on income taxes.

E. Withdraw from Program

Withdrawal from the program requires a written statement 30 days in advance of the last day. Parent/Family is responsible for the payment of tuition for the remaining 30 days of program. **Withdrawal from the program is not allowed after February 15 of the current school year. Parent/Family is responsible for the remaining months tuition until the end of the current school year.**

F. Program Hours

The hours of operation will be:

days.

G. Inclement Weather

In the event of a school cancellation due to inclement weather or for other reasons, after school program will not be held. Camp Coralville respects the same reasons that the ICCSD felt it was not safe to have children in school.

Inclement Weather Procedures

- Camp Coralville **WILL NOT** hold program if school is canceled for the day.
- The after school program **WILL NOT** be held if school is released early due to inclement weather or for other emergency reasons.
- If the school district declares all after school activities are canceled, that now includes all before and after school programs as well. Camp Coralville After School Program **WILL NOT** be held on days when the school district cancels all after school activities.

If program is already in progress, or on a No School Day, and inclement weather or other conditions arise, the Recreation Coordinator will consult with the Recreation Superintendent. If after a review of the local weather forecasts and advisories, and it is felt that program should be closed, parents will be phoned to pick up their child(ren). An announcement will be sent out to all parents by email. The staff shall remain on site until all children are picked up. Staff will not transport children.

H. Insurance

In recreation programs, each participant realizes the inherent risks involved in the program and appreciates the nature of these tasks. The City of Coralville provides no medical insurance to participants. ICCSD students may sign up for accident insurance in the fall of each year. Families who wish to enroll should contact their school office.

I. Visitors and Access

Guardians are welcome to observe the Camp Coralville After School Program. Please contact the Recreation Program Coordinator if you would like to visit program. We will provide you with a visitor's badge and have you sign in. Guardians shall be afforded unlimited access to their child(ren) and to the provider caring for their child(ren) during the program's hours of operation unless parental contact is prohibited by court order. A copy of this court order needs to be provided to the program and all staff will be informed of the court order. The police will be called if a parent comes to program who is ordered to stay away from a child.

J. Photo/Video Release

Participants in programs of the Coralville Parks and Recreation Department permit the taking of photos and videotapes of themselves and their children during City sponsored activities for publication and use as the Department deems necessary.

K. Summer Program

The participants of Coralville ASP's have the opportunity for prior enrollment in the SPARK Day Camp over any public application. SPARK (**S**ummer **P**arks **A**nd **R**ec **K**ids) Day Camp is a recreational day camp held for 9-10 weeks (depending on how the ICCSD calendar falls for that year). Enrollment takes place late February-March.

II. Enrollment Process and Policies

A. ePACT Student Enrollment Information and Payment Form

Once the participant(s) registration fee has been entered into our computer system the guardian will then receive an invitation to create a profile for the participant(s) from ePACT. Guardians will need to accept and completely fill out the online registration in order to complete the enrollment in Camp Coralville After School Program.

The following forms must be filled out and returned to the Recreation Program Coordinator before attending. These forms are not completed electronically & must be updated yearly.

1. Registration form w/fee attached
2. Automated withdrawal authorization form

B. Health and Medication

When children enter the program, staff will have direct contact with each child upon arrival to insure the child's health and safety are adequate. Staff members will express any concerns of a particular child's health status with the Recreation Program Coordinator or Site Manger.

If your child has any one of the following conditions, you will be notified to pick up your child as soon as possible:

- contagious disease or illness
- fever of 100.4 degrees or more
- vomiting or diarrhea
- accident requiring medical attention

In case of a medical or dental emergency, accident or illness, guardian(s) of the child will be called immediately. In a serious case, the child will be taken by ambulance to the hospital indicated in ePACT with parents being notified as quickly as possible.

If a child requires medication during Camp Coralville After School Program hours, the medication consent must be updated in ePACT. Only a 30 day supply will be kept on hand. Medication must be in its original bottle or a duplicate bottle with

name of prescription, child's name, dosage instructions, and physician's name. All medication should be in doses or child should be able to pour/administer dose. Staff members are not allowed to give dosage, i.e. pour medication into a spoon.

Any medication administered during the program requires doctor's permission, including over the counter medication.

If a child attending the program has been diagnosed with a communicable disease or virus, the program must be notified as soon as possible. Example: Chicken pox, strep throat, pink eye, etc. The program will email all families enrolled in the program so that they are aware of the disease or virus outbreak. No names of any child will be released.

C. Bathroom Expectations

Students in attendance of Camp Coralville ASP are expected to use the bathroom independently, with limited prompts from the program staff. If your child is susceptible to occasional bathroom accidents, we ask that you please keep a spare change of clothes in your child's school bag.

