



Seattle
Parks & Recreation



A program by the
Associated Recreation Council
in partnership with
Seattle Parks and Recreation

arcseattle.org

SCHOOL AGE CARE 2025-2026



FAMILY HANDBOOK



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OVERVIEW OF SCHOOL-AGE CARE PROGRAMS

WELCOME

Thank you for enrolling your child in our School-Age Care program! The Associated Recreation Council (ARC), in partnership with Seattle Parks and Recreation (SPR), is excited to have the opportunity to serve you and your child(ren). Our program is open to children ages 5 to 12 and is dedicated to upholding the WAC standard of maintaining a staff-to-child ratio of 1:15 for school-age participants.

For school-age programs, we provide children with a safe environment and a wide range of recreational and learning experiences that encourage health and fitness, environmental stewardship, academic enrichment, and lifelong success. For school-age children, we offer After-School programs, full-day programs during Parent/Teacher Conferences, School Break Camps (Winter, Mid-Winter, and Spring) and Summer Day Camps.

Our goal is to serve the needs of parents/guardians while addressing the special interests of each child.

We achieve this by offering high-quality programs that include arts and crafts, indoor and outdoor active games, homework and literacy time, science, environmental education, personal health and safety talks, cooking and nutrition, and opportunities for participants of all ages to engage with one another. We promote positive social interactions and problem-solving skills, which support children in developing relationships and age-appropriate social skills. Our licensed school-age care programs and summer day camps are engaged in an ongoing quality improvement process. Staff receive training and coaching to ensure high standards are met and children's experiences meet their developmental needs.

As a parent or guardian, you play an important role in helping to ensure your child has a positive experience in our program. Please read this Family Handbook to be aware of our policies and procedures.

Tear-out page at the back of the Family Handbook to sign and return to your director.

Electronic copies of this Family Handbook can be found on ARC's website at:

[After School Programs: 2025-26](#)

COMMUNICATION

Contact information is listed at the back of this handbook. Staff are available to answer any questions you may have regarding your or your child's experience in our programs. Please refer to the following breakdown as an informative guide for whom to direct your questions, comments, or feedback.

REGARDING THE PROGRAM...

Director - Each program has a director who plans and prepares program offerings and oversees day-to-day operations on site. They will give you an on-site orientation to familiarize you and your child with these specific offerings.

Area Operations Supervisor (AOS) – If the Director is unavailable and you require immediate assistance, please contact the Area Operations Supervisor listed for your site.

Program Accommodations Manager – Our Program Accommodations team supports children with diagnosed disabilities and/or behavioral needs. They assist both new families and those already enrolled, ensuring ongoing support throughout the child's experience. The team collaborates closely with the on-site Director and Area Operations Supervisor to maintain a consistent, high-quality experience for all children. ARC's Voice/TDD number is 206-615-0492.

Community Center Staff – Each program is linked to a specific Community Center. For questions about registration, payments, scholarships, DCYF subsidies, or facility-related matters, please reach out to the Community Center Coordinator, Assistant Coordinator, or Recreation Attendant for assistance.

EMERGENCY NUMBERS

Emergencies 24-Hour Emergency line SPR: 206-684-7250

Typically used for after-hours emergencies related to Seattle Parks and Recreation facilities, parks, or programs.

Childcare Hotline 24-Hour Emergency/Extreme Weather: 206-684-4203

This line is updated with critical information about program operations that may be impacted by emergencies, weather, or other unforeseen situations. This is an informational only and does not accept messages.

PROGRAM PHILOSOPHY AND GOALS

OUR PARTNERSHIP

Within the City of Seattle, a special working relationship is maintained through a Memorandum of Agreement between Seattle Parks and Recreation (SPR) and the Associated Recreation Council (ARC) and its advisory councils. ARC is an independently incorporated, 501(c)(3) nonprofit organization. It is comprised of a volunteer Board of Directors made up of advisory council representatives and at-large members. Currently, there are neighborhood advisory councils that share the common purpose with SPR of providing community-supported quality programs and services.

SEATTLE PARKS AND RECREATION MISSION STATEMENT

MISSION: Seattle Parks and Recreation equips employees and the public for well-being as we support healthy people, a thriving environment and vibrant community. We provide safe and accessible spaces for residents and visitors to work, recreate, rejuvenate, and enhance quality of life and wellness for children, teenagers, adults, and seniors.

VISION: Seattle Parks and Recreation envisions an accessible and sustainable park and recreation system, led by a dynamic workforce, where visitors and residents come together to play, recreate, strengthen our environment, and build community; a place which fosters collaboration and where everyone is park proud! #ParkProudSeattle

THE ASSOCIATED RECREATION COUNCIL MISSION AND VISION STATEMENTS

MISSION: Inspire engagement and participation in equitable, dynamic, culturally relevant, and responsive recreation, childcare, and lifelong learning programs.

VISION: Bringing together all people to build a healthy community.

