

# **GREEN RIVER AFTER SCHOOL PROGRAM**

## **PARENT MANUAL 2020-2021 SCHOOL YEAR**



# **After School Program**



1775 Hitching Post Drive  
Green River, WY 82935  
(307) 872-0514

[cduncombe@cityofgreenriver.org](mailto:cduncombe@cityofgreenriver.org)

# Leisure Programs Division

*City of Green River  
Parks & Recreation Department*

Recreation Program Supervisor  
Katie Duncombe, CPRP, AFO

## **NEW Policies for the 2020-2021 School Year**

GRASP will be following School District #2 guidelines and procedures for the safety of all children and staff. Monroe school policies will be maintained through the duration of children's time at the program and per school district guidelines masks will be required for children when social distancing cannot be maintained.

With transportation being a concern for the district we are asking parents to fill out a monthly calendar of attendance for GRASP. A calendar for the month is attached. Please fill it out to the best of your ability with the days that your child(ren) will attend the program. These calendars will be handed out and emailed to parents around the 12<sup>th</sup> of each month. We ask that they are returned by the 25<sup>th</sup> of the month to schedule for transportation.

### **Philosophy of the Green River After School Program**

The philosophy of the Green River After School Program (GRASP) is to provide a supervised structured and non-structured recreational and leisure opportunity for elementary aged youth in our community. GRASP focuses on incorporating developmental assets that are essential qualities and positive experiences in raising future productive members in our society; Remember... It takes a Village to raise a child!

### **Eligibility for Participation**

All children who have enrolled in Jr. Kindergarten through 5th grade (effective the 2020-2021 school year) and Home-Schooled students are eligible to register for 2020-2021 GRASP.

### **Children with Special Needs**

GRASP does not discriminate on the basis of race, color, national origin, sex, or disability. The program is dedicated to supporting the Americans with Disabilities Act (ADA). If your child requires special accommodations in order to participate, please contact Katie Duncombe at 872-0514.

\*We are **NOT** affiliated with the school district; therefore they cannot share information about your child with us. If your child is on an IEP, has a learning or emotional disability or needs extra help in any way, please let us know when registering, so we can best help your child throughout our program.

### **Staff**

The staff is comprised of very talented young adults, college and high school students. Staff have attended meetings where topics such as proper supervision, proper etiquette, CPR, First Aid, safety, activities and other topics are covered.

### **GRASP Sites**

#### ***Monroe Elementary School***

250 Monroe Avenue  
870-4014

***Harrison children will be transported by School District #2 on bus # TBA Monroe Elementary (GRASP).***

*(Transportation badges will be provided to participants upon registration)*

***Washington children will be transported by School District #2 on bus #TBA to Monroe Elementary (GRASP).***

*(Transportation badges will be provided to participants upon registration)*

***Truman children will be transported by School District #2 on bus #TBA to Monroe Elementary (GRASP).***

*(Transportation badges will be provided to participants upon registration)*

**Parents please have the site cell phone number with you in case you need to contact your child or the staff.**

### Hours of Operation and Holidays Observed

GRASP is open from 3:20pm to 6:00pm, Monday through Friday for children in grades Jr.K-5<sup>th</sup>.

Full day hours are 8am-5:30pm.

Half Day is the time the bell rings until 6pm.

### ***GRASP is not offered on the following School Closure Days:***

September 7, 2020 Labor Day

November 25-27, 2020 Thanksgiving Break

December 24,-January 1 Christmas Break

February 15, 2021 Presidents Day

March 15-19, 2021 Spring Break

April 2-5, 2021 Easter Break

### ***Full Days = 2 punches***

October 23, 2020

January 18, 2021

March 12, 2021

April 1, 2021

### ***Half Days = 1 punch***

September 30, 2020

October 16, 2020

October 30, 2020

December 23, 2020

February 12, 2021

March 5, 2021

***Last Day of GRASP will be Thursday, May 20, 2021***

### Inclement Weather Procedures

Snow Closure - In the event of blizzard conditions (i.e. inclement weather) GRASP will do its best to remain open and attempt to keep regular hours. If the inclement weather becomes too drastic staff will notify parents to come and pick-up their child(ren). Please notify staff if you're going to be late picking up your child due to the bad weather conditions.