D. Pick up/Drop off

Persons picking up your child(ren) from Camp Coralville must be listed on your child's ePACT profile. We will have a staff member inside the camp entrance by 4:15 p.m. each afternoon. If you pick up prior to 4:15 p.m. you will need to use the walkie talkie to radio your child from program. Staff will assist your child with gathering their things and they will meet you in the front room or outside of the church.

If a temporary change in pick up is made, a written note, email, text or phone call must come from the child's parents and, when applicable, given to the Recreation Program Coordinator or Site Manager before the new pick up person can pick up the child from program.

E. Absences

If your child will be absent from school and/or will not be attending the After School Program please make sure to text/call your program location cell phone and leave a message communicating this information to us. This will enable us to know who we are picking up at the school. If your child does not arrive to the ASP pick up spot by 2:55 p.m. / 1:55 p.m.; we will contact the school office and make an attempt to find the child in the school. Our final effort will be to call and leave a message for one or both parents letting them know of the situation. If he/she has not arrived by 3:05 p.m., we will depart to after school program.

Camp Coralville Cell Phone # : 319-430-5455

F. Transportation

Kirkwood- All campers will meet the Camp Coralville staff outside the gym or outside near the bike rack depending on the schools Covid-19 procedures. Upon arrival of the City of Coralville vehicle, campers and staff will be transported to the Community of Christ Church.

Central- All campers will meet the Camp Coralville staff inside the school near the fish tank or outside of the school at the picnic tables dependent on the schools Covid-19 procedures. Upon arrival of the City of Coralville vehicle, campers and staff will be transported to the Community of Christ Church.

Wickham- All campers will go directly to the front of the school where they will locate the City of Coralville vehicle to be transported to the Community of Christ Church.

When available, all children will use seatbelts, and no child under 12 years of age will be allowed to occupy the front seat without written permission from a parent beforehand. In the van, children in Kindergarten and 1st grade will ride in a booster seat unless the child weighs over 80 lbs or is taller than 4' 7". Campers are transported by 1-2 staff members in van/bus from school to Camp Coralville. Camp Coralville campers are encouraged to bring quiet activities such as a book, notebook, or homework in their back packs each afternoon.

All children should be dressed appropriately daily (jackets, boots, hats, gloves, scarves) for being out in the weather. Children will be requested to wear coats or zip them whenever the staff feel it should be required for the weather.

Students from schools other than Kirkwood, Central, or Wickham Elementary' s are invited to participate in the Camp Coralville After School Program but must provide their own transportation to and from school. No school days may also affect children from other schools as we may be on field trips during normal program hours. Alternate arrangements made for these children are the responsibility of the parent.

G. Toys and Games

Friday will be the designated day of the week that a child can bring a toy from home and play with at ASP (See monthly calendars for additional dates). Toys from home may include electronic hand-held games, i-pods, board games, stuffed animals, etc...; but no laptop computers. Please be sure that your child's toys are clearly marked with his/her name and send only one toy at a time. Camp Coralville A.S.P. and the Coralville Parks and Recreation Department are not responsible for lost, broken, or stolen items.

If your child's electronic device has Wi-Fi capability, please discuss with your child expectations for use of the device. All electronics that can be connected to Wi-Fi and all games brought to program need to be rated E for everyone and

appropriate for program. If the staff determines that a child is playing an inappropriate game or watching something that is not deemed appropriate for program, the electronic will be taken away and returned to the child's parents at pick up at the end of the day. *Free Play Day is a privilege; Camp Coralville ASP reserves the right to restrict the privilege if deemed necessary.*

H. Sunscreen

Sunscreen can be provided by the parent and staff will assist children to apply before the after school program. Parents should inform the Program Coordinator if sunscreen needs to be applied at ASP.

I. Cell Phone

Children will only be able to use their cell phones at the discretion of the Recreation Coordinator/Site Manager. They will need to remain in bags and out of sight while at program.

III. Staffing and Activities

A. Staff Members

Staff members must be high school graduates or equivalent and it is preferred that they have 2 years experience in childcare, elementary education, or other related areas. They are required to maintain certification in First Aid and CPR, Child Abuse Mandatory Reporting, and attend other department trainings as required. Prior to hiring a new staff member, the Program Coordinator will complete a check on all potential employees through the Iowa Criminal Courts & Iowa Registered Sex Offender lists, as well as complete a background check with the Iowa Department of Criminal Investigation. Volunteers are also subject to these checks before entering program.

