

Parent Handbook 2022-2023 School Year



Newport News Parks and Recreation Youth Programs

700 Town Center Drive, Suite 320

Newport News, VA 23606

757-926-1400

www.nnparksandrec.org



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.

Youth Programs’ mission is providing opportunities for building social character, promoting healthy lifestyles, and developing creative thinking through recreation and leisure activities. We are passionately committed to your child’s enjoyment of their Youth Programs experience. 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 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.

2022 – 23 Before & After School Programs:

- Our Lady of Mount Carmel (OLMC): August 22, 2022 – June 8, 2023
- Newport News Public Schools: August 29, 2022 – June 9, 2023
- TBD: Afterschool Homework Club: August 29, 2022 – June 9, 2023

2023 Summer In-service: June 12-13, 2023

- All Programs Closed for staff Training

2023 Summer Camp

- OLMC & NNPS: begins June 14, 2023

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, 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.

Newport News Parks & Recreation
Youth Programs
700 Town Center Drive, Suite 320
Newport News, VA 23606
757-926-1400
www.nnparksandrec.org
<http://facebook.com/YPNewportNews>

Table of Contents

PROGRAM REGISTRATION

Program Registration / Returning Participants	4
Licensing / Emergency Contacts	5
Medication.....	6

PROGRAM OPERATIONS

Ages Accommodated / Ratio / Hours of Operations / Program Fees	7
Payments / Late Payment Fees / Discounts / Receipts & Taxes	8
Program Locations & Contact Information	9
Absences / Pick Up / On-time Pick Up / Inclement Weather	10
Consolidations & School Closings / Transportation	11

HEALTH & SAFETY

Nutrition / Allergies	12
Asthma / Health Check / Illness	13
Confirmed/Suspected COVID 19	13
Sunscreen / Insect Repellent / Dress Code	14

GENERAL INFORMATION

Communication / Meetings & Discussions	14
Teacher Communication / Toilet Training / Nap Time / Personal Items	15
Participant Belongings / Parents Night Out	15

INCLUSION/BEHAVIOR

Statement of Inclusion	16
Rules of Conduct.....	17

AGREEMENTS 18 – 19

IMPORTANT DATES 20 – 21

MISSION / VISION 22

PROGRAM REGISTRATION

To register for the school year, please visit www.ezchildtrack.com/nnprt/Parent , and select the “Register” button for one of the following options:

Option #1 – 2022-2023 Early Childhood Program

Option #2 – 2022-2023 School Year Program

Option #3 – 2022-2023 OLMC After-School Program

Option #4 – 2022-2023 Homework Club (Start Date TBD / Location Doris Miller CC)

You will be navigated to the online registration form 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. All fields with a red indicator are mandatory and must be completed.

Once you have uploaded documents and submitted your online registration, our administrative team 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.

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

OLMC: Friday, August 12, 2022 in order to start the after school program on the first day, Monday, August 22, 2022. Parents/legal guardians whose child(ren) are registered after August 12, 2022 will be able to start the program no sooner than Wednesday, August 24, 2022.

NNPS: Friday, August 19, 2022 in order to start the before and after school program on the first day, Monday, August 29, 2022. Parents/legal guardians whose child(ren) are registered after August 19, 2022 will be able to start the program no sooner than Wednesday, August 31, 2022.

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.

RETURNING PARTICIPANTS

To register for the school year, please login to your parent portal account and select the “REGISTER” link for **Option 1, 2, 3 or 4** as listed above (located on the left side of the account home page). 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 the shot or physical record unless your child’s records have been updated. You will pay the registration fee at this time. Registrations are not complete until we have reviewed and confirmed that all required documentation is on file (See pg. 4) **AND** you receive an “Enrollment Complete”. Forms can be uploaded online when you register.