THE ASSOCIATED RECREATION COUNCIL PROGRAM GOALS

Our program is dedicated to supporting parents and guardians while recognizing the unique interests and accommodation needs of each registered participant. Our trained staff is committed to creating a safe and high-quality environment that fosters citizenship, leadership, cultural enrichment, physical activity, social engagement, and outdoor and environmental exploration. We also strive to incorporate the rich resources available throughout Seattle to enhance your child's experience and to raise awareness of important community issues.

ANTI-BIAS STATEMENT

ARC recognizes and honors diversity of all kinds. This includes race, ethnic background, religion, gender and gender identity, age, sexual orientation, and differing physical conditions. We strive to be culturally sensitive, create welcoming environments where families and children see themselves represented, and adopt policies and procedures that foster equity and inclusion. Anti-bias education is a commitment to respecting and embracing differences, and to actively challenging bias, stereotypes, and unfairness.

ORGANIZATION POLICIES

ANTI-DISCRIMINATION POLICY

As a matter of policy, law and commitment, no person will be excluded from, nor discriminated against, on the basis of race, color, marital status, sexual orientation, gender identity, economics, political ideology, age, creed, religion, ancestry, national origin, or presence of sensory, mental or physical handicap (Seattle Municipal Code).

AMERICANS WITH DISABILITIES ACT (ADA)

Seattle Parks and Recreation and the Associated Recreation Council recognize and comply with the Americans with Disabilities Act. In an effort to create an inclusive community, we are committed to making every reasonable effort to accommodate participants with disabilities. If you believe you have been discriminated against based on the above listed criteria, you may file a complaint with:

Washington State Department of Social and Health Services
Office for Equal Opportunity
Civil Rights Compliance Section
PO Box 45830
Olympia, WA 98504-5839

PARENT/GUARDIAN CONDUCT EXPECTATIONS

In consideration of all participants, staff, family members, and guests, it is important that all visitors to the program abide by ARC/SPR organizational rules and guidelines, as outlined in this handbook. Below are additional items that have been established as they pertain to the conduct of all visitors:

- That you consistently demonstrate courtesy and respect in all interactions with children, staff, fellow parents/guardians, and visitors.
- Your support helps create a welcoming, home-like environment where children, families, and staff feel valued and comfortable each day.
- Please ensure that anyone you authorize to drop off or pick up is familiar with the rules and guidelines outlined in our family handbook.
- If you witness or experience any behavior—physical or verbal—that feels threatening, it is expected that you report it immediately to the Program Director or Community Center staff.

Staff will work to ensure our program is always safe and welcoming to all:

- If there is a situation where the conduct of a parent/guardian, authorized pick-up, or emergency contact is not consistent with the rules and expectations, the program director and/or the community center staff will ask that person to refrain from the behavior and/or leave the program or center.
- Conduct by parents/guardians, authorized pick-ups, or emergency contacts in violation of the Anti-Harassment Policy found in this family handbook may result in staff calling 911 and/or termination of enrollment of the participant.

ANTI-HARASSMENT POLICY

Families, community center staff, and program staff are expected to respect the rights of everyone at the program by:

1. Recognizing that the programs are made up of individuals from varying cultures, religions, sexual orientations, racial and social backgrounds.
2. Refraining from racial or sexual comments, jokes, or slurs. Other examples of unacceptable behavior include inappropriate touching, unwelcome sexual behavior, or comments, displaying derogatory materials.
3. Threats of any kind—verbal, physical, or otherwise—toward anyone involved in the School-Age Care program.

To report alleged discrimination or harassment, contact the program Area Operations Supervisor to start an investigation.

CONFIDENTIALITY

It is the policy of Seattle Parks and Recreation and the Associated Recreation Council to treat all confidential information in strict confidence and to respect each family's information and records securely and safely.

LICENSED SCHOOL-AGE PROGRAMS INFORMATION

LICENSED SCHOOL-AGE CARE PROGRAMS AND SUMMER DAY CAMPS

The Seattle Parks and Recreation and Associated Recreation Council School-Age Care programs are licensed programs with the Department of Children, Youth, and Families (DCYF) and comply with the Washington Administrative Codes (WACs), policies, and procedures for licensed school-age programs.

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT

Our staff are certified in compliance with the School-Age Care Provider WAC requirements. We provide comprehensive training in various areas, including First Aid/CPR, HIV/AIDS awareness, Food Handling, Child Abuse Reporting, Disaster Preparedness, Health and Safety, Bloodborne Pathogens, and Behavior Management.

COSTS AND PROCEDURES

REGISTRATION

The following items must be completed before any child can participate in our program(s). We offer an e-forms platform called ePACT through which parents will complete the required participant registration information. ePACT Participant e-forms. (A paper version is available upon request - Participant Information and Authorization Form E-13).