Upon hire, a staff member will receive an orientation. Check off sheets will be completed for the appropriate area, verifying that they have received training on the various equipment and/or chemicals that they may have to use, mandatory reporting requirements, emergency procedures, discipline policy, and other policies governing the programs. The staff will also be "buddied" up with another counselor for a training period to be determined by the supervisor. During this time they will also receive an orientation for Bloodborne Pathogens and Exposure Control equipment and schedule Universal Precautions training with the Recreation Program Coordinator.

Staff members for the After School Program will wear a staff shirt with the Coralville logo on all days but Fridays and will wear a nametag on their shirt or jacket every day. If a substitute counselor is present, children should look for these signs of identification.

Staff are **not** allowed to transport children in their personal vehicles for

emergencies or otherwise during work hours. If a staff member will be providing private childcare for a family and will be transporting the children, a permission note must be placed on file.

B. Extracurricular Activities

Written permission via email or a written note must be provided if a child is leaving the after school program for outings, birthday parties, etc with someone other than a person on the pick-up list. Items that will need to be included in the note will be: date, adult picking up, and phone number for that adult.

C. Field Trips

Field trips may be taken periodically. Parents will be notified in writing at least one week prior to the trip. Field trip transportation may be by foot, by department van, Coralville Transit, or motor coach/school bus. No child under 12 years of age will be allowed to ride in the front seat of the van without parental consent first. This would require a note written and kept on file. Camp Coralville will provide booster seats for children in kindergarten and 1st grade, unless the child weighs over 80 lbs or is taller than 4'7". All persons driving a department vehicle carrying children, will have a valid Class D Chauffeur's License on file.

Emergency medical consent forms are carried on all field trips and an extra staff member assists us on trips.

If a parent chooses not to have their child participate in a field trip, they will be responsible for making alternate arrangements.

D. General Activity Schedule

Participants will swim at the Coralville Recreation Center indoor pool the ***4th Thursday of every month (*date is subject to change but will be noted on the monthly activity calendar). Pick up for the after school program will be at the Coralville Recreation Center on these Thursdays.** Campers will need a swimsuit, towel, and plastic bag to put wet things in. If you do not want your child to swim for any reason, you should send a reading book or quiet activity in the child's backpack. ****No electronics please.***

The program will utilize the playground at North Ridge Park, S.T. Morrison, as well as the trail system.

Kids will have the choice of participating in the activities of the day or an area will be designated to draw, color, read, and/or do homework. A monthly activity schedule will be posted, sent in emails to all families & available for pick up.

General Schedule

3:15	Arrival of children
3:15-3:45	Snack, Clean Up & Gym Time/Free Time/Homework
4:00	Announcements for the day

4:15 – 5:00 Craft/Game/Homework
5:00 – 5:45 Free Time

For Thursday’s program, everything starts an hour earlier due to early dismissal and will include extra activities due to the difference in duration of program.

On most days, there will be an opportunity to do homework with supervision from staff. Parents should lend input as to whether they want their child(ren) to have homework done before they are picked up.

Movies which are rated G or PG are occasionally shown at program as an activity option. Movies will be provided as an activity one to two times per month.

Once a month Camp Coralville has Mind Time. During this program the campers can choose to do their homework, STEM activity, play problem solving/ strategic games or working on some age/grade appropriate work sheets. Mind Time happens on Thursday afternoons.

Once a month the program does a community service project. These projects include but are not limited to collecting and donating winter clothing items or food items, making craft holiday items for the elderly, craft kits for the children’s hospital, place mats for meals on wheels, or picking up garbage around the community.

E. Snacks

Camp Coralville After School Program follows the Smart Snacks in Schools standard published by USDA and required during the school day. The standard was set to instill healthy habits in children. The standard requires that food served must be whole grain-rich, a fruit, vegetable, dairy product or protein rich food. The foods served must also be low in calories, sodium, fat, and sugar. Camp Coralville After School Program snacks must have two food groups represented.

An after school snack is served between 3:15-4:00 p.m. depending on your program site and which school your child attends.

Please provide a note to the Recreation Program Coordinator or Site Manager if your child cannot eat or drink certain foods and indicate on the medical information form.

In special circumstances, we do not monitor or restrict parents from providing food from home for snack but we do not refrigerate and we do not allow food outside of designated eating times or locations.

For no school days, parents of campers must provide their own nutritious sack lunch.

After School Program Snack Menu Example:

Monday	Wholegrain Goldfish crackers & a clementine
Tuesday	Fruit & yogurt parfait with granola
Wednesday	Carrots w/ ranch & whole wheat crackers
Thursday	Whole grain English Muffin pizzas
Friday	Trail Mix, (cereal, pretzels, animal crackers, raisins)

All snacks are served with the option of milk or fruit juice

Alternate served daily: assortment of wholegrain crackers, fruit, yogurt, or string cheese

IV. Positive Guidance and Discipline



A. Positive Guidance

Program staff will encourage students to interact positively with peers and make good choices while at program. Staff Members will teach and model expectations for behavior. Whenever possible, staff will assist children in working out their differences to determine both a cause and solution to conflict. Staff will remind children of the following steps when dealing with conflict:

1. **Ask the person to stop.**
2. **Ignore the person.**
3. **Walk Away.**
4. **Tell an Adult.**

B. Note to Guardian, Behavior Report and Discharge

The following system will be used for behavior improvement.