LICENSING

Youth Programs' sites are licensed by the Virginia Department of Education Office of Child Care Health and Safety. The Standards for Licensed Child Day Centers requires the following documents be provided prior to a child's first day of attendance:

REQUIRED DOCUMENTATION:

- A copy of your child's most recent physical examination using the Virginia School Entrance Physical Form.
- A copy of your child's up-to-date 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) See Pg. 5
- Allergy Action Plan (if applicable) See Pg. 11
- Asthma Action Plan (if applicable) See Pg. 11

All forms can be uploaded to your account when you register. Physical, immunizations and birth certificate must be received prior to your application being approved. *Each report must be dated and signed by a licensed physician, his/her designee, or an official of the local health department.*

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 mandated reporters of suspected cases of abuse and/or neglect.***

EMERGENCY CONTACTS

The State of Virginia requires two emergency contacts be listed on every child's registration form. These individuals must live or work locally in order to be of assistance in an emergency. (Within 50 miles of the center your child attends) 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. Be sure that up-to-date phone numbers and employment information, if applicable, are listed for each emergency contact. You can update this information by sending an email through your parent portal account, or by contacting our main office at 926-1400. The information will be updated within 2 business days.

MEDICATION

We know that there may be times when your child may need to take medication while at our program. To ensure we administer medication in a safe and healthy manner and in accordance with licensing standards, written permission is required. Short-Term Medication (administered for 10 days or less) requires written permission from the parent. Long-Term Medication (administered more than 10 days or is an as needed medication kept on-site) requires written permission from the parent and physician. EXCEPTION: Nebulizer or Epinephrine auto-injector medications must always have written permission from both the parent and physician.

Over-the-counter medication MUST be in the original container (child resistant) with all written instructions included. Provide all necessary tools needed to administer the medication (i.e. dosing cup, spoon or syringe etc.) Label the bottle and tools with the child's full name. OTC medications may not be shared among siblings.

Prescription medication MUST be in the original prescription bottle and have a readable pharmacy label attached. Provide all necessary tools needed to administer the medication (i.e. dosing cup, spoon or syringe etc.) Label the tools with the child's full name. Long term medication documents must be updated every twelve (12) months.

Medication MUST be given to your Recreation Center Supervisor. Medication will be refused if the following criteria are not met. **The medication label AND medication consent form must match exactly.**

- Child's first and last name
- Medication name and strength ***MUST MATCH LABEL & FORM**
- How often to give the medication
- Medication dose
- Route of Administration
- Discontinue Date
- Healthcare Providers Name & Signature (Who prescribed the medication)
- Pharmacy Name and phone number
- Date prescription was filled
- Date Medication expires

ALL of this information must to appear in writing for our staff to administer medication to your children.

Medication Consent Forms can be downloaded through the parent portal or requested through your Recreation Center Supervisor.

PLEASE NOTE: Medications may not be transported between sites by Youth Programs staff. If your child is attending a consolidation or alternate program, it is the responsibility of the parent/guardian to transport the medication. Any medication left at a site will be disposed of after 14 days or the medication expires, whichever comes first.



PROGRAM OPERATIONS

AGES ACCOMMODATED

Program participants must be between 3 years of age through 8th grade. Children must be toilet 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.

RATIO

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

PROGRAM HOURS OF OPERATIONS

6:00am - 6:30pm Monday – Friday

- Early Childhood Full Day Program
- Consolidations

6:00am – School Dismissal Monday – Friday

- Before School Programs

School Dismissal – 6:30pm Monday – Friday

- After School Programs



PLEASE NOTE: See Page 10 for our Inclement Weather schedule & hours.

Parents/Guardians and Authorized Pick Ups must show their photo I.D. when picking up participants from our programs.

BEFORE & AFTER SCHOOL PROGRAM FEES

Registration Fee: \$40 Individual // \$80.00 Family (Non-Refundable)

Licensed Care Weekly Fees:

Full Day: \$140
Before School: \$50
After School: \$65
Before & After School: \$115

Unlicensed Care Weekly Fees:

Homework Club: TBD

All program payments should be made through our online registration site prior to bringing a child(ren) to the program.



