



2018-  
2019

School Year

# Parent Handbook

**Newport News Parks, Recreation and Tourism**

**Youth Programs**

700 Town Center Drive, Suite 320

Newport News, VA 23606

757-926-1400

[www.redefiningplay.com](http://www.redefiningplay.com)



# WELCOME

Youth Programs is the ideal place for your child to develop socially. We offer a caring, compassionate environment that fosters ‘teachable moments’ where your child learns how to interact in a group setting.

In Youth Programs, children don’t just play, they learn important life lessons as they create, play house, or get involved in a group game. By interacting with other children their minds are stimulated creatively while involved in responsible behavior such as sharing and playing fair. Children explore their needs, talents and abilities in stations with activities in music, reading, home living, community exploration, science, art and drama. We are passionately committed to your child’s enjoyment of their Youth Programs’ experience and we wholeheartedly know that by understanding our policies and procedures you will be better equipped to enjoy your child’s satisfaction by knowing exactly what it is that we do.

Newport News Parks, Recreation, and Tourism would like to take this opportunity to welcome you and your child to Youth Programs. We understand that choosing a child care provider is a difficult decision to make and we want parents to be involved every step of the way (including joining in the fun any day, any time) as we provide care for your child. Our program runs from September 4<sup>th</sup>, 2018 through June 14<sup>th</sup>, 2019 for NNPS students and from August 21<sup>st</sup>, 2018 through June 5<sup>th</sup>, 2019 for OLMC students. We will be closed June 14<sup>th</sup> & 17<sup>th</sup>, 2019 for our summer in-service staff training. Summer camp will begin June 18<sup>th</sup>, 2019. We will offer pre-summer camp for OLMC students June 6<sup>th</sup>, 2019 through June 13<sup>th</sup>, 2019.

## AGREEMENTS

By making the choice to be part of Youth Programs, you have agreed to abide by the policies as stated in this packet. If you have any questions regarding the program or policies, ask your Center Supervisor or contact the administrative office at the Department of Parks, Recreation, and Tourism, 700 Town Center Drive, Suite 320 (926-1400). Thank you for giving us the opportunity to serve you! As always, suggestions, compliments, and concerns are welcome at all times.

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## NEW YOUTH PROGRAMS PARTICIPANTS

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To register for the school year, please visit

[www.ezchildtrack.com/nnprt/ParentLogin](http://www.ezchildtrack.com/nnprt/ParentLogin), and select the “Click here to register” link, and choose “2018-2019 Before and After School Programs” or “2018-2019 Early Childhood Program” or “2018-2019 OLMC After School Program”. You will be navigated to the online registration form for you to complete. The parent or legal guardian of the child should be the account holder. You will also need to provide two different emergency contacts other than the legal guardians, and they must live within 50 miles of the center that your child will attend. In addition to completing the online form, you will need to provide:

- A copy of your child’s latest physical examination and immunization records
- The original birth certificate. (The original birth certificate is the preferred method of verifying the child’s identity, however in lieu of the birth certificate; we will also accept your child’s passport, a notarized letter from a local school district, a court document that verifies the child’s name, sex, date of birth and legal guardian.)
- Custodial documentation (if applicable)
- Medication Consent Form (if applicable)
- Allergy Action Plan (if applicable)
- All fields with a red indicator are mandatory and must be completed

Once you have submitted your online registration, we will review your application for approval. Once your application is approved, you will receive an email confirmation and information to set up your account online. Due to such high demands at some of our locations, you may be offered an alternate site from your original selection. Once space is available, we will contact you as soon as possible.



## RETURNING PARTICIPANTS

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To register for the school year, please login to your parent portal account and select the “REGISTER” link for the “2018-2019 Before and After School Programs” or “2018-2019 Early Childhood Program” or “2018-2019 OLMC After School Program” (located on the left side of the account home page). Once you click on the register button, you will verify or update your child’s information (school, grade, emergency contacts, t-shirt size, etc.) and choose the schedule that your child will attend during the school year. If your child attended the program this summer, you will not need to provide a shot or physical record for your child, unless your child’s records have been updated. You will also need to pay the registration fee at this time. To avoid delays in starting the program, your child must be registered one week prior to school starting. If you register your child within one week of school starting, your child/children may not be able to attend the program for the first day of school. Registrations are not complete until we have reviewed that all required documentation is on file: Verification of original birth certificate, shot records, school entrance physical form, allergy action plan and Medication Consent form if necessary and completed and approved online registration packet.

To avoid delays in starting the program, **parents/legal guardians must register their child(ren) completely and be approved no later than:**

**OLMC: Wednesday, August 15, 2018** in order to start the after school program on the first day, Tuesday, August 21, 2018. Parents/legal guardians whose child (ren) has been registered on Thursday, August 16<sup>th</sup> or Friday, August 17<sup>th</sup> will be able to start the program no sooner than Wednesday, August 22<sup>nd</sup>.