In cases of extreme heat when activities are scheduled outdoors, the activity time may be shortened. If the activity is shortened children will be moved indoors.

In cases of rain, lightening, or a tornado warning, the activity will be moved indoors.

If the GRASP site your child(ren) attends is closed due to inclement weather or for any other reason, parents will be notified by telephone.

### Admission and Registration of Children

This program is one of many activities, programs and services offered by the City of Green River Parks and Recreation Department. Registration procedures for this program:

Fall 2020:

- Registration begins Saturday, August 1, 2020
- All participants must have current punch cards and registration forms on site.

Participants can register at the Green River Recreation Center

Walk-in Registration: Come into the Recreation Center during normal hours of operation.

Complete the registration form, and choose the punch card amount to be purchased. Pay the program fee by cash, money order or VISA/MasterCard.

Punch cards will be purchased at the Recreation Center and be kept on site to be punched by GRASP Staff at the end of each day.

## **Parking and Pickup from GRASP**

Monroe Elementary School - Parents will need to pick up their children from the back of Monroe on the southeast side.

To get there:

1. Turn into the west most parking lot of Lincoln
2. Drive to the end
3. Turn up the hill to your right next to the tan/yellow maintenance shop. There is a sign that says "employees only". Drive up the hill and past the sign. This is where you can see the glass doors on the corner of Monroe where you will pick up your children.

## **Fee Schedule: Fee schedules are subject to change depending upon schedule!!**

Fees for the 2020 - 2021 school year are as follows:

<u>GRASP</u>	<u>Tuition</u>
Jr.K-5 <sup>th</sup> grade	5 punches = \$35
	10 punches = \$70
	15 punches = \$105
	20 punches = \$140
	25 punches = \$165 / discount \$10
	30 punches = \$195 / discount \$15

**Full Days of GRASP will be two punches!**

### **Attention Parents!**

If your child has punches remaining at the end of the year they will be refunded.

**Additional children will be 25% off**

## **Identifying Where Children Are at All Times**

**Please be aware we may leave school grounds at times to do activities. Please feel free to call the site cell phone or Recreation Program Supervisor to find your child.**

## **Children Who Become Ill/Accidents/Emergency**

If your child is exhibiting any sign or symptoms of illness, please be considerate of others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return to GRASP. If a child should become ill or get injured during the program the parents/guardians will be notified.

If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the Recreation Program Supervisor any exposure to communicable illnesses outside the program. The child will then be excluded from the program for the period of time prescribed by the child's physician or the local health department.

All injuries and illnesses will be documented by staff.

## **Lost Children/Natural Disasters**

All GRASP Staff members are trained in the established safety procedures. The following proactive steps will take place in such situation:

- A. Specific procedures for responding to the crisis will occur.
- B. Notification of the Recreation Program Supervisor must be immediate. The Recreation Program Supervisor will notify police.
- C. Local authorities will begin work immediately.
- D. Children's parents or guardians must be notified promptly.

When GRASP Staff hear the tornado siren or are alerted by the Building Supervisor that there is a tornado warning, children will be moved to the designated school tornado safe spot. GRASP Staff will take attendance once they are safely in the designated area. Once the site receives an all-clear signal from the Building Supervisor or the Police Department, children will return to the program area.

### Transportation of Children

Transportation will be provided by Sweetwater County School District # 2. All drivers are fully licensed and trained professionals.

### Field Trips/TV & Video Viewing

GRASP will occasionally take field trips. If parent/guardian do not agree with or have concerns with the field trip please contact the GRASP Recreation Program Supervisor at (307) 872-0514. Sign in and sign out procedures will be the same for field trips. Children will watch movies that are rated PG or G. No television will be watched.

### Arrival/Release of Children

It is required that all children be picked up from the program by an authorized person. Children Jr.K-5<sup>th</sup> may not log themselves out of GRASP. Log-Out will provide a clear record of attendance and tardiness for documentation, should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to GRASP Staff may be asked to show ID. **Authorized persons must be at least 18 years old (if other arrangements need to be made, please contact the Recreation Program Supervisor).** To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency.