PAYMENTS

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 are not accepted at Youth Programs' Sites or by Youth Programs' Center Staff. Payments are accepted by the Youth Programs' Administration at the City Center office. Payments made by check or money order are also accepted via "Drop Box" at Brittingham-Midtown Community Center and Denbigh Community Center. These "Drop Box" locations close at 6 p.m. on Saturdays and are closed all day on Sundays and anytime the community center is closed. Payments are due by Sundays at 11:59 P.M. The Administrative Office is open from 8:30 A.M. to 4:30 P.M. Monday through Friday. Payment for the program is due in advance. Please make the 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.

LATE PAYMENT 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 "Drop Box" locations. Credit Card and E-Check payments are due before 11:59 P.M. on Sunday. Any check, money order, credit card or 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.

DISCOUNTS

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 Administrative 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.

RECEIPTS & 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.

2022 – 23 YOUTH PROGRAM LOCATIONS

Childcare services will have limited availability at one or more of the following facilities:

Early Childhood – Licensed Full Day Programs

Ages: 3 – 4 (Must be 3 years old and toilet trained)

<p>Brittingham-Midtown CC 570 McLawhorne Drive, 23601 mcckids@nnva.gov 591-4853 / 707-5605 cell</p>	<p>Denbigh Community Center 15198 Warwick Blvd., 23608 dcckids@nnva.gov 812-7900 / 814-4473 cell</p>
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Early Childhood/Pre K – Licensed Before & After School Programs

Ages: 4 – 5

<p>Brittingham-Midtown CC 570 McLawhorne Drive, 23601 mcckids@nnva.gov 591-4853 / 707-5605 cell</p>	<p>Denbigh Community Center 15198 Warwick Blvd., 23608 dcckids@nnva.gov 812-7900 / 814-4473 cell</p>	<p>AFTER SCHOOL ONLY Our Lady of Mount Carmel School 52 Harpersville Rd, 23601 olmc@nnva.gov 814-4125 cell</p>
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Elementary School Based – Licensed Before & After School Programs

Grades K – 5th

<p>Deer Park Elementary 11541 Jefferson Avenue, 23601 deerpark@nnva.gov 591-7470 opt. 8/757-814-0322</p>	<p>Hilton Elementary 225 River Road, 23601 hilton@nnva.gov 591-4854/814-4534 cell</p>	<p>AFTER SCHOOL ONLY Our Lady of Mount Carmel School 52 Harpersville Rd, 23601 olmc@nnva.gov 814-4125 cell</p>
<p>Yates Elementary 73 Maxwell Lane, 23606 yates@nnva.gov 881-5460 / 814-3260</p>	<p>Kiln Creek Elementary 1501 Kiln Creek Pkwy, 23602 kilncreek@nnva.gov 886-7967 / 814-3719</p>	<p>Knollwood Meadows 826 Moyer Road, 23608 knollwoodmeadows@nnva.gov 886-7879 / 814-4072</p>
<p>Richneck Elementary AM Only mcintosh@nnva.gov 205 Tyner Drive, 23608 886-7952 / 814-4172</p>	<p>McIntosh Elementary PM Only mcintosh@nnva.gov 185 Richneck Road, 23608 886-7942 / 814-3712</p>	<p>Greenwood Elementary 13460 Woodside Lane, 23608 greenwood@nnva.gov 886-7909 / 814-3503</p>

Middle School – Licensed Before & After School Programs

Grades 6th – 8th

<p>Brittingham-Midtown CC 570 McLawhorne Drive, 23601 mccteens@nnva.gov 591-4853 / 814-3233 cell</p>	<p>AFTER SCHOOL ONLY Our Lady of Mount Carmel School 52 Harpersville Rd, 23601 olmc@nnva.gov 814-4125 cell</p>
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Specialty Programs

<p>Homework Club Doris Miller Community Center 2418 Wickham Avenue, 23607</p>

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.

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

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.

PICK UP (ID Required)

Children will be released to the Parent/Guardian or Authorized Pick-ups listed on the child's registration form. Staff must have written notification with explicit instructions if someone other than those listed are picking up. 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.