**NNPS: Wednesday, August 29, 2018** in order to start the before and after school program on the first day, Tuesday, September 4, 2018. Parents/legal guardians whose child (ren) has been registered on Thursday, August 30 or Friday, August 31 will be able to start the program no sooner than Wednesday, September 5, 2018.

If you are paying by money order, you must register at our Administrative Office at City Center, as you will not be able to make a payment online. Registrations are taken from 8:30 A.M. to 4:30 P.M.

Please note all registration fees are non-refundable.

Youth Programs' sites are licensed by the State of Virginia. For licensing, the minimum Standard for Licensed Day Care Centers provided by the Department of Social Services requires that each child be up-to-date on immunizations. A copy of your child's immunization records must be provided at the time of enrollment along with an original birth certificate. (Documents must be reviewed before the first day of attendance). A physical examination by a licensed physician using the School Entrance Physical Examination form must be provided to our Administrative Office within 30 days of enrollment. If you have a diagnosed food allergy, an Allergy Action Plan Form must also be submitted by your child's physician as well as a Medication Consent Form if medication has to be administered while in our care. Please note if you have not provided us with current information, your child may be removed from the program until such information is submitted. As licensed child care providers, all Youth Programs employees are considered mandatory reporters of suspected cases of abuse or neglect.

**EMERGENCY CONTACTS**

It is required by the State of Virginia that two emergency contacts be listed on every child's registration form. Be sure that up-to-date phone numbers and employment information, if applicable, are listed for your child's emergency contact persons. These people must live or work locally in order to be of assistance in an emergency. Also, be sure your contacts know you have given us their names and are willing to come to the center with a picture ID to pick up your child in the event you cannot be reached. You can update your contacts information by sending an email through your parent portal account, or by contacting our main office at 926-1400. It will be updated within 2 business days.

**RATIO**

Supervision is provided by trained staff at all times with a ratio of no more than (1) to (18) for School Age and Middle School and (1) to (10) for Early Childhood Programs. Staff utilizes sight, sound, and counting of children to ensure that all are present and safe at all times.

## LOCATIONS

### **Early Childhood Programs** *\*Licensed Care*

Full Day Program – Ages 3 - 5

Brittingham-Midtown Community Center  
Denbigh Community Center

Before & After Program – Pre-K

Denbigh Early Childhood Center  
Watkins Early Childhood Center

### **School Based Before & After School Programs** *\*Licensed Care*

K through 5th Grade

BC Charles	Kiln Creek	OLMC (after school only)
Deer Park	Palmer	Nelson/Epes
Hilton	Sanford	Riverside/Hidenwood
Greenwood	Saunders	Richneck / McIntosh
Hilton	Yates	

### **Middle School Before & After School Programs** *\*Licensed Care*

6th through 8th Grade

Brittingham-Midtown Community Center  
Denbigh Community Center (after school only)  
OLMC (after school only)

### **COMMUNITY BASED DROP-IN CENTERS** *\*Non-Licensed Care*

- Doris Miller // K – 6th Grade // 3:30 P.M.-6:30 P.M.
- South Morrison Family Education Center // Ages 8 – 16//4:00 P.M.-7:00 P.M.



### Hours of Operation

#### **Before School**

6:00 A.M. – School Start

#### **After School**

School Dismissal - 6:30 P.M.

#### **Full Day**

6:00 A.M. - 6:30 P.M.

Transportation is the responsibility of the parents. During the school year, some transportation is provided by regular school bus routes. You must complete a 2018-2019 Child Care Request form and fax it to NNPS Transportation at 249-8238. Please see your Center Supervisor for a copy. Upon Approval from the NNPS Transportation Department, the parent (s) is responsible for notifying the school office and teacher in writing of transportation arrangements before your child is transported.

**\*Hines Middle School Students\***

Hines students attending the Brittingham-Midtown Community Center Program will walk, accompanied by a staff person, to the program at the end of the school day.

**INCLEMENT WEATHER**

In case of inclement weather, the Program may change its hours. When it is announced that Newport News City Offices will close, the Program will close as well. For more information or clarification of operations during a storm, please check [www.redefiningplay.com](http://www.redefiningplay.com), our Facebook page, YP Newport News or call 757-926-7282 for further announcements. Please note that if there is a delay, Youth Programs operates on the same delay, i.e. for a one-hour delay, Youth Programs will open at 7:00am. If schools close, we will operate at BMCC from 8:00am - 5:30pm unless the City closes in which case we also are closed.



