



Union Vale Parks & Recreation After-School Program Parent/Student Handbook

Mission Statement:

The Union Vale Parks and Recreation After-School Program strives to provide a safe and nurturing environment that stimulates self-esteem, friendships, and a healthy lifestyle by means of daily programs, special events, and recreational activities.

Goals:

1. Offer a safe, fun, and nurturing program for youth in grades K-8.
2. Promote healthy behavior and physical fitness and well-being through recreational activities.
3. Provide opportunity to foster friendships, learn new skills, and encourage positive social growth through recreational activities.

Location:

The Union Vale Parks and Recreation After-School Program is located in the beautiful 500-acre Tymor Park in Union Vale, New York. Facilities for program use within the park include: a large function hall (300+ occupancy), indoor/outdoor basketball courts, playgrounds, ball fields, tennis courts, ice skating rink (winter months), over 6 miles of trails, disk golf course, game room (foosball, ping-pong, etc...), arts and crafts room, and more.

What to expect out of the program:

The UVPR After-School Program is packed with recreational games, activities, special events, arts and crafts, and more. Free time is always available to rest, relax, and play after a long day at school.

Admission Policy:

All admission and management is primarily done by each individual household via the registration website and overseen by Recreation Staff. The Union Vale Parks and Recreation After-School Program has open membership throughout the school year and is available on a first come, first serve basis for youth in grades K-8. Students who register for the drop-off/daily program must have all completed forms on file before being dropped off to the After-School Program. Failure to have all necessary forms on file will result in the student not being admitted.

Late Pick-up Policy:

The Union Vale Parks and Recreation After-School Program closes at **6:00pm SHARP**. Students must be picked-up before that time. A late fee of \$1.00 per minute

per child will be assessed if the child is left at the After-School Program after closing (6:00pm). Payment must be made before the student will be allowed back into the program. After three late pick-ups, the Director will review and decide whether or not to dismiss the Student(s) from the program.

***NEW* Membership Payments:**

Payment & registration is due BEFORE the Student is admitted to the program each day, week, or month of attendance. If you have not registered your child for a particular attendance option on the website, they will NOT be added to our daily attendance sheet and will not be accounted for as a participant that day.

The Recreation Department accepts Checks (made payable to the Town of Union Vale), Cash, or Money Orders. An additional fee (\$100) is assessed to be eligible for the Drop-in Program. Discounts are given for month and Full-Year memberships. See website for further details & payment options.

Membership Prices:

****Does not include one-time \$25 registration fee***

1 Day = \$15 (Resident), \$17 (Non-Resident) +\$100 (One-time fee)

1 Week = \$65 (Resident), \$75 (Non-Resident)

1 Month = \$240 (Resident), \$280 (Non-Resident)

Entire School Year = \$2100 (Resident), \$2460 (Non-Resident) **see staff**

Drop-in program = \$100 drop-in fee (for entire school year) + 1 day fee

Cancellation and Refund Policy:

On days when the UVPR After-School Program is cancelled due to WEATHER EMERGENCIES, SCHOOL CANCELLATION DAYS, or FACILITY EMERGENCY, daily membership balance will be applied to the student's next day of attendance. There will be NO REFUND for weekly or monthly participants who do not show up for days the program is open.

A full refund (less any non-refundable membership fees) will be given if the Parks and Recreation Department receives at least two weeks notice prior to the student's absence from the program. No refund or credit will be given if notification is made less than two weeks before membership begins or for any time a student is suspended from the program.

Non-School Days, Inclement Weather, Program Cancellation:

The Union Vale Parks and Recreation After School Program will not take place on days when there is **no school** or school is **dismissed early** for the Arlington School District. If the Arlington School District schools stay open until regular dismissal time, the Union Vale Parks and Recreation After-School Program **will** be operating for the day.

In the event that the After-School Program is cancelled on a day school is in session, every attempt will be made to contact parents (or emergency contacts) and students (by way of school announcements) prior to leaving school so that proper

supervision is maintained for the students. Parents/Guardians should encourage their children to listen for school announcements and have an alternative after-school activity for emergencies.

Daily “Drop-In” Membership: The Daily Membership program allows students to show up any day of the week and pay the daily fee when they arrive or make pre-payment arrangements. Students **MUST** register as “Drop-In/Daily” participants via the registration website and have medical forms on file.

Transportation:

Transportation is **NOT** provided by Union Vale Parks and Recreation. Parents must make arrangements for your child to be dropped off at Tymor Park: 8 Tymor Park Road, LaGrangeville, NY 12540 (this location is in the Town of Union Vale even though it has a LaGrangeville address). Parents **MUST** complete a Childcare Transportation Request Form from the Arlington Central School District Transportation Department and indicate “Union Vale Parks and Recreation After-School Program” as Childcare provider.