PLEASE NOTE: Only Primary Account Holders can make changes to the Authorized Pick-Up list. These changes may be submitted to the Administrative office by calling 926-1400 or by email through the parent portal. Parents are responsible for alerting Site Supervisors of any changes to their registration forms. In the event of an emergency, only the primary account holder can verbally approve a person not listed on the registration form.

ON TIME PICK UP

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 alternate arrangements and 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.

INCLEMENT WEATHER

In case of inclement weather, Youth Programs may change its hours and/or consolidate to Brittingham-Midtown Community Center. 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 from 8:00am - 5:30pm at Brittingham-Midtown Community Center. When it is announced that the City of Newport News Offices will close, Youth Programs will also close.

Please remember to provide Lunch and Snacks for Inclement Weather Consolidation Days. For more information/clarification of operations during a storm or inclement weather, check with www.nnparksandrec.org, www.facebook.com/ypnewportnews, or check your center's voicemail for general announcements.

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 OLMC from 8:00 A.M. – 5:00 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 pre-registered. Account holders will log onto their parent portal account, change the site to Denbigh Community Center or Brittingham-Midtown 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.

TRANSPORTATION

Transportation is the responsibility of the parents. During the school year and summer school, some transportation is provided by regular school bus routes. Please refer to the NNPS Childcare Transportation Request Website for the most up to date information. <http://sbo.nn.k12.va.us/bus-stops/>

Please Note: All Childcare Transportation requests MUST be resubmitted EVERY school year no later than August 15th. Upon approval from the NNPS Transportation Department, the parent(s) is/are 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 and from the program each day.

****1st STEP (PreK) and Kindergarten Students****

If your child attend NNPS 1st STEP or is in Kindergarten and is bused to a Youth Programs Before and After School location, you must provide the Youth Programs Staff with a Yellow Bus Card. Without the Yellow Bus Card, our staff will not be able to receive your child off of the school bus. This Card must be given to the site staff **BEFORE** the child starts the program.

HEALTH & SAFETY

NUTRITION

Proper nutrition is very important for active and healthy children. Youth Programs works with a partner agency to serve meals/snacks that follow USDA requirements during our program. A nutritious lunch and afternoon snack will be provided free at all Summer Camp locations. Please provide a morning snack and a water bottle for your child(ren). A copy of the nutritional 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 are not allowed to heat up or refrigerate 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.

Youth Programs is a “nut sensitive” program. “Nut sensitive” is interpreted as meaning to limit any products containing nuts or nut ingredients. We believe that limiting products containing nuts and/or nut ingredients will greatly decrease the risk of a severe allergic reaction amongst our participants and staff. For this reason, we are asking that when packing food for your child, products containing nuts or made with nut ingredients are excluded. We will continue to have a designated allergy area/table as well as clean and sanitize all eating surfaces before and after feeding times.

Hands are washed before and after meal time. All surfaces of tables and chairs are cleaned and sanitized before and after meal time. If your child has a food allergy, precautions are taken to minimize the risk of exposure/ingestion. Please be sure to provide the necessary Food Allergy Forms as outlined under Allergies below.

ALLERGIES

If your child has a diagnosed food allergy, an allergy care plan signed by your child’s physician is required. During the registration process, you will be asked to identify any diagnosed food allergy, sensitivity or dietary restrictions. If a food allergy is listed on the child’s medical forms, we must have a Food Allergy & Anaphylaxis Emergency Care Plan form detailing the steps to follow in case of exposure or ingestion. The F.A.R.E. form can be downloaded from our parent portal. Please note: If your child’s plan includes the administration of medication you must follow our medication policies (See p. 5) and provide the medication to be stored on-site in case of exposure or ingestion.

If your child has seasonal allergies and requires prescription or over-the counter-medication to be administered during our programs hours, you must follow our medication policies (See p. 5) and provide the medication to be stored on-site.

ASTHMA

If your child is diagnosed with asthma, we require a Virginia Asthma Action Plan to be on file. This form requires a physician's signature and can be obtained from your child's physician. Please note: If your child's plan includes the administration of medication you must follow our medication policies (See p. 5) and provide the medication to be stored on-site. Children may not carry an inhaler during program hours.

