

Parent Handbook

FUN CENTER



City of Lynnwood Parks, Recreation & Cultural Arts Dept.

2009-2010 School Year

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WELCOME TO THE FUN CENTER AFTER SCHOOL PROGRAM

PROGRAM DESCRIPTION AND GOALS

We have designed a fun recreational after school program that will help your child develop healthy leisure skills during out of school times. We promote children's creativity, sense of exploration, and desire to be self-sufficient by empowering them with choices and respecting their individuality. In addition, children will learn to practice social skills such as sharing and caring in cooperative peer groups. Our goal is to help each child develop a positive self-esteem because it is the foundation for healthy learning experiences.

Our program is play oriented. Using play as a method of teaching is a developmentally appropriate practice. Children learn to explore their environment, relationships, and discover themselves through play. Our guidance techniques use positive communication, redirection and built in limits. We provide a fun after school program through hands-on activities. These include arts-n-crafts projects, science experiments, cooking, indoor/outdoor games, reading, homework assistance and field trips. We have established a safe and caring environment where children will receive nurturing and love.





SCHOOL SITE LOCATIONS

After school Fun Center programs operate out of three local elementary schools in the Edmonds School District. These programs are located in school gymnasiums. There locations are listed below.

1) Cedar Valley Elementary Commons/Gym – 19200 56th Ave W Lynnwood, WA 98036
3:10 – 6:00 pm

2) Lynnwood Elementary Gym – 18638 – 44th Ave W Lynnwood, WA 98037
3:50 – 6:00 pm

3) Spruce Elementary Shuttle - Children are shuttled to Lynnwood Fun Center -
44th Ave W Lynnwood, WA 98037
3:50-6:00pm

CONTACT PHONE NUMBERS



- Lynnwood Recreation Center (425) 670-5732
- Youth Programs Office (425) 670-5386
- Cedar Valley Elementary Cell Phone (425) 754-4735
- Lynnwood Elementary Cell Phone (425) 754-3378



REGISTRATION, COST & FORMS

All students must be registered in order to attend the after school program. Registration is done in person at the Lynnwood Recreation Center, by phone at (425) 670-5732, or online at reconnect.ci.lynnwood.wa.us. There are several payment options for you to choose from. For programs held on-site there is a daily and weekly payment option and for those utilizing our transportation option there is a weekly flat fee. Registration and payment are due by the Monday of each week.

Daily Fee: \$12.00 Resident/ Non-Resident

Weekly Fee: \$40.00 Resident / \$45.00 Non- Resident

All students attending the Fun Center will receive a General Release Form. This form needs to be complete, and a current picture of your child should be attached to the form at the beginning of each school year. Please send all registration paperwork with your child to the Fun Center. Also, should your child need to be given medication during Fun Center hours, please request a Medication Authorization Form in advance.



LATE FEE

Children staying late will be supervised, however, a late fee will be charged for those who are chronically late (which is defined by being late more than once). If you know you are going to be more than 15 minutes late, please call the Fun Center site or call the Lynnwood Recreation Center 670-5732. The late fee policy is strictly enforced. If you are late, you will first receive a Warning (this will be documented.) If you are late again, you will be charged the following: \$1.00 for the first five minutes and \$1.00 for every minute following until the designated adult signs the child out. Payment of late fees is due at the time of sign-out or before sign-in the following day.



RECREATION STAFF

The Fun Center Staff are the key to our success. They are trained to create an emotionally and physically safe environment for your child. You can feel confident and secure that your child will be supervised by a caring individual. They generally are individuals working towards a degree in Education, Recreation, or Social Work. In addition, these individuals are required to maintain professional certifications and attend quarterly trainings while employed by the City. Most importantly though they genuinely love working with elementary age children. Each staff person is...

- *CPR & First Aid Certified
- *Blood Borne Pathogen Certified
- *Passed a Washington State Patrol Background check
- *Continuing education & training



DAILY ROUTINES

The Fun Center's routine is a guideline to help parents and children know what to expect on a daily basis. However, the planned activities for each time slot do vary in order to keep activities new and interesting. Frequently children are asked to give their input during the planning stages. In addition, staff will plan fun activities around a theme each month. The times of the planned activities below varies from each school site:

- | | | |
|-------------|----------------------------|---|
| 3:10 – 3:15 | Sign-In | |
| 3:15 – 3:30 | Nutritious Snack/Free Time | |
| 3:30 – 4:00 | Outdoor Games | (Playground Time) |
| 4:00 – 4:15 | Reading/Story Time | |
| 4:15 – 4:45 | Homework Help | (Flashcards, Curriculum Activities, Leapfrogs, Books) |
| 4:45 – 5:00 | Exercise | |
| 5:00 – 5:30 | Enrichment Activities | (Science, Character Education, Nutrition/Health, Arts & crafts, Drama, Dance) |
| 5:30 – 6:00 | Indoor Games/Sign-Out | (Team/Individual Sports, Board Games, Coloring) |



MONTHLY CALENDAR & NEWSLETTERS

Parents will receive a program newsletter and calendar at the beginning of each month. Calendars list the locations of field trips, planned activities/games, and any closure dates. The newsletters recognize participant birthdays, student of the month recipients and list upcoming events/important reminders. These materials will be available to view on our website or by email.



