



2013-2014 After School in the Park Program

Key Information, Responsibilities and Requirements

Please keep this document for your records.

Dear Parent/Guardian:

Welcome to the City of Rochester's After School in the Park program. Our staff is looking forward to spending the school year with your child. Please read the important program information below. If you have any additional questions, please call 428-6755 Monday - Friday, 9 a.m. - 5 p.m.

1. **ELIGIBILITY:** This program is for city youth in grades K - 6 (although non-city youth may attend at \$65 per child should space be available).
2. **DATES AND TIMES:** Monday through Friday from 2:00 to 6:30 p.m., from September 4, 2013 through June 26, 2014. ASIP is also offered during designated school breaks, Monday through Friday, 9 a.m. to 5 p.m. for a small additional fee.
3. **PROGRAM ELEMENTS:** Participants will be served dinner and participate in homework help and a variety of social and recreational activities.
4. **TRANSPORTATION:** School bus transportation can be arranged for drop off only—and must be arranged by parents/guardians directly with the child's school. School bus transportation is NOT available to take youth home.
5. **COST AND PAYMENT:** Program cost is \$55 per week for City residents and \$65 per week for non-City residents. For each additional sibling, the fee is \$45 per week for city residents and \$55 per week for non-City residents. The fee is \$85 per week during school breaks during the school year for City residents and \$125 per week during school breaks during the school year for non-City residents. Payment must be made on the Friday before the week of attendance in order for your child to participate in the program. Parents must pay for one full week even if the child does not attend every day. FEES CANNOT BE PRO-RATED AND ARE NON-REFUNDABLE. No credits will be given if a child is sick. Parents must notify us at 428-6755 if the child will be absent. Voicemail is available after hours or if staff is unavailable.
6. **MEDICATION:** If your child is on medication, we must be notified.
7. **PERSONAL BELONGINGS:** Please have all personal belongings labeled with your child's name. A backpack is perfect to keep all belongings together.
8. **DAILY DEPARTURE:** Your child will remain at the site until the end of each day's program, and then depart only with a parent or designated adult or guardian. Information about all persons permitted to pick up your child must be provided on the registration form and to the site supervisor. Children will not be allowed to walk home by themselves unless a signed permission slip has been provided. A designated person will be required to sign out the child at the end of each day. Parents must notify ASIP if they will be late to pick up their child. **A late fee of \$1.00 will be charged for each minute that the child remains at the center past 6:30 p.m. If late pickups become a chronic problem, you may be asked to remove your child from the program.**
9. **EXPECTATIONS OF PARTICIPANTS:** Your child is expected to follow the rules of the ASIP and show proper respect toward other children and staff. For the enjoyment and safety of other participants, any child who is disruptive or becomes a disciplinary problem may be removed from ASIP following a conference with the parent. ***If your child is removed from the program, you are not eligible for a refund for that week***

ASIP would like to remind you that we need cooperation of staff, children and parents to assure continuation of quality programming.



Code of Behavior

-  **1** Follow all center rules.
-  **2** Show good sportsmanship and invite others to join in.
-  **3** Go to staff if you need help resolving a problem or dispute
-  **4** Use appropriate language and gestures that respects the feelings of others.
-  **5** Respect City and private property.
-  **6** Respect the decisions of all coaches, referees and staff.
-  **7** Keep yourself and others safe by not bringing weapons into the center.
-  **8** Demonstrate self control to avoid hurting yourself or others.

*In order to help Recreation Staff provide a safe and nurturing atmosphere at all Recreation Centers, participants are **required** to adhere to the **Code of Behavior** to avoid suspension or other consequences.*