HEALTH CHECK / ILLNESS

A health check will be performed each day upon arrival to the program. Children must not be exhibiting any signs of illness.

On days where your child is not feeling well, we ask you to keep him/her at home to ensure that the illness does not spread. Please notify your Recreation Center Supervisor via email or site cell phone. 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 without the aid of medication in order to return to the program.

We will keep you informed of any instance of communicable disease affecting children at our program and we ask that you do the same. If a child is absent because of a communicable 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. The most common communicable diseases in child care are coronavirus, flu, strep, pink eye, etc. A list of most common communicable diseases can be downloaded from:

https://www.vdh.virginia.gov/content/uploads/sites/13/2016/03/Communicable_Disease_Chart.pdf

CONFIRMED/SUSPECTED COVID-19

If a child or staff member develops symptoms of the virus as listed by the CDC while at the facility, Youth programs will immediately separate the person from the well people in a "quarantine room" until the ill person can leave the facility with their parent/guardian. If symptoms persist or worsen, we will call a health care provider for further guidance. Youth Programs will advise the employee or child's parent/caregiver to inform the facility immediately if the person is diagnosed with the virus.

If a child or employee tests positive for the virus, Youth Programs will contact the local health department to identify the close contacts that will need to be quarantined/isolated. It is likely that all members of the infected individuals group will be considered close contact.

If any center experiences a confirmed case of the virus among our population, we will suspend services, at least temporarily for up to 14 days, or longer if advised by local health officials. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another facility, which would potentially expose others. The center will complete a deep clean to disinfect all areas of care.

Please report all COVID related information via our COVID Response Team email:

youthprograms covidresponse@nnva.gov

SUNSCREEN/INSECT REPELLENT

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 first and last name. The product must be in the original container and not expired.
- Parent/Guardian signs "Authorization to Apply Sunscreen & Insect Repellent" in the Parent Agreement at time of registration.
- Parent notifies the 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.

DRESS CODE

As a recreation based program, we are very active and do not like to see kids excluded or hurt during activities. Please ensure your child(ren) come prepared in non-skid, athletic shoes and active clothing. For safety reasons, children are required to wear skid proof shoes. The toe and back must be enclosed. Flip flops/crocs/water shoes may be worn during water play only, however your child will need an appropriate change of shoes/clothes for before and after water play.

As the weather changes, please be sure to provide appropriate outdoor clothing as we like to explore and play outside. Weather permitting, we schedule outside play every day. We will ensure that your child wears what you have provided for them.

GENERAL INFORMATION

COMMUNICATION

Be sure to check for important information and reminders posted near the sign in and out area. Parent bulletin boards are located in each center to provide current information about the program, safety, and child advocacy issues. Please review the parent board regularly for important and interesting announcements. Parents will receive email communication from 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.

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 that may be arising from divorce, death of a loved one, general changes in the household, etc. Due to our requirement to remain in ratio at our centers, an appointment may need to be made so that additional staff can be called upon to ensure we are in accordance with licensure guidelines.

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.

TOILET TRAINING

Each child must be fully capable of using the restroom independently. Staff may not assist a child in the toileting process beyond escorting the child to the restroom.

NAP TIME

Our Early Childhood Programs 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. Please label all items with your child's first and last name.

PERSONAL ITEMS

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.

PARTICIPANT BELONGINGS

Each child is assigned a tub-trug or cubby for their personal belongings. Please be sure your child's belongings are clearly marked with their first and last name.

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. - 9:30 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. Registration must be received no later than 24 hours prior to the event and payment is due at the time of registration.

INCLUSION/BEHAVIOR

STATEMENT ON INCLUSION

The City of Newport News Parks, Recreation, & Tourism encourage everyone to participate and enjoy all programs and facilities. We feel it is imperative to ensure that the City's organizational values of commitment, caring, and collaboration are evident at all times. This is especially true as we provide inclusive leisure activities to our citizens. We are committed to providing accessible programs and facilities because we care about improving the quality of life of our citizens.

