



# Youth Enrichment Programs

## Policies and Procedures



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## Youth Enrichment Policies and Procedures

Youth Enrichment Program policies and procedures are provided for your information. Please keep in mind, this document may not be all inclusive and all policies and procedures are subject to change. Policies and Procedures specific to Camp Jackson 2020 will be made available in spring 2020. If you have any questions of concerns, please contact Cheyenne McCollum, Youth Recreation Programmer, (307)-732-5756.

We aim to provide a safe and supportive environment for all children attending any of these programs.

We encourage children to play and explore their surroundings. We hope that your child will come home tired and happy.

### Goals

The goals of Youth Enrichment Programs are to:

1. Provide a safe environment that teaches self-awareness and responsibility.
2. Provide a supportive environment in which children can grow and develop.
3. Provide the opportunity for children to make new friends.
4. Provide quality programs in which children learn and have fun.

**Expectations** Youth Enrichment Programs encourage all participants to join in the activities.

The overall expectations of children are to:

1. Be safe.
2. Have fun!
3. Participate in the program's activities.
4. Respect all others in the program.
5. Ask questions and try new things.
6. Understand and play by the rules.

### General Hours of Operation

**Après-School Adventures**: School release bell – 6:00, September-June

**Camp Jackson**: Monday-Friday; 8:30am-5:30pm, June-August

**No School Day Adventures**: 8:30am-5:30pm; November 25-27;

December 23-30; January 2-3; March 23-April 3. Other dates to be determined.

**Holidays/Closures** No School - No Youth Enrichment Programs: October 11; November 28-29; December 24-26, 31; January 1; February 14, 17; May 25. Other dates to be determined.

**Registration** Children must be registered before attending any Youth Enrichment Programs. Different methods of registration are used for different programs, as follows:

**Après-School Adventures** registration is done in 4 sessions.

All registrations open online at 7:00pm tetonparksandrec.org. In person/over the phone registration can be done through the Teton County/Jackson Recreation Center located at 155 East Gill Street; or over the phone at 307.739.9025 starting the following day to each opening. Registration must be done by 1:30pm, day of the program.

Session 1 September 3 – November 8: Opens August 21

Session 2 September 11 – January 31: Opens October 30

Session 3 February 3 – Spring Break: Opens January 22

Session 4 April 6 – June 12: Opens March 18

**No School Day Adventures** Registration for these days open with each session they fall within.

2019 Child Information Form and a 2019 Accident Waiver and Release of Liability are required at time of registration.

**Fees** **Après-School Adventures**: \$12/day per child

**No School Day Adventures**: \$45/day per child

Payment is required at time of registration.

**Cancellations** **Après-School Adventures**: Please call 307.739.9025 before 1:30pm to cancel your child from the day's program. After 1:30pm please call the program phone.

Jackson Elementary Location: 307-690-1545

Munger Elementary Location: 307-690-0540

**No School Day Adventures**: Please call before 8:00am 307-739-9025.

**Sick Policy**            Après-School Adventures: Please call 307.739.9025 or call/text 307.690.1545 before 1:30pm to cancel your child from the day's program.

No School Day Adventures: If a child is sick, please call the recreation center at (307)739-9025. If a child becomes sick during the day, staff will contact the parent to arrange for pick up.

**Drop Off Time**        Après-School Adventures: The schools release bell.

No School Day Adventures: 8:30-9:30am. TCJPR Youth Programs are not responsible for any child before 8:30am.

**Pick Up Time**        Après-School Adventure: By 6:00pm

No School Day Adventures: Between 4:30 and 5:30pm. Late drop off and early pick up not available due to field trips.

**Release of Children**   Children must be signed out of any youth enrichment program. Either accompany your child to the sign-out desk or complete the appropriate section on the registration form that allows your child to sign him/herself in and out. Participants are released only to the persons noted on the registration form. If someone else is picking-up your child, please notify the program in writing.

**Snack**                Après-School Adventures provide a small, nutritious snack in the afternoon for each participant. If your child has dietary restrictions, please pack a snack.

No School Day Adventures provide a small, nutritious snack in late morning and in the afternoon for each participant. A nutritious lunch is a participant/parent responsibility.