- A medically verified Certificate of Immunization Status showing your child has the required vaccinations for School-Age Care.
 - Required vaccinations for School-Age Care can be found here and are listed under kindergarten through 6th: [Required Immunizations for School Year 2025-2026](#)
 - Examples of what we will accept for Certificates of Immunizations are here: <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/348-747-MedicallyVerifiedRecordsExamplesFlier.pdf>
- If your child has asthma, allergies, food intolerance, diabetes, seizures, or other medical needs, this paperwork needs to be updated annually and uploaded into ePACT. Please reach out to your medical provider to ensure you have them completed prior to the start of your child's school-age care program day.
- Registration fees and/or deposits paid in full.
- Scholarship Application and Verification of Income (if applicable).
- If your child requires accommodation, a meeting will be scheduled with the parent/guardian within three working business days before your child can attend the program. Disclosure is not intended to be punitive, but rather to allow us to serve your child best.
- All required paperwork must be completed and submitted before your child can begin the program. Incomplete documentation will delay your child's start date, and they will not be permitted to attend until all forms are received.

Please notify the program director in writing and update your child's ePACT record if there are any change of address, phone numbers, names of persons authorized to pick up your child, allergies, other health or medical information, or accommodation needs.

DIAGNOSED DISABILITIES

If your child has a diagnosed disability, as indicated on enrollment paperwork, the director will request an accommodation meeting before your child's start date. Program Accommodations meetings are attended by the parents/guardians, director, and Program Accommodations Team. The group will collaborate to identify effective strategies to support the participant throughout their program participation.

Every effort will be made to provide reasonable accommodation. Our program and staff are not equipped to provide personal hygiene care or toileting, nor one-on-one support for managing behavior.

REGISTRATION OPTIONS:

The daily rate for licensed school-age care is \$49.60 and families will be billed for monthly service (*according to the option they sign-up for*). Scholarships will be available for those who qualify. Families will be able to sign up for one of three options:

- Full-Time Monday - Friday (5-day option)
- Monday, Wednesday, & Fridays Only (3-day option)
- Tuesday & Thursdays Only (2-day option)
- **First day** of programming is scheduled for Wednesday, September 3rd
- **Last day** of programming is scheduled for Friday, June 12th

SY 2025-2026 PRICING OPTIONS:

September	# of days	Price	October	# of days	Price	November	# of days	Price
2-day option	8	\$396.80	2-day option	9	\$446.40	2-day option	5	\$248.00
3-day option	12	\$595.20	3-day option	12	\$595.20	3-day option	9	\$446.40
5-day option	20	\$992.00	5-day option	21	\$1,041.60	5-day option	14	\$694.40
December	# of days	Price	January	# of days	Price	February	# of days	Price
2-day option	6	\$297.60	2-day option	8	\$396.80	2-day option	6	\$297.60
3-day option	9	\$446.40	3-day option	11	\$545.60	3-day option	9	\$446.40
5-day option	15	\$744.00	5-day option	19	\$942.40	5-day option	15	\$744.00
March	# of days	Price	April	# of days	Price	May	# of days	Price
2-day option	8	\$446.40	2-day option	7	\$347.20	2-day option	8	\$396.80
3-day option	13	\$644.80	3-day option	10	\$496.00	3-day option	12	\$595.20
5-day option	22	\$1,091.20	5-day option	17	\$843.20	5-day option	20	\$992.00
June	# of days	Price						
2-day option	4	\$198.40						
3-day option	6	\$297.60						
5-day option	10	\$496.00						

Early Release Wednesdays & In-Service Day:

- **NO ADDITIONAL FEE** for Early Release Wednesdays. This is included for those already registered on these days; participants must attend the current site on which they have registered.
- There will be no program on the State In-Service Day on Friday, October 10, 2025.

COSTS FOR PARENT/TEACHER CONFERENCE & SCHOOL BREAK CAMPS

Dates	Number of Days	Price
Nov 24-26 - Elementary P/T Conference Days (no school for elementary and K-8 students)	3	\$93.60/day
Dec 22-26 - Winter Break Week 1 (no school) (no camp 12/25)	4	\$374.40
Dec 29 – Jan 2 - Winter Break Week 2 (no school) (no camp 1/1)	4	\$374.40
Feb 17-20 - Mid-winter Break (no school) (no camp 2/16)	4	\$374.40
Apr 13-17- Spring Break (no school)	5	\$468.00

November Parent Teacher Conference Days:

Most Seattle Public Schools schedule November Parent-Teacher conferences for three full days before Thanksgiving, from Monday through Wednesday. These are one-day camps with separate fees.

Winter, Mid-Winter and Spring Break Camps:

These are separate activities with separate fees. School-Age Care program participants must register and pay for these programs in addition to the monthly fee.