**LICENSED CARE FEES**

*Non-Refundable Registration Fee: \$40 individual/\$80 family*

	Early Childhood	School Age	Middle School
Before School	\$45	\$45	\$45
After School	\$59	\$59	\$59
AM + PM	\$79	\$79	\$79
Full Day (3 & 4)	\$95	N/A	N/A

**DROP IN CENTER FEES**

*One-time Non-Refundable Registration Fee*

Doris Miller After School Homework Club \$50

South Morrison Family Education Center \$25

**DAILY RATE**

We offer a daily rate option of \$27 a day to parents/guardians who only need childcare for 2 days per week or less for the 2018-2019 Before and After School Program. In order to participate in the daily rate option, you must register for the “Calendar Option” through the EZ Child Track Parent Portal and pay the \$40 or \$80 Youth Program Registration School Year Fee. Once you have registered, you can enroll your child through your parent portal account, “Calendar Option”, or by calling our main office to reserve space (if there is space available). Reservations must be received at least one day in advance, and can be scheduled up to 4 weeks in advance. Full payment is due at the time of reservation. Program attendance changes on a weekly basis and weekly users will always take priority over daily rate uses. For this reason, we cannot guarantee that you will have a space available when you attempt to reserve it. If you need to change to a full time, before or after school schedule, please contact our main office or send us a message through your parent portal account.

**RECEIPTS AND TAXES**

Tax statements and payment receipts can be obtained through your parent portal account. Our Federal ID # is 54-6022059. Receipts are always emailed to the email address provided once payment is received.

Youth Programs encourages the use of our online system to pay for program fees. In order to focus center activities on relationship building, children and to ensure safety of staff and participants, payments will not be accepted at Youth Programs’ school locations or by Youth Programs’ Center Staff. Payments will continue to be accepted by the Youth Programs’ Administration at the City Center office. Payments made by check or money order will also be accepted at “Drop Box” locations at Brittingham-Midtown Community Center and Denbigh Community Center. These “Drop Box” locations close at 6:00 P.M. on Saturdays and are closed on Sundays. Payments are due by Sunday at 11:59 P.M. each week. The Administrative office is open from 8:00 A.M. to 5:00 P.M. Monday through Friday. Payment for the program is due in advance. Please make checks or money orders payable to the City of Newport News. Please be sure to put your driver’s license or social security number on your checks and all forms of payment should have your child’s name in the memo section. Cash is NOT accepted.

**Administrative Office at City Center**

700 Town Center Drive, Suite 320 – Tel: (757) 926-1400  
Hours: Monday – Friday 8:00 A.M. – 5:00 P.M.  
Closed Saturday & Sunday and City observed Holidays

**Brittingham-Midtown Community Center (Drop Box Only)**

570 McLawhorne Drive – Tel: (757) 591-4853  
Hours: Monday – Thursday 6:00 A.M. – 9:00 P.M.  
Friday 6:00 A.M. – 8:00 P.M.  
Saturday 9:00 A.M. – 6:00 P.M.  
Closed Sunday and City observed Holidays

**Denbigh Community Center (Drop Box Only)**

15198 Warwick Blvd. – Tel: (757) 812-7900  
Hours: Monday – Thursday 7:00 A.M. – 9:00 P.M.  
Friday 7:00 A.M. – 8:00 P.M.  
Saturday 8:00 A.M. – 6:00 P.M.  
Closed Sunday and City observed Holidays

## DISCOUNTS

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**Corporate Discounts:** City of Newport News Employees are eligible for a 10% discount off the weekly fee only. Only the primary or secondary account holder can receive the discount, and must show acceptable proof of employment to our main office at City Center in order for the discount to be applied. The discount will only apply to children who reside in the household of the primary or secondary account holder.

**Sibling Discount:** Accounts with 2 or more children will receive a discount of \$5 off the weekly fee. The discount will be applied to the 2nd, 3rd, 4th or 5th child. The discount will only apply to the primary or secondary account holder.

*Please note that discounts cannot be combined. You will only receive one discount per account.*

## LATE FEES

Payments for program services are due in advance. Check or money order payments must be received by 6:00 P.M. on Saturdays at the Payment Drop box locations. Credit Card, E-Check payments are due before 11:59 P.M. on Sunday unless your child is not attending that week. Any check, money order, credit card, e-check payments received after the deadline will incur an automatic late payment fee of \$25. An additional \$25 penalty fee will be assessed for each week the payment is late. Any outstanding balances (including late payment fees, late pickup fees and weekly tuition charges, etc.) that are two weeks past due will result in the participant being withdrawn from the program for the remainder of the year and the debt is submitted to the City Attorney's office for collection. To re-enroll, the participant must re-register. The outstanding debt must be paid to include tuition, late fees, and new registration fee.

Checks or E-Checks that are returned for insufficient funds, no account, and unable to locate account will also incur a penalty fee. There is a \$35 returned check fee that is assessed per check. Youth Programs will not accept future payments by check until old debts are cleared, including returned check fees. We also reserve the right to refuse payment by check if more than one check is returned for non-payment.

The City of Newport News assumes no liability for children whose fees have not been paid in full prior to attendance.

## ANNUAL CLOSINGS

All Centers will be closed on the following Holidays and Professional Development Days:

Labor Day

Thanksgiving Day and the following Friday

Half Day on Christmas Eve

Christmas Day

New Year's Day

Memorial Day

June 14<sup>th</sup> & 17<sup>th</sup> for Staff Training

- Weekly fees will not be reduced and/or prorated for four day weeks.
- Weekly fees will not be increased due to half day or full days when NNPS are closed for teacher workdays or designated holidays.