1. First offense, the child will be given a warning and the staff person will talk to the child about the behavior expected of them. *If a behavior is deemed serious enough, it can warrant a Note to Guardian (Minor) or Behavior Report (Major) without warning.*
2. Second offense, the child will be asked to sit away from the group for a short period of time (5-10 minutes) and think about their actions. A staff person will again talk to the child about their behavior.
3. Third offense, the child will be removed from the area and asked to sit away from the group for 10-20 minutes (depending on the age of the child). The child will not be allowed to return to a particular activity for the remainder of the program time, such as gym time. Parents will be informed of the behavior upon pickup and a Note to Guardian (Minor) will be completed by the staff.
4. A Behavior Report (Major) will be completed whenever a child becomes

physical with another child or staff member, destruction of property occurs, constant one on one attention is needed, and/or usage of offensive language. *A serious discipline problem is defined as one in which a child is adversely affecting the day-to-day operations of the program by: requiring one-on-one attention, inflicting physical or emotional harm on other children or abusing staff, or destroying equipment or facilities.*

4. If two Behavior Reports (Majors) are accrued, a meeting will be scheduled with the Recreation Program Coordinator, Site Manager, Guardians, and child to discuss the behavior and strategies to assist in alleviating the behavior. A behavior contract may be written at this time.
5. If the child receives a 3rd Behavior Report, they will be suspended from the program for a 3 program-day period. During this time, the guardians, child, Recreation Program Coordinator, and Site Manager will meet and discuss the parameters for returning to the program.
6. A 4th offense after this meeting will result in dismissal from the program. If removed from program, campers are not allowed to re-enroll for any City of Coralville ASP/Day Camp for the duration of one year from the date of dismissal.
7. Behavior and Discipline reports will accrue for one school year.

Camp Coralville ASP can terminate your child from program at any time if the Recreation Program Coordinator, Supervisor, Recreation Superintendent, and/or Director of Parks and Recreation believe it is in the best interest of the program.

V. Emergency Procedures

A. Universal Precautions

All staff members receive training in universal precautions and are required to treat all blood, vomit, feces, as infectious. Staff will wear gloves while providing first aid and during clean up. Waste products considered infectious will be disposed of in compliance with our Blood borne Pathogens plan.

B. Power Outage

In the event that power goes out at program, the premises will be evaluated on safety and the next steps will then be communicated. If premises are safe but power does not resume after an hour, guardians will be asked to pick up campers.

C. Dangerous Adult

Staff will call 911 immediately if an adult is present who the director or site manager believes presents a danger to the children, or a specific child. Staff will calmly request that the person leave the premises and advise him or her that

officials are on the way (unless they feel that this action might create more danger in the situation). If possible, other staff will remove children from the immediate area and relocate to another location and remain until the danger has passed.

D. Runaway Child

If a child tries to run away from program, the child will be followed at a distance by a counselor. Staff will try to get the child to stop and coax them back to the program. The staff member following the child should always keep the child in sight. If the child leaves school property without permission, the police department will be notified if deemed necessary for the safety of the child.

E. Emergency Procedures have been established for Camp Coralville and are readily available in the event of the following emergencies:

- **Fire Drills**
- **Tornado/Severe Weather/ Lightning Drills**
- **Missing Child**
- **Intoxicated Parent/ Guardian**
- **Toxic or Hazardous Materials**
- **Earthquake/ Structural Damage**
- **Dangerous Adults**
- **Bomb Threat**

1. These procedures are reviewed and updated annually by the Recreation Program Coordinator, Supervisor, and Recreation Superintendent.
2. Camp Coralville participants and staff will practice and record fire and severe weather drills on a monthly basis. The procedures and drills determine specific routes and gathering places in the event of a real emergency.
3. Staff will be trained in emergency procedures upon hire and a minimum of two times per year.
4. Parents/ Guardians may review procedures at the Program Site upon request.

**Thank you for choosing Camp Coralville!
We look forward to serving your family and
providing unique & valuable experiences
during your child's out of school time.**

Beth Downing

Bdowning@coralville.org
Coralville Recreation Center: 319-248-1750
Camp Coralville Cell Phone: 319-430-5455
Federal Tax ID#: 42-6004814