### Late Pick-Up/Failure to Pick-Up

Please contact the GRASP Staff if you are going to be late. **A late fee of \$10 for every 10 minutes will be charged for any pick up that occurs after the scheduled pick up time.** When a child is not picked up after GRASP, staff will first try to contact the parent/guardian, then the emergency contact numbers.

### Handling of Children's Belongings

All children's belongings should be labeled with their name. A specific place is designated at the site for personal belongings to be stored. Although GRASP Staff makes an effort to monitor children's belongings, we cannot guarantee the security of your child's belongings. GRASP provides activities and equipment for children. Children should not bring expensive or valuable items to the program. GRASP is not responsible for lost, stolen, or damaged items, including money.

### Rules and Regulations

It is expected that participants will:

- Respect the property of others
- Respect themselves and others
- Conduct themselves in a safe, responsible, and appropriate manner at all times
- Follow the rules as directed by staff.
- Respect the property of the school; we are guests at these locations.

### **Snacks**

All children should eat lunch prior to attending GRASP. A snack will be provided each day to participants. Please notify the staff of any allergies your child(ren) may have regarding food/snacks. Drinking water will be freely available to the children at the site. All foods are stored and served in such a manner as to be clean, wholesome, free from spoilage and safe for human consumption.

### **Visitors/Volunteer Policy**

All visitors, including parents, are required to check in with GRASP Staff and sign in on the Visitor's Log located at the Sign In/Out center. Persons unknown to staff will be required to show a State issued photo ID for identification. All volunteers must complete a City of Green River Volunteer Application and undergo a background check prior to being approved to Volunteer (plan accordingly as this may take up to two weeks to complete). If you are interested in volunteering, please contact the Recreation Program Supervisor.

### **Filing a Complaint**

We want to hear from you if you have questions or concerns about GRASP. We will make every effort to resolve any issues or concerns you have about the program.

Should you have a concern, or idea for improving GRASP, you may also contact the Recreation Program Supervisor at 872-0514 at anytime.

### **Request for a Child's Removal**

The removal of a child from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand.

Before a child is removed, the Recreation Program Supervisor will discuss the current situation and everything that has occurred to date with GRASP staff and parent(s) of the participant(s). The Recreation Program Supervisor will then inform the parent/guardian by phone that their child is dismissed from the program.

### **Withdrawing From the Program**

A parent or guardian may withdraw his/her child from GRASP at any time. However refunds will be given based on the Parks & Recreation Departments refund policy.

### **Refund Policy**

**Parks and Recreation Activity Refund Policy:** \*Credits are valid for one year from the date of issuance and may be used toward any program. \*Full refunds will be given for cancellations that are received one or more working days before the activity is scheduled to begin. \*Full credit to your account will be issued for cancellations received less than one working day before the activity is scheduled to begin. \*With City of Green River approval, pro-rated account credit may be issued for cancellations received after an activity begins; a medical situation and/or other extenuating circumstances. Failure to attend is not considered a cancellation. \*Credit will be applied to your account, unless requested otherwise; credits will be good for one year from the date of issuance. \*If original payment was by credit card, a credit will be issued back to that card. \*Refunds are typically issued in the form payment was originally made with the exception of cash, which shall be reimbursed by a check from the Finance Department after being approved through City Council. Cash refunds are not allowable over \$40.00. Refunds may take up to 4 weeks to process. Participants are permitted to transfer the credit to another activity or account. \*In the case of a rain/snow-out, there will be NO refund and no rescheduling. \*In the case of a cancellation by the coach or other unforeseen cancellation, there will be NO refund. \*Once a registration has been completed, all reservations are considered final. Please choose activities with care, as all registrations are considered final.

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### **Contact Phone Numbers**

Green River Recreation Center 872-0511

Green River After School Program Recreation Program Supervisor (Katie Duncombe) 872-0514

Monroe Elementary School Site 870-4014

E-Mail Address for Katie Duncombe: [cduncombe@cityofgreenriver.org](mailto:cduncombe@cityofgreenriver.org)

# City of Green River Parks and Recreation Department

## Behavior Policy

### Summer Day Camp and Green River After School Program

#### **Positive Guidance, Discipline and Discharge**

Whenever possible, staff will assist children in working out their differences. The program should follow the same conflict resolution steps as below:

#### **Children's Rules to Live By:**

- **Ask the person to stop**
- **Ignore the person**
- **Walk Away**
- **Tell an Adult**

**We are respectful, responsible and safe**

The following system will be used in the behavior plan.