Youth Programs opens at 6:00 A.M. and closes promptly at 6:30 P.M. each day. As much as we love your children, overnight accommodations are not available. If you are unable to pick up your child, please make arrangements to notify the center concerning who will be picking up your child. A penalty fee of \$5.00 for every five minutes after 6:30 P.M. will be charged to the account if the child is left at the center.

If the parent or emergency contact cannot be reached and the center has not heard from you by 6:30 P.M., Child Protective Services will be called. Being consistently late is grounds for dismissal.

**ABSENCES**

Payment for the upcoming week is our indication that your child will attend. No credits will be given for children who have paid but do not attend. If you are planning an absence or vacation, please send an email through your Parent Portal account "Contact Us" button, no later than the Tuesday before that week, so your account will not be billed.

Please make note that refunds will NOT be given for suspensions resulting from misbehavior within Youth Programs.

All requests for refunds must be submitted in writing or by email to the administration in order to be considered.

If your child will not be participating in the program on a certain day, please be sure to notify your Recreation Center Supervisor or the voice mail number for the center. When our staff are off searching for children who were supposed to be in attendance it takes them away from the interaction they should be having with your child.

**DRESS CODE**

As we are a recreation based program, we are very active and do not like to see kids excluded from activities. Please ensure your children come prepared in non-skid athletic shoes (no flip-flops) and active clothing.

## **COMMUNICATION**

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Be sure to check for important information and reminders that will be posted near the sign in and out area. Parent bulletin boards are located in each center to provide parents with current information about the program, safety information, and child advocacy issues. Please review the parent board regularly for important and interesting announcements. Parents will receive an email communication from [nnprt@ezchildtrack.com](mailto:nnprt@ezchildtrack.com) regarding important program information. If you have any questions or concerns, please direct them to the main office or send a message through your parent portal account, "Contact Us" button. DO NOT attach comments/concerns to your weekly payment.

## **TEACHER COMMUNICATION**

Be sure your child and his/her teacher understand they are going to the afterschool program immediately after school. For safety reasons we recommend you make arrangements with your child's teacher to walk them to the program. It is best if parents put these plans in writing, especially if your plans change frequently. If your child is attending our program, be sure s/he and his/her teacher understand that s/he is going to Youth Programs after school. You may wish to show him/her the Youth Program's room. This is especially important for young children, for those who are new to the school and/or Youth Programs, and those riding a bus to another center.

## **MEETINGS AND DISCUSSIONS**

Communication is an ongoing process in the care of your child. Constant communication can keep misunderstandings from arising. Feel free to make an appointment with your RCS if you have any concerns. Also, feel free to meet with your RCS for specific behavior issues such as those arising from divorce, death of a loved one, attention deficit disorder, or the like. For all of our centers to remain in ratio, additional staff may need to be called so that we can give your matter the attention it deserves.

## CONSOLIDATIONS & SCHOOL CLOSINGS

All weekly users will pay no additional charge for full days. For half days, weekly users will be covered for the session that they have paid for. For example, morning only users will not pay additional fees for morning delays. However, if coming back in the afternoon, these users will pay for a full time week if they choose to use an afternoon session. Afternoon only users will not pay additional fees for half days, however if they need to attend a morning session for any reason, they will pay the full time rate for the week. Full time users will not pay additional fees for half days.

During NNPS teacher workdays Youth Programs will operate at Brittingham-Midtown Community Center & Denbigh Community Center from 6:00 A.M. – 6:30 P.M.

During OLMC teacher workdays Youth Programs will operate at Brittingham-Midtown Community Center from 6:00 A.M. – 6:30 P.M.

Winter Break Programs will operate at Brittingham-Midtown Community Center from 6:00 A.M. – 6:30 P.M.

Spring Break Programs and Summer Camp consolidation will operate at Brittingham-Midtown Community Center & Denbigh Community Center from 6:00 A.M. – 6:30 P.M.

*\*During Winter, Spring and Summer consolidations; all participants must be registered. Account holders will log onto their parent portal account, change the site to Denbigh Community Center or Brittingham Community Center along with the date desired and proceed with successfully enrolling your participant. The system will prompt you to remit full payment at time of enrollment and there are **no refunds** during any consolidation programs.*

On certain holidays Youth Programs may consolidate further based upon anticipated participant numbers. Consolidation sites may change based upon unforeseen circumstances or special situations, i.e. Election Day.

Youth Programs discourages children from bringing their best, most prized toys from home to our centers. Items such as video games, iPods, cell phones, etc. are highly desirable and sometimes prove too tempting for the other kids. All too often, these pricey toys do not make it back home. Youth Programs is NOT responsible for these items if they get lost, broken, or stolen. If you have a suggestion for a type of toy or activity that you would like to see us offer, we can entertain the idea. Newport News Parks, Recreation and Tourism does not accept responsibility for lost or misplaced items, including but not limited to toys, clothing, tennis shoes, etc.

