

After School Program Information You Should Know...

Attendance

Children must be signed in and out by an adult each day they attend the program. If your child will not be attending the program for a day or more, please notify the Recreation staff by calling 310-2145 or 944-8712 and leave a message.

Please call before **12:00 pm.** There is no credit for being absent from the program. Children who leave the program site against the known wishes of their parents and/or staff personnel may not be able to continue in the program. Children will only be released to the persons listed on each child's emergency form. If a parent/guardian wishes for someone else to pick up their child(ren) a written note from the parent must be given to the Recreation leader at the site. Photo ID will also be required, however we will not send the child with someone the child does not know.

Illness

When your child has a contagious illness, he/she will not be accepted at the program site. The parent or emergency contact person will be contacted to pick up the child. If a contagious disease exists in the household, please notify the Recreation Leader on site who in turn will notify the parents of all program participants.



More Information

The bulletin board is located on the wall outside the Program room and is our way of providing you with important After School Program information as well as Town activities. Please take a moment to review the bulletin board each day. Also remember to pick up the monthly newsletter, this too will give you additional information on the program.

Remind your child not to bring, money, personal items or toys (CD players, Gameboys Cell Phones, etc.) to the program. We can not be responsible for lost or stolen items.

Our phone system will operate like the school district and will receive calls at the Parks & Recreation Services and provide messages to the program leaders when necessary. Emergency calls will be handled immediately.



Late Fee

A fee of \$10 per 15 minutes (or fraction thereof) per family will be charged for children picked up after 5:30 pm. If a child is picked up late repeatedly they may forfeit enrollment.

Discipline Policy

For children who behave inappropriately the following steps will be taken:

- First, the child will be given a verbal warning
- Second, the child will be given a time out with possible sentence writing or writing assignment
- Third, the child will have a meeting with the Recreation Coordinator to discuss their behavior

After meeting with the parents/guardian of the child, corrective measures will be taken and may include suspending the child from the program for one or more days. Continual problems with the child could result in a expulsion from the program. Some severe behavior issues may warrant immediate suspension at the discretion of the Recreation Coordinator and Parks & Recreation Manager.

The program reserves the right to drop a participant at any time for the following reasons:

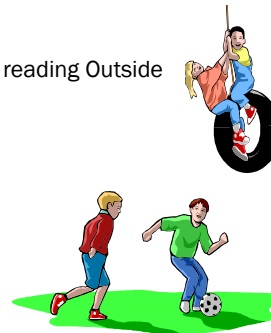
- Non-cooperation
- Physical or Verbal abuse of another child or leader
- Lack of cooperation by parent/guardian
- Continual late pick-ups or frequent absences

Withdrawal From the Program

If you wish to withdraw your child from the program, we ask that you contact the Recreation Coordinator at 944-8712 and provide a written request. There will be no refund for mid-month withdrawal.

Daily Schedule of Events

- 2:35 - Check-in/Wind down
- 2:45 - Quiet time - Homework, reading Outside cardio - stretches then activity
- 3:15 - Snack
- 3:45 - Art & Crafts Enrichment
- 4:15 - Inside/Outside Free play or extended homework help
- 4:30 - Organized game
- 5:15 - Clean-up and getting organized for pick-up



Wednesday will be similar to above schedule, to begin at 1:00 pm

Children are our most valuable natural resource!

“In years to come children may forget what you taught them, but they will remember how you made them feel.”

Program Updates...

Kindergarten will be escorted to Multiuse Room. After School Program staff will meet the children at Yountville Elementary School Multipurpose Room.

Newsletters

After School Program participants will be working on monthly themes to be announced in the newsletters. During each month we will be conducting activities which pertain to the monthly themes. Make sure to pick up a newsletter in order to remain informed on upcoming themes as well as events!

Monthly Payments are due on the **1st DAY of each month.**



- **Snacks are provided each day, however if this is not sufficient you are more than welcome to send an additional snack.**

Enrollment

Enrollment at this time is limited to 50 kids with a leader to child ratio not to exceed 1:12. This program will operate Monday-Friday from school dismissal until 5:30 pm. Before your child will be able to participate in the program we must have the following forms in our office by the time they are enrolled:

- Payment for participation
- Completed Registration Form
- Completed Emergency Form
- Completed and signed Code of Conduct

***The emergency form lists phone numbers and other important information. It is the responsibility of the parent or guardian to keep this card updated at all times. Please submit all changes in writing to the Recreation staff.

Receipts

Receipts will be issued at the time of registration. For tax purposes, our **tax ID number is 94-1622842.** It is the parents responsibility to retain payment records for tax purposes. Yearly payment records are not provided.

Please note the Program will not meet on non-school days

2009 - 2010
School Year

Price List

Month	#of Days	B Before	K Kinder	1st - 5th
Aug	9	\$36	\$90	\$81
Sept	21	\$84	\$210	\$189
Oct	21	\$84	\$210	\$189
Nov	17	\$68	\$170	\$153
Dec	14	\$56	\$140	\$126
Jan	14	\$56	\$140	\$126
Feb	1	\$72	\$180	\$162
Mar	19	\$76	\$190	\$171
Apr	19	\$76	\$190	\$171
May	20	\$80	\$200	\$180
June	8	\$32	\$80	\$72

All payments must be made by the 1st day of each month. After hour payments can be made in our 24hr drop box located next to the main door of Town Hall.

For questions regarding payment please call 944-8712



Do you have a local business our kids can tour? Would you like to share you profession with the children? Let us know if your have something to contribute to the program.

Parks & Recreation Services Department Mission Statement

The Parks & Recreation Services Department is committed to offering quality experiences for all ages. We will accomplish this by working together to provide enriching activities and events for the community to enjoy. We believe professionalism dedication and teamwork are crucial in this endeavor.

WE CREATE COMMUNITY THROUGH PEOPLE, PARKS AND PROGRAMS



Town of Yountville

Parks & Recreation Services Department
Recreation Coordinator, Carol Rasmussen
Parks & Recreations Manager, Lisa Tyler

Site Program Phone — 310-2145

Office Phone - 944-8712

Fax Phone - 944-9619

Email address - crasmussn@yville.com



Yountville Parks & Recreation Services After School Program For Kindergarten—5th grade

Welcome to our after school recreation program, sponsored by the Town of Yountville, Parks & Recreation Services Department. This program is designed for children K—5th grade whom attend Yountville Elementary School.



Dedicated to Creating Community

Our program is dedicated to providing a fun, safe environment where your child can make friends, build self esteem, participate in organized games/activities and do homework. Children attending this program will be supervised by trained Recreation Asst. & Recreation Aides at a ratio of 1:12.

We are looking forward to an exciting year and hope this will be a time of fun and personal growth for all involved.

Location of the program will be at the YES

Multipurpose Room, 6554 Yount Street.