1. First offense, the child will be given a warning and the staff person will talk to the child about the behavior expected of him/her. *If a behavior is deemed serious enough, it can warrant a **Discipline Report** without warning or even an expulsion from the program without prior warning or notice.*
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 his/her 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 upon 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 a gym game. Parents will be informed of the behavior upon pickup and an **Incident Report** will be completed by the staff.
4. A **Discipline Report** (Green Sheet) 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 operation of the programs.*
5. If a 2<sup>nd</sup> **Discipline Report** is completed during a summer or school year, a meeting will be scheduled with the Recreation Supervisor, onsite staff, parents and child to discuss the behavior and strategies to assist in alleviating the behavior.
6. If the child receives a 3<sup>rd</sup> **Discipline Report** he/she will be suspended from the program for a three day period. During this time the parent, child, Recreation Supervisor and onsite staff member, will meet to discuss the parameters of returning to the program.
7. If a 4<sup>th</sup> offense occurs after this meeting, the result will be dismissal from the program. *Refunds will not be granted.*





**ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT RELATING TO COVID-19 EXPOSURE, COVID-19 LIABILITY, AND COVID-19 RISKS**

*The persons to whom this Agreement applies are, as follows:*

Adult Participant Name: \_\_\_\_\_  
Minor Participant Name(s): \_\_\_\_\_ Participant Age(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If applicable) Name of Participant's Parent or Legal Guardian signing below: \_\_\_\_\_

IN CONSIDERATION for myself and/or my children listed above being permitted to utilize the services, utilize the facilities and/or participate in the programs of the City of Green River (the "Organization"), including, but not limited to, observation or use of facilities or equipment, or participation in or acting as a spectator during any program affiliated with the Organization, the undersigned, on behalf of himself or herself and such participating children and any personal representatives, heirs, and next of kin (hereinafter referred to as "the undersigned") hereby acknowledges, agrees and represents that he or she has inspected and carefully considered such premises, equipment, and facilities and has considered the Organization's programs and that the undersigned finds and accepts same as being safe and reasonably suited for the use or participation by the undersigned and such participating children.

In addition, the undersigned acknowledges that novel coronavirus ("COVID-19") infections have been confirmed throughout the United States, including several cases in the undersigned's own State and locality. In accordance with the most recent guidance and recommendations issued by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), undersigned's own State's Department of Health (DOH) for slowing the transmission of COVID-19, the undersigned hereby agrees, represents, and warrants that neither the undersigned nor such participating children shall visit or utilize the facilities, services, and/or programs of the Organization (other than any exclusively online services and programs) within 14 days after (i) returning from highly impacted areas subject to a CDC Level 3 Travel Health Notice, (ii) exposure to any person returning from areas subject to a CDC Level 3 Travel Health Notice, or (iii) exposure to any person who has a suspected or confirmed case of COVID-19. The CDC Travel Health Network is continuously updating this list and the undersigned agrees that they are aware of this list and the countries listed.

The undersigned hereby agrees, represents, and warrants that neither the undersigned nor such participating children shall participate in, visit or utilize the facilities, services, and/or programs of the Organization if he or she (i) experiences symptoms of COVID-19, including, without limitation, fever, cough, loss of sense of taste or smell, or shortness of breath, or (ii) has a suspected or diagnosed/confirmed case of COVID-19. The undersigned agrees to notify the Organization immediately if he or she believes that any of the foregoing access/use restrictions may apply.

The Organization has taken certain steps to implement certain recommended guidance and recommendations issued by public health agencies for slowing the transmission of COVID-19, including, without limitation, the access/use restrictions set forth above. The undersigned acknowledges and agrees that the Organization may revise its procedures at any time based on updated recommended guidance and recommendations issued by public health agencies and further agrees to comply with the Organization's revised procedures prior to utilizing the facilities, services, and/or prior to participating in the programs of the Organization. The undersigned further acknowledges and agrees that, due to the nature of the facilities, services, and programs offered by the Organization, social distancing of 6 feet per person among children and their fellow participants or others is not always possible. The undersigned fully understands and appreciates both the known and potential dangers of participating in the programs and/or utilizing the facilities and services of the Organization and acknowledges that use thereof by the undersigned and/or such participating children may, despite the Organization's reasonable efforts to mitigate such dangers, result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO PARTICIPATE IN THE ORGANIZATION'S PROGRAMS, THE UNDERSIGNED HEREBY AGREES TO THE