**SNACK**

Proper nutrition is very important for active and healthy children. Youth Programs works with a partner agency to serve a hot meal. These are furnished following USDA requirements by the program. A copy of these standards can be obtained from your Recreation Center Supervisor. In the event that the partner agency is unable to provide this free service, you may be required to bring a lunch or snack for your child.

For safety reasons, our staff is not allowed to heat up food for participants. We cannot ensure that meals brought from home are heated thoroughly; and therefore cannot ensure safe food handling protocol. If your child requires food at a certain temperature, you must send them in a thermos or similar container.

**SCHOOL BREAKFAST PROGRAM**

Some schools offer a breakfast program. Check with your school office to see if a breakfast program is being offered and how to sign up. Inform our staff if your child will be eating breakfast at school and we will walk your child to the cafeteria.



## JOIN IN THE FUN

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We love parent involvement. Not only are our parents often asked to donate time and everyday household items which are used for special projects, you are also welcome and encouraged to join in the fun whenever possible. Parents are welcome to attend and visit the program during all operational hours. If you would like to volunteer on a regular basis, please contact our Administration for further guidance.

## PARENTS NIGHT OUT

Over the course of the school year many of our sites offer Parents Night Out events on Friday evenings from 6:30 P.M. - 9:00 P.M. at their centers. These events cost \$10 per child and dinner is provided. (No Refunds) A range of activities are hosted throughout the evening to include arts and crafts, sports games, and movies. Parents must register online at [www.ezchildtrack.com/nnprt](http://www.ezchildtrack.com/nnprt). Registration must be received no later than 24 hours prior to the event and payment is due at the time of registration.

## GENERAL INFORMATION

**Belongings:** Each child is assigned a basket for their personal belongings however, please ensure your child's belongings are clearly marked with their name.

**Potty Training:** Each child must be potty trained and able to use the restroom independently. Staff may not assist a child in the toileting process beyond escorting the child to the restroom.

**Pick-up:** Children will be released to the responsible parents or those persons listed on the child's form. If children are supposed to be picked up by someone other than the parent, staff must have written notification with explicit instructions. Picture ID is required for persons that Youth Programs' staff are unfamiliar with. Children will not be released to a parent/guardian without a proper ID. We will enforce the 'unauthorized persons' list on a non-custodial parent however, in order to call authorities, a copy of the court order must be kept on file. Parents may provide us with a copy of their picture ID if they would like that information on site.

**Nap Time:** Both early childhood locations offer an afternoon nap time to full day participants. Please provide a bottom sheet and blanket. Pillows and stuffed animals are optional. These items will be sent home at the end of the week to be laundered.

We know that there may be times when your child may need to take medication while at our program. To make sure we administer medication in a safe and healthy manner and in accordance with licensing standards, written permission from the parent is required. Medication **MUST** be in the original prescription bottle with written instructions and given to your Recreation Center Supervisor. Please note that over the counter medicine must be in original containers and may not be shared amongst siblings. Long term medication must be updated every twelve (12) months. Staff must refuse acceptance of medication that do not meet specific criteria. Please make sure that the medication has the child's first and last name, the authorized prescriber's name, the pharmacy name and phone number, the date the prescription was filled, the name of the medication, the route the medication is to be taken, the dosage of the medication, how often to give the medication, and the date to be discontinued. **ALL** of this information needs to appear in writing for our staff to administer medication to your children. Please ask your Recreation Center Supervisor for the proper forms for each medication that needs to be signed by your child's physician.

**SUNSCREEN**

Youth Programs will administer sunscreen and insect repellent if the following are met:

- Parent/Guardian provides sunscreen and/or repellent labeled with the child's name.
- Parent/Guardian signs "Authorization to Apply Sunscreen & Insect Repellent" on the registration form.
- Parent will notify center if the child has ever had an adverse reaction from either medication.

Parents should note the following:

- Licensing requires that staff members apply sunscreen and insect repellent for children under age nine (above criteria must be met).
- Children over nine may apply their own sunscreen and repellent as long as they are supervised.
- Youth Programs recommends that parents apply sunscreen and repellent prior to bringing children to the program, especially before events or activities that will be held outside.

On days where your child is not feeling well, we ask you to keep your child at home to ensure that the illness does not spread. Please notify your Recreation Center Supervisor when this happens. If your child becomes ill at the center, we will contact you and you must come pick them up. In the event of any serious accident or illness, an ambulance may be called. Your child must be fever free for 24 hours in order to return to the program. We will keep you informed of any instance of disease affecting children at our program and we only ask the same of you in return. If a child is absent because of a contagious disease they are not allowed to return to the program without a note from a physician stating that the child's condition is no longer contagious.

**STATEMENT ON INCLUSION**

We encourage participants with disabilities to register for any recreation program currently offered. We will make reasonable accommodations, in accordance with the Americans with Disabilities Act, to enable participants with disabilities to participate in and enjoy recreation programs. Those accommodations will be determined through an individualized therapeutic recreation assessment (see page 21) of abilities and strengths to ensure the dignity and respect of each individual is preserved. Failure to provide information prior to registration may result in an interruption in services if accommodations are needed.