MONTHLY CELEBRATIONS

Each month staff designate the last Friday to celebrate birthdays, holidays, and other special occasions with the students. If you choose not to have your child participate, please inform the Fun Center staff.



SNACK

Children will be provided with a healthy snack and drink after school. Our goal is to promote healthy food choices in young children to combat obesity. Children are expected to stay seated while eating and use table manners. During snack, this time is used to discuss the important daily events in your child's life. If they finish early they may sit quietly and work on homework or read a book. Parents may send snack with their children but it may only be eaten during the designated snack time. The Fun Center is a Peanut Free Zone. Please do not send any food items with your child that may contain peanut products. Some participants have severe allergic reactions to peanut products.



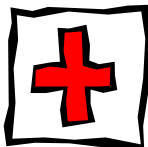
FIELD TRIPS

Scheduled field trips and special events are listed on the monthly Fun Center calendar and occur about twice a year. This helps to provide parents with lots of advanced notice. Fun Centers leave approximately at 3:45 pm and return by 5:45 pm (times may vary depending on field trip location and school release time). Children will be transported in City vehicles. If parents have any questions or concerns regarding transportation to and from field trips, please do not hesitate to ask staff.



INCLEMENT WEATHER

To ensure the safety of our participants and staff the after school program will be closed if the Edmonds School District closes school due to snow or other icy conditions. Contact the Lynnwood Recreation Center at 670-5732 for updated information. If Fun Center is cancelled due to increment weather, there will NOT be a make up day scheduled or a per day refund provided.



ILLNESSES/HEALTH

Please keep children home if they are ill or contagious, 24 hours without a fever or vomiting before returning to the Fun Center is a good guide. Green or yellow mucus may also be a sign of infection and an indicator that your child should remain at home. If your child comes down with chicken pox or contracts lice, inform the Youth Programs Supervisor at (425) 670-5386. In the case of head lice check your child daily for nits. A child needs to be nit free prior to returning to the program. Staff will check heads prior to re-admitting a child to the program. For more information on head lice please visit the Snohomish Health Districts website at www.snohd.org.



SIGN IN/OUT SHEET

When children are released from their classrooms, they walk to the school gym where staff are waiting. Children must sign themselves in each day they attend. When parents come to pick up their child, they must sign out their child. If someone other than the parent is going to pick the child up make sure that individual is listed on the authorization section of the General Release Form. Also, please notify staff of the change before the designated pick up time. Any adult picking up a child will be required to show identification to ensure the safety of each child.



PLAY CLOTHES & TOYS

Children may be asked to bring “play clothes” as our “hands on” experiences may get on their clothes. The children do go outside to play, so dress appropriate for the weather. Please label articles of clothing with the child’s name on the inside since we do not have individual cubbies. In addition, please have your child leave their toys at home as they are a distraction to our program and/or may become lost.



VERBAL AFFIRMATION & INCENTIVES

Staff will provide children with positive verbal reinforcement and incentives. These are ways to reward children for desirable behavior. Staff want children to learn ways to care and share with their peers. Incentives are regularly changed in order to keep the interest of the children.



RULES & DISCIPLINE

Fun Centers have three simple rules: Safety, Teamwork & Fun. Children are expected to follow these rules. When a child does not follow the rules or is harmful to others, discipline is required. Staff follow several steps to help modify a child’s undesirable behavior.

Discipline Steps

- Verbal Warning
- Time Out
- Parent Conference/Phone Call Home

With each parent conference or discussion, a behavior report is written. Three behavior reports may result in suspending or expelling a child from the program.



Fun Center Closure Dates 2009-2010

The Fun Center operates Monday-Friday during the school year with the exception of selected dates. The Fun Center does not operate on legal holidays, early release dates, teacher in-service training/non-contract dates, Winter Break, Mid-Winter Break, Spring Break and conference weeks.

September	8	(T)	Fun Center Begins
September	25	(F)	
October	9	(F)	
October	26-30	(M-F)	Conference Week
November	6	(F)	
November	11	(W)	HOLIDAY
November	26-27	(Th-F)	HOLIDAY
December	21-23	(M-W)	Winter Break – CAMP HOLIDAZE
December	24-25	(Th-F)	Winter Break
December	28-30	(M-W)	Winter Break – CAMP HOLIDAZE
December	31	(Th)	Winter Break
January	1	(F)	HOLIDAY
January	18	(M)	
January	28-29	(Th-F)	Winter Break
February	12	(F)	
February	15	(M)	HOLIDAY
February	16	(T)	
March	19	(F)	
March	29-31	(M-W)	Spring Break - CAMP
April	1-2	(Th-F)	Spring Break - CAMP
May	7	(F)	
May	28	(F)	
May	31	(M)	HOLIDAY
June	4	(F)	Last day of Fun Center
June	7-21		CLOSURE -Summer Camp Prep & Staff Training

Fun Center participants must register separately for school break camps. We do not offer programs on additional non-school days.