HOLIDAY CLOSURES FOR SY 2025-2026

Programming on City holidays is NOT included and will NOT be offered. We will be closed on the following City of Seattle holidays:

Labor Day	Monday, September 1 st
Indigenous Peoples' Day	Monday, October 13 th
Veterans Day	Tuesday, November 11 th
Thanksgiving &	Thursday, November 27 th
Native American Heritage Day	Friday, November 28 th
Christmas Day	Thursday, December 25 th
New Year's Day	Thursday, January 1 st
Martin Luther King Jr. Day	Monday, January 19 th
President's Day	Monday, February 16 th
Memorial Day	Monday, May 25 th
Juneteenth	Friday, June 19 th

REGISTRATION FEES

A \$50 registration fee per child is charged at the time of registration to hold a spot in each program:

- **Registration fee is non-refundable.**
- No registration fee will be charged for school year break camps if a participant is currently enrolled in after school care at another location.
- *Note: Scholarships are applied to Registration Fees*

PARTIAL WEEK REGISTRATION

- Optional number of days will be 5, 3 or 2 days.
 - Monday-Friday
 - Monday/Wednesday/Friday
 - Tuesday/Thursday
- The days attending must stay the same for each month registered.

DCYF RECIPIENTS - PARTIAL WEEK REGISTRATION

- Participants with WCCC/DCYF authorization for less than 5 days/week should be enrolled for only the number of days they are authorized.
- Participants with less than 5 days/week authorization that want to attend full time must pay the difference in the full monthly rate minus the rate based on the # of days they are authorized to enroll through WCCC/DCYF.

PAYMENT AND BALANCES DUE DATE

Monthly fees are due 14 days before the start of the month. If the payment due date falls on a weekend or holiday, payment is due the next business day. If payment is not collected prior to the due date, your child may be withdrawn from the program by the next business day.

OTHER IMPORTANT PAYMENT INFO

- **Forfeiting Your Slot:** If your site has a wait list and you fail to make your monthly payment in full, your slot may be forfeited for the remaining months of the school year. Your child will then be placed at the bottom of the waitlist.
- **Hardship:** If you need to arrange a payment schedule, you must speak directly to the community center coordinator.

PAYMENTS

Payments may be set up as 'auto-pay' in the registration system, paid over the phone with credit card/debit card, and may be taken during community centers operating hours. We encourage families to choose payment methods online.

Parents/guardians are asked to save receipts for tax or accounting purposes. Back receipts may not be available. There will be a fee of \$20 for each NSF check. Make checks payable to:

CITY OF SEATTLE

FEDERAL TAX IDENTIFICATION INFO ARC Tax ID # 51-0170717

REFUND POLICY

A refund may be issued for the program/activity, less the registration fee, if they withdraw and/or notify the community center coordinator at least 14 days prior to the beginning date of the program/activity. No refunds will be made for requests received less than 14 days prior to the beginning of the program/activity. For program days that are cancelled due to weather related circumstances, no credit/refund will be issued for the first two cancelled days. A credit will be issued for the 3rd or additional cancelled days.

It is the policy of Seattle Parks and Recreation and the Associated Recreation Council that any person who registers for a class, camp, special event or program that is cancelled for any reason by SPR or

ARC, they will receive a full refund, with the following exception: No refund/credit is given for the first two cancelled days, if cancelled due to weather or other unforeseen events affecting the ability to safely operate a licensed childcare program.

For full details of the Department's Refund Policy, please see Policy Number 060-P 7.16 which can be found here: <https://www.seattle.gov/parks/rentals-and-permits/event-planning-tools/refunds-reductions-and-waivers>

ADDITIONAL INFORMATION

- **Prorating:** This is only permitted for NEW/FIRST TIME registrations. Please check with the community center staff regarding this policy.
- **Drop-in** enrollment is NOT allowed.
- **Absence:** If your child is sick or absent, we are unable to give you a refund or pro-rate your fee. Since we reserve a place for your child each day, staff are required to be on-site, even if your child is absent.
- **Continuity of Care Registration:** Typically, sites offer continuity of care registration for families whose children were enrolled the previous school year. Your local community center staff will be able to provide any details regarding continuity of care registration. Siblings and incoming Kindergarteners are not eligible for Continuity of Care registration.

WCCC/DCYF SUBSIDY

Our programs are licensed by the Department of Children, Youth, and Families (DCYF) and accept Working Connections Child Care (WCCC)/DCYF subsidy payments. Please check with your case worker to see if you are eligible.

Please note that WCCC/DCYF registered participants who never attend (i.e. each month they are on the attendance list, but no days attended), the community center staff will follow-up with these families to determine if service is needed. If so, it will be communicated that the participants will need to attend. If the participants still don't attend, they may forfeit their slot and be unenrolled.

CITY SCHOLARSHIPS – Apply Early!

Scholarships are available through Seattle Parks and Recreation, if you're interested, see your community center staff for a scholarship application or apply online via Seattle Civiform. Find the link at <https://civiform.seattle.gov/applicants/70428/programs> or visit your community center for help with the application process.