**OUR PROGRAM:** Inclusion offers the opportunity to participate in our programs and facilities in an inclusive environment. This means there will be no separation of services as we will strive to make accommodations that allow for optimum success in our programs and facilities. We will make every reasonable effort to assist individuals who have barriers (i.e. physical disabilities, behavioral/mental health issues, and cognitive deficits) to empower and foster optimum participation.

While we offer reasonable accommodations to support an individual's success, we may not be an appropriate program for all. There are a few things that must be noted. Upon registration, or through a prescreening process, it will be asked that an individual has the ability to do the following:

- Ambulate independently (without the need of another individual)
- Independent toileting
- Possess communication skills
- Independent feeding

If you are interested in these services call 757-926-1400

## **RULES OF CONDUCT**

In light of our goal of having a safe out-of-school time community, Youth Programs does not permit offensive conduct, threatening behavior, fighting, the possession of weapons, including toy items, or any other actions deemed inappropriate by the administration. On the first incident the child will be suspended for a minimum of one day. On the second incident the child will be suspended for a minimum of one week while on the third offense, the child may be dismissed from the program. Depending on the severity of the offense, the administration reserves the right to suspend or dismiss the child immediately. Each disciplinary action will be determined on a case by case basis based on the severity of the offense. Our program supports the Code of Conduct Rights and Responsibilities Handbook for Newport News Public Schools. As such, if your child has been suspended from Newport News Public Schools, they will not be allowed to attend Youth Programs until such suspension is lifted.

Our program uses a 'fighting-fair' approach, teaching children problem-solving techniques and emphasizing 'community building.'

Youth Programs uses a positive approach to discipline in an attempt to redirect negative behavior. However, flagrant disobedience and destruction of property are not allowed. Children are given warnings, time-outs, and privilege suspensions when warranted.

Incidents of misbehavior are documented, the parents are informed, and the documentation is placed in the child's folder. Continuation of harmful behavior may result in a conference with parents and staff, suspensions or dismissal from the program.

## **RULES OF CONDUCT (CONTINUED)**

If your child's behavior is influenced by a disability, we make all attempts to work within those parameters and do take this into account when structuring our discipline policy in correcting minor behavioral challenges. In the event a participant becomes physically aggressive towards himself or others, staff may physically restrain them for safety reasons. If this happens, parents will be notified.

Our discipline guidelines are two-fold. We strive to help children learn to make appropriate choices for their overall social and emotional well-being as well as to maintain a safe environment.

## **AGREEMENTS MADE VIA REGISTRATION**

1. My child must be signed in and out daily by authorized guardians.
2. Children will not be released to anyone except parents or guardians without specific written permission. A picture ID is required please make sure to have it when signing out your child. We will try to enforce the 'unauthorized persons' list. However, to call the authorities we will need the court order on file.
3. Payments for program services are due in advance. Check or money order payments must be received by 6:00 P.M. on Saturdays at the Payment Drop box locations. Credit Card, E-Check payments are due before 11:59 P.M. every Sunday. If payment is not received, a late fee of \$25 will be charged in addition to the weekly fee per participant. An additional \$25 late fee will be assessed for each week the payment is late. There are no credits or refunds for absences.
4. Medication will only be administered with written permission. Medication must be kept in the original prescription bottle and a medication form must be filled out and given to staff. Please note that each medication requires its own form.
5. All locations for Youth Programs close promptly at 6:30pm daily. There will be a penalty fee of \$5.00 for each five minutes after 6:30pm that pick up is late. If the parent or emergency contacts cannot be reached and the center has not heard from you by 6:30pm then Child Protective Services will be called.

**AGREEMENTS MADE VIA REGISTRATION CONTINUED**

6. Any child who is unable to respond positively to the program will be dismissed. You will be called to pick up a child who is uncontrollable or uncooperative.
7. The center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if requested by the center.
8. I will inform the Center within 24 hours or the next business day after my child or a member of my immediate household develops a communicable disease as defined by the State Board of Health.
9. I understand that this registration form and all provisions contained herein also serves to cover my child in the event they participate in consolidated or specialty programs held at Brittingham-Midtown or Denbigh Community Center. These specialty programs close promptly at 6:30 P.M.
10. I give Youth Programs permission to apply sunscreen and/or insect repellent when necessary as deemed by staff members who supply care to my child.
11. I agree on behalf of myself, my child, or our heirs, successors and assigns, to hold harmless and defend Youth Programs, its officers, directors and agents, and the City of Newport News, or representatives associated with Youth Programs from any and all actions, claims, demands, damages, costs, expenses, and all consequential damage arising from or in connection with any illness or injury occurring on a field trip given by Youth Programs or the cost of medical treatment in connection therewith, and I agree to compensate Youth Programs and the City of Newport News or representatives associated with Youth Programs for reasonable attorney's fees and expenses arising therewith. I give my child permission to attend any and all field trips that occur off site that are given by Youth Programs.
12. In case of an emergency, Youth Programs staff has my permission to call my family physician or another physician when the family physician or I cannot be reached. The staff is authorized to do first aid or emergency care or take my child to the emergency room of the nearest hospital, and its staff has my permission to provide treatment which a physician deems necessary for the well-being of my child.