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. Failure to provide information prior to registration may result in an interruption in services if accommodations are needed.

For more information or to answer any questions that you may have, please feel free to call us anytime.

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 whether 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:

- A prescreening will take place via the phone or in person
- If the child qualifies for care based upon the prescreening, the parent and child will be asked to attend an assessment to define the child's needs or level of functioning.

For any questions pertaining to the information provided, please contact (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 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.

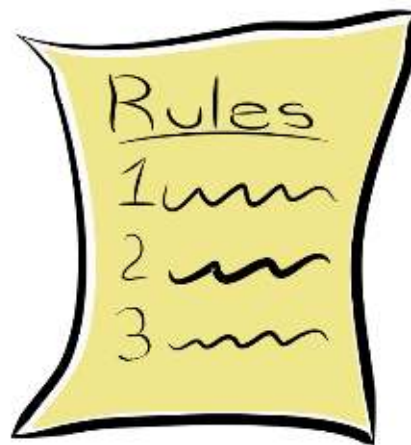
Our program uses a “fighting-fair” approach, teaching children problem-solving techniques and emphasizing “community building”.

Youth Programs uses a positive approach to discipline in an attempt to redirect negative behavior. However, flagrant disobedience and destruction of property are not permitted. 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 bad behavior may result in a conference with parents and staff, suspensions or dismissal from the program.

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

The following agreements are acknowledged during the registration process. It is the responsibility of each parent/guardian to read and become familiar with these agreements as well as the program policies and procedures as stated in the parent handbook. If you have any questions regarding the program or policies, ask your Center Supervisor or contact the administrative office.

1. My child must be signed in and out daily by authorized guardians.
2. Children will not be released to anyone except parents/guardians or authorized pick-up persons 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. Payment is due in advance for each week, regardless of attendance. There will be NO adjustments, credits or refunds due to non-attendance. (Exceptions: A credit may be issued when no services are rendered due to injury, illness, family emergency, or inclement weather.) All refund communication must go through the parent portal or by calling (757) 926-1400. Refund requests must be accompanied by written documentation.
4. If paying by check or money order at a drop box location, the payment deadline is Saturday by 6:00 P.M. If paying online using your checking account, Visa or MasterCard, the payment deadline is Sunday by 11:59 P.M. Any payments received on Monday will be considered late, and your account will be assessed a late payment fee of \$25 for each week your payment is late.
5. All locations for Youth Programs close promptly at 6:30 P.M. daily. There will be a penalty fee of \$5.00 for each five minutes after 6:30 P.M. that pick up is late. If the parent or emergency contacts cannot be reached and the center has not heard from you by 6:30 P.M. then Child Protective Services (CPS) will be called. Being consistently late is grounds for dismissal from Youth Programs.
6. Youth Programs' sites are licensed by the Virginia Department of Education Office of Child Care Health and Safety. For licensing, the minimum Standard for Licensed Child Day Centers requires that each child be up-to-date on immunizations. A physical examination by a licensed physician using the School Entrance Physical Examination form and the immunization record signed by the physician must be provided prior to registration approval. Without these forms on file, our program will receive 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.
7. Medication will only be administered with written permission in accordance with licensing standards. Medication must be kept in the original prescription bottle and a medication form must accompany each medication. Please note: Siblings cannot share over the counter medications.
8. 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.
9. 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.

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. 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.
12. 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.
13. 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.
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 RCS in writing, and they will ensure that your child is not photographed in the program.
15. I understand that transportation is the responsibility of the parent.
16. 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 Community Center or Denbigh Community Center. These specialty programs close promptly at 6:30 P.M.
17. I have reviewed the 'Youth Programs' Parent Packet and will adhere to all procedures.
18. I have reviewed the "Subsidy Agreement" and will adhere to all policies associated with it, if applicable.
19. Transportation is the responsibility of the parents. During the school year and summer school, some transportation is provided by regular school bus routes. Please refer to the NNPS Childcare Transportation Request Website for the most up to date information. <http://sbo.nn.k12.va.us/bus-stops/>