City Scholarship Application Information:

- The Scholarship cycle qualification window is the beginning of Summer Day Camp through the end of the following school year.
- Scholarship participants have a 60% attendance requirement. They must attend 60% of a program period in order to keep the scholarship. Families will be notified if you are in jeopardy of losing your child's scholarship.
- Scholarship applications are accepted year-round with 'new cycle' applications available each year in February. Scholarship funds are limited and are allocated on a first-come, first served basis.
- Please apply online via Seattle Civiform. It's the most secure way to apply. Alternatively, you may return a hard copy application and supporting documents to the community center front desk or email the packet to scholarship.parks@seattle.gov.
 - If hard copy scholarship application and financial documents are submitted to a site or emailed, please **BE SURE TO CROSS OUT ANY SOCIAL SECURITY NUMBER.**

SCHOOL-AGE PROGRAM POLICIES AND PROCEDURES

SIGN-IN AND SIGN-OUT PROCEDURES

The Department of Children, Youth, and Families (DCYF) requires that a parent or authorized representative sign their child in upon arrival and out at departure each day (WAC 110-301-0455). Parents/guardians must follow the program's sign-in/sign-out procedures. A designated sign-in/out area will be available at the site for your use upon arrival and pickup.

Sign-In:

After-School Program:

1. School-Age Care staff will sign-in the participants using Active CONNECT on the iPad.

Break Camps:

1. Parent/Guardian or authorized representative must check the child in to the program using Active CONNECT on the provided iPad. (required).
2. Announce your child's arrival to a staff member.

Sign-Out:

After-School Program & Break Camps:

1. Announce your arrival and the name of your child to a staff member.
2. Locate and gather your child's belongings.
3. Parent/Guardian or authorized representative must check the child out of the program using Active CONNECT on the provided iPad. (required).

Participants will only be released to those individuals authorized by the parent/guardian in the ePACT information or the E13 and/or Extracurricular Activity Form. Parents are encouraged to add the names of any or all individuals who may bring or pick up a child, even under unusual circumstances. Please contact the community center and/or director to add or remove individuals from the pick-up authorization list.

- Authorized persons over 14 years old must produce a valid picture ID.
- Must have an account in the ACTIVE Net registration system.
- Please have identification ready, as it may be checked frequently. We appreciate your support as staff work to maintain safety.
- Signatures must be full legal names.
- Staff are not authorized to sign children out of the afternoon program.
- Staff can sign a child in/out for an activity on premises where the parent/guardian has given specific written permission that would allow that child to leave the facility.

All authorized individuals must be 14 years or older. When the authorized individuals are between the ages of 14 and 17, the parent or guardian is responsible for assessing the level of responsibility and emotional maturity of the authorized person. Additional consideration should be given to the safety of the route to be taken home and whether the younger child listens well and follows directions. Should supervision or safety of the child become an issue, the Seattle Parks and Recreation and School-Age Care staff will meet with the parent to determine the appropriateness of the authorized individual.

UNDER NO CIRCUMSTANCES MAY CHILDREN SIGN THEMSELVES IN OR OUT.

Important Notes:

- If the non-custodial parent attempts to pick up their child and we have a notarized restraining order, we are mandated to call the police.

- If we have a court-ordered Parenting Plan, and a parent requests to pick up the child on a different day, we **MUST** have authorization from the other parent that it has been mutually agreed upon. Staff cannot negotiate or alter the Parenting Plan.
- For safety reasons, we will not release your child to anyone who appears to be under the influence of alcohol or any other substance. In such circumstances staff will call other adults on the authorized pick-up list.
- If the parent/guardian appears to be under the influence and chooses to leave the premises with the child, and will be operating a motor vehicle, staff will call the police immediately. An Incident Report will be completed.

ALCOHOL TOBACCO, CANNABIS USE AND PROHIBITION OF ILLEGAL DRUGS

The usage or distribution of all alcohol, tobacco, cannabis, and illegal drugs is prohibited. If a parent/guardian is impaired or suspected to be due to drug or alcohol use, we will call someone on their pick-up authorization list or suggest calling a taxi for them. If the parent/guardian chooses to leave with the child and will be operating a motor vehicle, staff will call the police immediately. The incident will also be reported to CPS. An Incident Report will be written.

REPORTING LATENESS/ABSENCES

It is the responsibility of the parent to notify the director when the child will not be in attendance for the day, or any part of the day. If your child will be arriving late or be leaving early on a particular day, please let the director know. You may also leave a voicemail message which will be checked periodically by staff.

LATE PICK-UP POLICY

Children must be picked up by the end of program hours. If you have not picked up your child by end of scheduled program time, you may be assessed a late fee (see *Late Pick-Up Charge* section below) and staff will start calling all contacts listed on the E-13. If your child is left longer than 1 hour after the program is closed and the staff is unable to reach you or emergency contacts, as mandated reporters, we are required to notify CPS and/or the police. Please make sure that emergency contacts listed on the registration form are people who would be willing and available to pick up your child in case of such an emergency or unforeseen lateness. Continued lateness may result in warning letters and your child's removal from the program.