## AGREEMENTS MADE VIA REGISTRATION CONTINUED

13. I have reviewed the 'Youth Programs' Parent Packet and will adhere to all procedures.

14. Throughout the program, there may be activities, events, or media releases that could result in your child being photographed. The Program may use these photographs in promotions for the program, publish them with local articles, or use them to produce center yearbooks or videos. If you would NOT like your child to participate in activities such as these, you must notify your Recreation Center Supervisor in writing, and they will ensure that your child is not photographed in the program.

15. I have reviewed the "Subsidy Agreement" and will adhere to all policies associated with it, if applicable.

16. Transportation is the responsibility of the parents. During the school year, some transportation is provided by regular school bus routes. You must complete a current Child Care Request form and send or fax it to NNPS Transportation at 249-8238. Please see your Center Supervisor for a copy. Upon Approval from the NNPS Transportation Department, the parent(s) is responsible for notifying the school office and teacher in writing of transportation arrangements before your child is transported. Hines Middle School Students - Hines students attending the Brittingham-Midtown Teen Program will walk to the program on their own at the end of the school day. *If your child is attending a 1st Step Program or Kindergarten and is bused from their School to a Parks and Recreation Before and After School Program, you must provide the Parks and Recreation staff with a copy of the Yellow Bus Card so that the staff will be able to get your child off of the bus. This Card must be given to the site staff BEFORE the child starts the program.*

17. Youth Programs sites are licensed by the State of Virginia. For licensing, the minimum Standard for Licensed Day Care Centers provided by the Department of Social Services requires that each child be up-to-date on immunizations. In addition, a physical examination by a licensed physician using the School Entrance Physical Examination form must be provided to your child's center within 30 days of enrollment. Without these forms on file, our program will be given a violation. For this reason, if you haven't provided us with current information, your child may be removed from the program until such information is submitted.

# 2018 – 2019 IMPORTANT DATES

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## AUGUST

- 21 OLMC FIRST DAY OF SCHOOL  
PRE-K & K ORIENTATION
- 22 OLMC 1<sup>ST</sup>-8<sup>TH</sup> FULL DAY & PRE-K & K ORIENTATION
- 24 Orientation Day/Back to School Bash
- 23-31 OLMC 1<sup>ST</sup>-8<sup>TH</sup> FULL DAY & PRE-K & K HALF DAY

## SEPTEMBER

- 3 YP CLOSED (LABOR DAY)
- 4 NNPS FIRST DAY OF SCHOOL and OLMC First Full Day for PRE-K & K
- 19 OLMC 1:30 P.M. DISMISSAL

## OCTOBER

- 5 NNPS HALF DAY DISMISSAL-PARENT CONFERENCES
- 8 OLMC SCHOOL CLOSED – BMCC CONSOLIDATION
- 19 OLMC 11:30 A.M. DISMISSAL
- 24 OLMC 1:30 P.M. DISMISSAL

## NOVEMBER

- 6 ELECTION DAY - NNPS CLOSED – BMCC/DCC CONSOLIDATION
- 9 OLMC SCHOOL CLOSED – BMCC CONSOLIDATION
- 20 OLMC 1:30 P.M. DISMISSAL
- 21 NNPS & OLMC CLOSED – BMCC/DCC CONSOLIDATION
- 22-23 YP CLOSED (Thanksgiving Break)

## DECEMBER

- 19 OLMC 11:30 A.M. DISMISSAL & NNPS HALF DAY DISMISSAL
- 20-21 BLIZZARD BONANZA-BMCC (Winter Break)
- 24 *TBD \*CITY HOLIDAYS/CLOSURES MAY BE AMENDED BY CITY COUNCIL*
- 25 YP CLOSED (Christmas Day Observance)
- 26-28 BLIZZARD BONANZA-BMCC (Winter Break)
- 31 *TBD \*CITY HOLIDAYS/CLOSURES MAY BE AMENDED BY CITY COUNCIL*



# 2018 – 2019 IMPORTANT DATES

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**\*CITY HOLIDAYS/CLOSURES MAY BE AMENDED BY CITY COUNCIL**

## JANUARY

- 1 YP CLOSED (New Year's Day Observance)
- 2 OLMC SCHOOL CLOSED- BMCC CONSOLIDATION
- 11 OLMC 11:30 A.M. DISMISSAL
- 21 MLK DAY: NNPS & OLMC CLOSED – BMCC/DCC CONSOLIDATION
- 25 & 28 NNPS CLOSED – BMCC/DCC CONSOLIDATION