Please be sure to inform the staff of any participant allergies to foods on the Child Information Form.

### Transportation

Après-School Adventures and No School Day Adventures provide transportation for field trips and programs shuttle. County owned passenger vehicles, fifteen passenger vans, twenty-five passenger minibus, school buses, public transportation and transport vehicles provided by partnering agencies are used to transport children.

Seat belt use is always required in vehicles where they are provided. Private vehicles will not be used to transport children. If you desire to have your child in a booster seat or child restraint seat, please provide the program with a restraint seat that is *labeled with your child's name*. Youth Enrichment Programs do not provide booster or car seats.

**Medications/Forms** If your child requires medication during any youth enrichment program, the medication must be in the original container, with doctor's orders for the medication. This also includes EPI-pens. A Medication Administration and Consent Form must also be completed. It will be kept on file with the on-site supervisor.

Sunscreen and insect repellents WILL BE administered to children by staff when conditions warrant it. Parents should provide them for their child's use in their child's backpack. Children are encouraged to apply products before programs, and after swimming, as well as keeping body parts protected from the sun and/or insects.

**Child Abuse/ Neglect** All staff are required by law to report cases of suspected child abuse or neglect to the Department of Family Services and /or Child Protective Services.

**Staff Ratio** Youth Enrichment Programs has a desired staff ratio of eight (8) children to one (1) counselor with a maximum staff ratio of thirteen (13) children to one (1) counselor.

**Personal Belongings** Please label all personal belongings with your child's name and phone number! Lost items are not the responsibility of Youth Enrichment Programs; although staff will do their best in returning lost items with name / numbers. Lost and found items will be placed in lost and found at the schools. Any Items not collected will be donated to charity when the schools take it.

### **Valuables and Electronic Devices**

The following items should not be brought to any youth enrichment programs: Electronics, including iPods, mp3 players, cell phones, smart watches or portable gaming devices. Valuables including designer clothes, video cameras, and digital cameras should stay at home. Youth Enrichment Programs and its staff will not be responsible for lost, stolen, or damaged items.

**Contraband** Staff will confiscate the following items if brought to camp: pocketknives, fireworks, drugs, tobacco, alcohol, lighters or matches, and return the items to the parents. Staff will confiscate illegal items and surrender the items to the proper authorities.

**Discipline** The sit, think, discuss, and resolve procedure is used for initial disciplinary measures. If a problem continues, the parent will be notified of conduct and the child may be removed from the program.

Step 1: Verbal - sit, think, discuss and resolve.

Step 2: Written report - parents will be notified of incident.

Step 3 Step 3: Conference - a conference will be set up which could include staff, parents and/or partnering agencies to determine the appropriate course of intervention.

### **Inappropriate conduct**

- a. Unnecessary rough tactics against other participants or staff.
- b. Abusive language or gestures.
- c. Vandalism to the facility, equipment or supplies.
- d. Unauthorized departure from group activities.
- e. The use or possession of controlled substances, including but not limited to: illegal drugs, prescription drugs, drug paraphernalia, lighters, alcohol, or tobacco.
- f. Fighting or physical violence against another person or staff.

### **Zero Tolerance Policy**

If a situation arises that puts a child in danger to him/herself, or other children or staff, the Teton County/Jackson Parks and Recreation Department reserves the right to forgo the discipline steps and suspend or expel a child if the discipline problem warrants it. This is not limited to physical actions of the child, but may also include verbal action, unauthorized departure and/or damage to facilities, equipment or supplies.

**No refunds will be given for children who are expelled from any youth enrichment program.**

We are excited to have your children attending the TCJPR Youth Enrichment Programs! Please keep in mind, this document is meant to be informative and may not be all inclusive. All policies and procedures are subject to change. Policies and Procedures specific to Camp Jackson 2020 will be made available in spring 2020.

If you have any comments or questions regarding youth enrichment programs, please contact Cheyenne McCollum at the Teton Co/Jackson Parks and Recreation Department.

Sincerely,

Cheyenne McCollum  
Youth Enrichment Programmer  
(307) 732-5756 cmccollum@tetoncountwy.gov