FOLLOWING:

THE UNDERSIGNED, ON HIS OR HER BEHALF AND ON BEHALF OF SUCH PARTICIPATING CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the Organization or its governing body organization, or any of their respective directors, officers, employees, volunteers and agents, or any of the fellow participants or their family members or guests from all liability to the undersigned or such participating children and all personal representatives, assigns, heirs, and next of kin of the undersigned or such participating children for any loss or damage, and any claim or demands on account of any property damage or any injury to, or an illness or the death of, the undersigned or such participating children (or any person who may contract COVID-19, directly or indirectly, from the undersigned or such participating children) *whether caused by the negligence, active or passive, of the Organization or otherwise while the undersigned or such participating children are in, upon, or about the premises or any facilities or using any equipment of or participating in any program of or affiliated with the Organization.*

THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS the Organization or its governing body organization, or any of their respective directors, officers, employees, volunteers and agents, and each of them, from any loss, liability, damages or costs they may incur, *whether caused by the Organization's negligence, active or passive, or otherwise while the undersigned or any participating child is participating in any program of the Organization or in, upon, or about the premises or any facilities or equipment affiliated with the Organization.* The undersigned understands and agrees that the Organization is not required to provide insurance to cover the undersigned or such participating children in the event they suffer illness, injury, death, property loss, theft or damage of any sort upon, or about the premises or any facilities or equipment therein or while participating in any program affiliated with the Organization.

The undersigned agrees and acknowledges that use of the Organization facilities and services, and participation in the Organization programs, may involve inherent danger and risk, including, without limitation, the risk of physical illness or injury, death or property damage. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR, AND RISK OF ILLNESS, BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such participating children due to negligence, active or passive, or otherwise while in, about or upon the premises of the Organization and/or while using the premises or any facilities or equipment thereon and/or while participating in or observing any program affiliated with the Organization. The undersigned acknowledges that any illness or injuries that the undersigned or such participating children contract or sustain may be compounded by negligent first aid or emergency response of the Releasees and waive any claim in respect thereof.

THE UNDERSIGNED further expressly agrees that the foregoing ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the laws of the State in which the undersigned resides or participates and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE CAREFULLY READ AND VOLUNTARILY SIGN THIS ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT AND FURTHER AGREE THAT NO ORAL REPRESENTATIONS, STATEMENTS OR INDUCEMENT APART FROM THE FOREGOING WRITTEN AGREEMENT HAVE BEEN MADE. I AM AWARE THAT BY AGREEING TO THIS AGREEMENT, I AM GIVING UP VALUABLE LEGAL RIGHTS, INCLUDING THE RIGHT TO RECOVER DAMAGES FROM THE ORGANIZATION IN CASE OF ILLNESS, INJURY, DEATH OR PROPERTY LOSS OR DAMAGE, INCLUDING, FOR THE AVOIDANCE OF DOUBT AND WITHOUT LIMITATION, EXPOSURE TO COVID-19 AT ANY ORGANIZATION FACILITY OR DURING PARTICIPATION IN ANY PROGRAM AND ANY ILLNESS, INJURY OR DEATH RESULTING THEREFROM. I UNDERSTAND THAT THIS DOCUMENT IS A PROMISE NOT TO SUE AND A RELEASE OF AND INDEMNIFICATION FOR ALL CLAIMS. IF SIGNING ON BEHALF OF MINOR: I ALSO UNDERSTAND THAT THIS AGREEMENT IS MADE ON BEHALF OF MY MINOR CHILD(REN) AND/OR LEGAL WARDS AND I REPRESENT AND WARRANT TO THE ORGANIZATION THAT I HAVE FULL AUTHORITY TO SIGN THIS AGREEMENT ON BEHALF OF SUCH MINOR(S).

**I have read and understand the terms of this Assumption of Risk, Release and Waiver of Liability, and Indemnity Agreement and agree to its terms.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date