## FEBRUARY

- 1 OLMC 1:30 P.M. DISMISSAL
- 8 OLMC SCHOOL CLOSED – BMCC CONSOLIDATION
- 18 PRESIDENT'S DAY: NNPS & OLMC CLOSED – BMCC/DCC CONSOLIDATION
- 27 OLMC 1:30 P.M. DISMISSAL

## MARCH

- 1 NNPS HALF DAY DISMISSAL
- 11 OLMC CLOSED - BMCC CONSOLIDATION
- 22 OLMC 11:30 A.M. DISMISSAL
- 29 NNPS HALF DAY DISMISSAL

## APRIL

- 1-5 NNPS SPRING FLING- BMCC/DCC (SPRING BREAK)
- 3 OLMC 1:30 P.M. DISMISSAL
- 18 OLMC 1:30 P.M. DISMISSAL
- 19 OLMC CLOSED-BMCC CONSOLIDATION
- 22-26 OLMC SPRING FLING- BMCC CONSOLIDATION

## MAY

- 3 OLMC 11:30 A.M. DISMISSAL
- 15 OLMC 1:30 P.M. DISMISSAL
- 27 YP CLOSED (Memorial Day)
- 30 OLMC PRE-K & K LAST DAY OF SCHOOL

## JUNE

- 5 OLMC 11:30 A.M. DISMISSAL (LAST DAY)
- 12&13 NNPS HALF DAY DISMISSAL
- 14&17 YP CLOSED (Staff Training)
- 18 FIRST DAY OF SUMMER CAMP

## Site Contact Information

BC Charles  
 bccharles@nnva.gov  
 701 Menchville Road, 23602  
 886-7943 / 814-4539

Brittingham-Midtown  
 Community Center  
 570 Mclawhorne Drive, 23601  
 mcckids@nnva.gov  
 591-4853 / 814-4568  
 mccteens@nnva.gov  
 591-4853 / 814-3233

Deer Park  
 deerpark@nnva.gov  
 11541 Jefferson Ave., 23601  
 591-7470 opt.8 / 814-3525

Denbigh Early Childhood Center  
 decc@nnva.gov  
 15638 Warwick Blvd., 23608  
 268-7845

Denbigh Community Center  
 15198 Warwick Blvd., 23608  
 dcckids@nnva.gov  
 812-7900 / 814-4473  
 dccteens@nnva.gov  
 812-7900 / 814-4537

Doris Miller Community Center  
 2814 Wickham Ave., 23607  
 757-247-8603

Epes (PM ONLY)  
 epes@nnva.gov  
 855 Lucas Creek Road, 23608  
 886-7951 / 814-4072

Greenwood  
 greenwood@nnva.gov  
 13460 Woodside Lane, 23608  
 886-7909 / 814-3503

Hiddenwood (PM ONLY)  
 hiddenwood@nnva.gov  
 501 Blount Point Road, 23606  
 591-4852 / 814-4492

Hilton  
 hilton@nnva.gov  
 225 River Road, 23601  
 591-4854 / 814-4534

## Site Contacts (continued)

Kiln Creek  
 kilncreek@nnva.gov  
 1501 Kiln Creek Parkway, 23602  
 886-7967 / 814-3719

McIntosh (PM ONLY)  
 mcintosh@nnva.gov  
 185 Richneck Road, 23608  
 886-7942 / 814-3712

Nelson (AM ONLY)  
 epes@nnva.gov  
 826 Moyer Road, 23608  
 886-7879 / 814-4072

OLMC (PM ONLY)  
 olmc@nnva.gov  
 52 Harpersville Road, 23601  
 814-4125

Palmer  
 palmer@nnva.gov  
 100 Palmer Lane, 23602  
 881-5081 / 814-3587

Richneck (AM ONLY)  
 mcintosh@nnva.gov  
 205 Tyner Drive, 23608  
 886-7952 / 814-4172

Riverside (AM ONLY)  
 hiddenwood@nnva.gov  
 1100 Country Club Road, 23606  
 591-4742 / 814-4492

Sanford  
 sanford@nnva.gov  
 480 Colony Road, 23602  
 886-7940 / 814-4512

Saunders  
 saunders@nnva.gov  
 853 Harpersville Road, 23601  
 591-4842 / 814-3261

South Morrison Family Center  
 southmorrison@nnva.gov  
 746 Adams Drive, 23601  
 814-4172

Watkins Early Childhood Center  
 watkins@nnva.gov  
 21 Burns Drive, 23601  
 814-3530

Yates  
 yates@nnva.gov  
 73 Maxwell Lane, 23606  
 881-5460 / 814-3620

## OUR MISSION

PROVIDING OPPORTUNITIES FOR BUILDING SOCIAL CHARACTER, PROMOTING HEALTHY LIFESTYLES, AND DEVELOPING CREATIVE THINKING THROUGH RECREATION AND LEISURE ACTIVITIES.

## OUR VISION

TO BECOME THE PREMIER DESTINATION FOR OUT OF SCHOOL TIME ACTIVITIES.



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