2022 – 23 IMPORTANT DATES

www.nnparksandrecreation.org

AUGUST

19 – OLMC 1st – 8th Grade Meet & Greet 1:00pm – 3:00pm
22 – OLMC First ½ Day 1st – 8th Grade 8:00am – 11:30pm
23 – 24 – OLMC Orientation
23 – Sept. 2 – OLMC Full Day 1st – 8th Grades
23 – Sept. 2 – OLMC PreK – K 11:00am Dismissal
29 – NNPS First Day of School

SEPTEMBER

2 – NNPS Closed / Full Day of Care @ Sites (8am – 5pm)
5 – LABOR DAY – All Programs Closed
7 – OLMC – First Full Day for PreK – K
15 – OLMC Back to School Night @ 6:00pm

OCTOBER

10 – OLMC – School Closed / Consolidation
21 – NNPS/OLMC – School Closed - BMCC/DCC Consolidation

NOVEMBER

8 – Election Day – NNPS Closed - BMCC/DCC Consolidation
10 – OLMC 11:30am Dismissal
11 – OLMC - School Closed / Consolidation
23 – Thanksgiving Observance - NNPS/OLMC – School Closed - BMCC/DCC Consolidation
24 – 25 - Thanksgiving Observance – Programs Closed

DECEMBER

14 – NNPS ½ Day Dismissal
16 – OLMC 11:30am Dismissal PreK – 5th & No School 6th – 8th
19 – 30 – Winter Break / Blizzard Bonanza Consolidation at BMCC/DCC
24 – TBD *City Holidays/Closures may be amended by City Council
26 – YP Closed (Christmas Day Observance)
30 – TBD *City Holidays/Closures may be amended by City Council

2022 – 23 IMPORTANT DATES

www.nnparksandrecreation.org

JANUARY

2 – OLMC Closed / City Closed / NNPS Open
13 – OLMC – School Closed / Consolidation
16 – MLK Day - NNPS/OLMC – School Closed - BMCC/DCC Consolidation
26 – 27 – NNPS Closed - BMCC/DCC Consolidation

FEBRUARY

4 – OLMC 11:30am Dismissal
10 – OLMC – School Closed / Consolidation
20 – President’s Day - NNPS/OLMC – School Closed - BMCC/DCC Consolidation

MARCH

10 – NNPS Closed - BMCC/DCC Consolidation
24 – OLMC – School Closed / Consolidation
27 – OLMC – School Closed / Consolidation
31 – NNPS ½ Day Dismissal

APRIL

3 – 7 NNPS – Spring Break / Spring Fling Consolidation at BMCC/DCC
6 – OLMC 11:30am Dismissal
7 – OLMC – School Closed / Consolidation
10 – 14 OLMC – Spring Break Consolidation
19 – NNPS ½ Day Dismissal

MAY

5 – OLMC 11:30am Dismissal
25 – OLMC PK-K Last day of school
26 – OLMC 8th Grade 12:00pm Dismissal
29 – Memorial Day – Programs Closed

JUNE

7 – 9 NNPS Early Dismissal
8 – OLMC 11:30am Dismissal – Last Day of School 1st – 7th Grade
9 – OLMC – School Closed / Consolidation
12 – 13 – Programs Closed – Staff Summer In-Service Training
14 – 2023 Summer Jams Begins
19 – Juneteeth Observance – Programs Closed
20 – Summer Playgrounds On-site Registration Opens

ANNUAL CLOSINGS

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

Labor Day (Sept. 5th-Closed)

NNPS will be closed on **Sept. 2th**-All YP Childcare Sites will be **OPEN** from **8am - 5pm**

Thanksgiving Day and the following Friday

Half Day on Christmas Eve

Christmas Day

New Year's Day

Memorial Day

June 19th (Juneteenth) & 12th – 13th (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 or OLMC are closed for teacher workdays or designated holidays.



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.



Newport News Parks, Recreation, and Tourism
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757-926-1400
www.redefiningplay.com
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