LATE PICK-UP FEE

A Late Pick-Up Fee of \$1 per minute will be charged for participants not picked up by the end of the program. This fee is to be paid at the front desk by cash, credit card or check. Please make sure that emergency contacts listed on your registration form are people who would be available to pick up your child in case of such an emergency or unforeseen lateness.

RELEASE OF INFORMATION

If you need to request the release of records pertaining to your child's participation in our program, please provide a formal written request for information to the Seattle Parks and Recreation Community Center Coordinator. Our staff will work with you to clarify the specific information you are requesting and coordinate the release of the documents. Please note that some records involving minors are subject to legal restrictions regarding access, may require redaction, and may necessitate notification to third parties before release.

EXTREME WEATHER CONDITIONS OR NATURAL EMERGENCIES

When Seattle Public Schools are in session, our School-Age Care Programs run under the school district's assessment of road conditions and school closures. For up-to-date information on the impact of extreme weather conditions or natural emergencies, call the Childcare Hotline at 206-684-4203. This hotline is available 24 hours a day.

IN THE EVENT OF EXTREME WEATHER OR NATURAL EMERGENCIES

- School-Age Care Programs could be cancelled based on weather conditions affecting the safety of staff, children, and families.
- Seattle Parks and Recreation community centers can only be closed by an order from the Mayor and may be instructed to remain open to the public, even if School-Age Care programs have been cancelled.

REGARDING SEATTLE PUBLIC SCHOOLS SCHEDULE CHANGES DUE TO WEATHER

- The Afterschool School-Age Care program is open during the same times that Seattle Public Schools are open and closed during the same times Seattle Public Schools are closed.
- When Seattle Public Schools open late due to extreme weather or other circumstances, care will be provided during After-School hours only.
- When schools dismiss early due to such conditions, the programs may operate until parents arrive to pick up their children or close early.
- Parents/guardians may be requested to pick up their children early based on the severity of the weather and/or emergency.
- The program may close before the program end time once all the children have been picked up.

SNACK

Washington State has established licensing requirements to ensure that children receive the necessary nutrients while away from home in a licensed childcare program. An afternoon snack is provided. Families with specific food preferences or participants with specific dietary needs are welcome to provide snacks that meet their individual preferences or dietary needs.

We follow all Department of Children, Youth, and Families (DCYF) licensing guidelines and the Child Adult Care Food Program (CACFP) when preparing and serving snacks. Each snack includes at least 2 of the following components.

- 1 cup 1% milk (fluid)
- $\frac{3}{4}$ cup 100% juice or $\frac{3}{4}$ cup fresh fruit and $\frac{3}{4}$ cup fresh vegetable,
- 1 oz. meat/meat alternative
- 1 oz serving of whole grain

SACK LUNCHES (FOR NON-SCHOOL DAYS)

It is the responsibility of the parent or guardian to provide the child with a sack lunch and drink during Break Camps,

- We are unable to accommodate lunches that need to be refrigerated or microwaved.
- All lunches should also include the necessary utensils.
- School-Age Childcare licensing requirements specify that a sack lunch needs to include a dairy product, protein food, bread or grain, and two total servings of fruit or vegetables.

FAMILY INVOLVEMENT

There are many ways to support the childcare program:

- Please speak with your site director, who will schedule time for you to share your talents and contributions. All involvement may require background checks and leadership approval prior to scheduling a time to share.
- We invite you to visit the program and share a special skill or talent with the children, whether it's music, art, cooking, academic tutoring, or another area of expertise.
- Donate to your child's program (tax-deductible).

ACCESS AND VISITATION POLICY

We encourage parents/guardians to engage in their child's experience within our School-Age Care program. To ensure a consistent and positive environment for all children, please schedule visits in advance with the program staff. This coordination allows us to balance family involvement while maintaining a smooth program flow. Please note that only parents/guardians may have supervised access to the program during visits. We invite you to enjoy activities with your child while our trained staff lead and manage the program to maintain a structured, nurturing environment.

Parents/Guardians who wish to accompany their child(ren) on a field trip, you may do so, but please be aware that any fees or costs associated with the trip will be your responsibility.

You may transport your child and only your child in your private vehicle or via public transportation. If the trip involves public transportation and you are riding with your child, you will need to sign your child out of the program. Please note that any time the child is with you, they must be signed out into your care. Unfortunately, you will be unable to ride with the rest of the program on the rented buses.

FAMILY/STAFF COMMUNICATION

Communication from ARC and staff may include satisfaction surveys, monthly newsletters, and daily informal communication, such as emails, text messages, or phone calls, as well as program learning objectives.

SUPERVISION

Children will always be well-supervised by our staff and will be within continuous visual and/or auditory range. Washington State Licensing requires an adult-to-child ratio of 1:15.