Medication:

- A. The Union Vale Parks and Recreation Department will not administer any medications during the After-School Program. If afternoon medication is mandatory, there must be a doctor’s note on file and discuss any medical concerns with the After-School Director, along with instructions on how your child may be able to self-administer that medication. Students may carry self-administering medications (Inhaler, Epi-pen, etc...) and must be educated on how to use them. A doctor’s note must always be on file.
- B. There may be instances when topical ointments such as sunscreen, bug spray (non-deet formulas only), or Neosporin are used. A medical waiver must be signed (accepting or declining) use of these topical ointments prior to the student’s acceptance into the program. The “Mandatory Physician’s Orders” Form can be found on the registration website.

Illness:

If you suspect that your child may be ill, please do not send them to the After-School Program. This is the first and best defense we have in keeping all of our students healthy.

The Dutchess County Board of Health has advised us of the following guidelines regarding certain symptoms:

- A. All Students or Staff members with a fever of 100 degrees or greater and/or with a sore throat, cough, or vomiting will be sent home.
- B. If your child has these symptoms please do not send them to the After School Program. Notify us immediately.
- C. The Student or staff member is advised to stay home for at least 7 days after the start of the illness **or** until they are symptom-free for 72 hours.

Snacks:

Please provide your child with a nutritious snack each day. If your child is attending the After-School Program for an extended period of time (1 week or more) we will gladly store snacks for your child and notify parents when they are getting low. Please try to avoid sending in snacks containing peanut ingredients as a preventative measure.

Clothing:

Students should come dressed (or bring a change of clothes) to play outside in the current weather conditions for the day. Students will be playing many different types of games and activities indoor and outdoors and should be comfortable moving around safely in their clothes and shoes.

Lost/Broken/Missing Items:

The Town of Union Vale is not responsible for lost, stolen, or broken items. Please leave items of value at home and put your child's name on items they bring to our program.

Electronics:

We believe that the After-School Program is a place for your child to connect with other youth in the real world around them. We offer many different recreational activities (some of which do include video games) and encourage youth to interact with their peers as much as possible. Electronic devices are best kept at home. If your child regularly carries a phone to school, they may keep it stored in their backpack during the After-School Program. Please have your child ask permission if they need to use their device during program hours.

Homework:

The Union Vale After-School Program is not designed to be a homework program, but a recreation program for students after a long day at school. We take pride in the fact that children will become involved, active, and social with each other. Students in this program have the unique opportunity to problem-solve, build character, and engage in outdoor opportunities that are rare elsewhere.

Behavior Guidelines:

Students are expected to abide by the few simple and reasonable guidelines put forth as follows:

1. Physical contact (i.e. hitting, shoving, pushing, etc...) will not be tolerated. Students are expected not to touch one another with the intent to cause harm. Wrestling and play fighting is not tolerated.
2. Each Student is expected to show proper care when using equipment and facilities.

3. Each Student is expected to show respect for themselves, other students, and staff members. Hurtful words, actions, or gestures will not be tolerated.
4. Swearing is not tolerated.

Enforcement of Rules:

The Union Vale After-School Program staff are trained that explaining rules and disciplining offenders of the rules is not meant to demean the offender, rather it is meant to educate the offender and insure the safety of all. By enforcing the rules and being firm, staff will remain fair to all students and perform the most important aspect of their job - SAFETY CONSCIOUSNESS. All measures will be taken to redirect students toward appropriate behavior; however, when student's actions require additional attention our staff will be consistent and use the following guideline (in order, unless safety is an immediate risk):

1. While enforcing rules, the counselor will briefly explain the reason(s) for the rule(s) whenever possible to make sure the student knows what is expected.
2. If the improper action persists, even after an explanation has been given, the student may be removed from the activity for an appropriate amount of time (minutes will not exceed their age).
3. If the student continues to violate the rules, removal from the entire activity may occur. The student shall report to the After-School Program Director or Assistant Director for the remainder of the activity. A "Student Referral Form" may be completed and must be returned (signed by a parent) on the next day the Student attends the program.
4. If the situation cannot resolve itself after removal from the activity, Parents will be notified and the student will need to be picked-up immediately.

Suspension:

All attempts will be made to avoid suspension; however, a Student may be suspended if he/she does not abide by the rules, will not cooperate with staff, uses ANY technique to hurt another person, or causes such a disturbance that he/she makes it difficult to provide the rest of the students with a safe and enjoyable environment. In the event that a student is suspended, the Director will call the parents and the child will need to be picked up immediately.

Termination:

The Union Vale Parks and Recreation Department reserves the right to discontinue service to a student who has had disciplinary problems, and/or does not abide by the behavior guidelines.

UVPR Contact Information:

Union Vale Parks and Recreation

Mailing Address:

249 Duncan Road
LaGrangeville, NY 12540

Physical Address (GPS):

8 Tymor Park Road
Union Vale, NY 12540

Phone:

BEST CONTACT → **845.489.8769** (After School Program, Cell Phone)
845.724.5691 (Main Parks & Recreation Office)

Fax:

845.724.5692

E-mail Contact:

After-School Director
uvasp@unionvaleny.us