SUPERVISION DURING BATHROOM USE

All staff are required by the Department of Children, Youth, and Families (DCYF) to provide appropriate supervision by keeping children within continuous visual or auditory range (WAC 110-301 0345). When bathrooms are located outside the dedicated childcare rooms, a staff person will enter the restroom ahead of the child to ensure it is safe before sending participants into the restroom. While participants are using the restroom, staff will remain within auditory range of the restroom. Staff will also use this practice for public restrooms on field trips. Staff are encouraged to send children to the restroom one at a time to prevent peer-to-peer negative interactions.

FIELD TRIP EXPECTATIONS

Supervised groups may travel by school bus, Metro bus, or on foot to nearby parks, pools, or other local points of interest. Attendance lists for field trips will be prepared in advance, and staff-to-child ratios will

be strictly maintained during all transitions and outings. We take every reasonable safety precaution while on field trips, as your child's safety and well-being are our top priorities.

Parents/guardians will be notified in advance about the dates, times, and destinations of all planned field trips. We also encourage you to remind your child of the importance of listening to and following staff instructions at all times.

In rare cases, and especially in response to repeated concerning behaviors, if staff determine that a child's conduct poses a serious risk to their own safety or the safety of others, the parent/guardian will be contacted, and the child may be excluded from the field trip or activity.

DAILY SCHEDULES AND CURRICULUM OFFERINGS

To provide parents with a summary of activities and experiences their child will participate in during program hours, each program will post a monthly activity/curriculum plan on the parent bulletin board. All programs will ensure a sufficient quantity and variety of materials to engage your child, including arts and crafts supplies, building materials, manipulative materials, music and sound devices, table games, books, social living equipment, and gross motor materials (e.g., balls and jump ropes). Program offerings will encourage both active physical play and quiet play activities. While promoting skills such as creativity, communication, and literacy skills. Encourage the development of social skills, discovery, exploration, and learning skills. (WAC 110-301-0150)

PHYSICAL ACTIVITY

SPR/ARC follows the guidelines recommended in *Caring for our Children: National Health and Safety Performance Standards*. Supporting healthy behaviors can help reduce childhood obesity. ARC's School-Age Care Physical Activity Policy ensures children are provided at least 20 minutes of moderate to vigorous physical activity for every 3 hours of programming (WAC 110-301-0145). This includes staff-led structured activities, as well as running and developing a variety of gross motor skills. Indoor gyms may be available during inclement weather seasons.

ACADEMIC ENRICHMENT AND SUPPORT

During the school year we provide time and space for homework help, quiet reading, and/or activities which contain a range of learning experiences. We aim to provide at least 30 minutes, Monday through Thursday, for such academic enrichment and support opportunities. If your child needs homework-help on Fridays, please contact your program's director to determine the feasibility of that request. Staff are available to provide homework support but are not responsible for ensuring homework completion and accuracy.

NON-RELIGIOUS INSTRUCTION

SPR and ARC programs celebrate our diversity of cultures and their non-religious traditions. No religious content is included.

LIMITED SCREEN TIME POLICY

Movies are shown no more than once a week during Summer Day Camps. Movies are always optional, and children who are not interested are offered alternative activities. Childcare licensing requires that screen time be educational, developmentally appropriate, and have child-appropriate content (WAC 110-301-0155).

Computer use is monitored and limited to 30 minutes per day for homework assignment purposes.

ELECTRONIC DEVICES, TOYS, AND VALUABLES

Cell phones, iPads, Smart Watches, and any other electronic devices are not allowed. Please do not allow your child to bring toys and/or valuables to our programs. Our facility and staff will not be held responsible for, nor will they replace, items that are stolen, lost, or damaged.

APPROPRIATE DRESS

Maintaining a safe and welcoming environment for all participants is a priority. Participants are expected to:

- Dress appropriately for the temperature and inclement weather.
- Wear sturdy shoes and sandals. All sandals must have straps in the back (no flip flops).
- Refrain from wearing clothing that is inappropriate or offensive.
- Bring an extra set of clothes (for younger children).
- Avoid wearing “wheel” sneakers.

SELF-TOILETING

Children must be self-toileting/no diapers or training pants (example, pull-ups).

VENDING MACHINES

Candy and soda machines located in community centers are off limits to participants during the School-Age Care programs' hours. Children will be asked to keep whatever money they may have in their backpack or amongst their personal belongings. Children may purchase items from the machines once their parents or guardians have signed them out for the day.

BEHAVIOR MANAGEMENT AND GUIDANCE

We strive to meet the growing needs of all children by providing a safe space with clear guidelines and boundaries that support the safety of all our participants.

The staff use indirect ways to guide children:

- We provide clear guidelines and expectations.
- We give choices.
- We maintain a regular routine.
- We provide a fun, busy activity schedule.

GUIDANCE AND REDIRECTION

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior. We are committed to working with you in the best interest of your child and the rest of the participants in our care. We do not use or endorse any form of corporal punishment by anyone (including family members). We also do not condone any means of inflicting physical pain such as biting, jerking, shaking, spanking, slapping, hitting, kicking, pulling/dragging, or any other measures (WAC 110-301-0330, WAC 110-301-0331).

Should disruptions occur, staff will act as the facilitator and use the following procedures:

We may remove a child from an activity if they are struggling to keep themselves or others safe, and staff will work with the child to address and identify the feelings and emotions they are experiencing. Staff will help to de-escalate the situation and work with the child to find more appropriate and acceptable ways to communicate their feelings and needs. The child may be redirected to a new activity for a cool-down period.

If the situation persists:

1. The parent/guardian may be called for immediate pick up. This may also result in the suspension of service.
2. In the case of a suspension or if the situation becomes severe, a parent meeting will be conducted with the parent/guardian, the Director, and a Program Accommodations Team.
3. Depending on the severity of the situation, a Support Plan may be implemented.
4. Upon continued occurrences, a follow-up parent meeting will be held to review results of Support Plan.
5. If services are suspended for 1-5 days, there will be no refund for that day and/or week.
6. We reserve the right to grant exceptions to #1-4 of the above discipline steps in cases involving severe, extenuating and/or exceptional circumstances; examples include behavior that:
 - Hurts another child, either physically or verbally.
 - Hurts himself/herself/themselves.
 - Destroys (non-disposable) property.
 - Creates a one-on-one extended situation with staff, which takes them out of their 1:15 ratio.

COMMUNICATION WITH PARENTS/GUARDIANS

Staff will regularly check in with parents/guardians about their child's engagement, interest, and progress in the program through verbal or written communication.

ARC uses two forms of written documentation to communicate with parents:

1. **Occurrence Form:** Used to communicate any injuries.
2. **Behavior Notification:** Used to indicate serious/inappropriate behaviors.

An Individual Support Plan will be utilized to promote positive behavior interactions. The Program Accommodation team, site staff, and parents/guardians will collaborate to develop a system with consistent follow-through.

IMMEDIATE BEHAVIOR MANAGEMENT PROTOCOL WILL BE IMPLIMENTED

The following behaviors will result in immediate behavior management protocol outlined above:

- Abusive, harassing, and/or obscene language or gestures.
- Any threat or act intended to cause harm, including physical aggression, violent behavior, or bullying—against any child, staff member, or participant in the School-Age Care program is strictly prohibited.
- Weapons of any kind (including toy guns, firearms, sharp objects, and fireworks).
- Offensive or lewd conduct.
- Improper exposure.
- Intentionally leaving the supervised area without permission.
- Intentionally damaging or defacing the community center or school property.

Please Note:

Due to the variety of behaviors children may exhibit, Seattle Parks and Recreation and the Associated Recreation Council reserve the right to suspend a child when necessary to protect the physical and emotional safety of the child, other participants, or staff. In such cases, the child may be separated from the group for the remainder of the day, and parents will be contacted to arrange immediate pickup.

ABUSE PREVENTION

Seattle Parks and Recreation (SPR) and the Associated Recreation Council (ARC) adhere to stringent screening and hiring practices to safeguard the safety and well-being of children in our programs. ARC also provides staff with the required Child Abuse Reporting training regularly.

MANDATED REPORTER

Washington State law (26.44 RCW) requires all persons who work or volunteer in a licensed childcare facility to immediately report suspected abuse to either a law enforcement agency or to **Child Protective Services**. Abuse may take the form of physical, sexual, emotional, child exploitation or neglect. Staff are not obligated to inform the family if a report or request for investigation is made to CPS. The Child Protective Services worker will notify the family of the referral. CPS has legal access to interview any child either inferred in an abuse case or who might be a witness to an abuse case. CPS may, or may not, inform you ahead of time of a pending interview with your child.

STAFF PROFESSIONALISM

ARC staff are trained to maintain professional boundaries at all times. To avoid any conflict of interest or performance concerns, **ARC staff are prohibited from providing private childcare to program participants outside of the school-age care program and must remain neutral by refraining from sharing political views while on duty. This ensures they maintain an unbiased environment at all times.**

MEDICAL INFORMATION

Parents must fill out a medication administration form and sign it for each medication that is to be received.

PRESCRIPTION MEDICATION

Any prescription medication to be administered to a child while in our care must be accompanied by written approval of a physician (prescription label is accepted as physician approval) along with written parental consent. All medication must be in its original container and properly labeled with the child's name, date the prescription was filled, or medication's expiration date, and legible instructions for administration, such as manufacturer's instructions or prescription label. **Additionally, please inform us of any and all medications the child takes while not in our care.** In cases of emergency, this may be necessary information for first responders and medical staff. To capture this information, complete the Medication Information and Treatment Authorization form available in ePACT. This form should also be uploaded to your child's record in ePACT.

Medications for chronic conditions such as: asthma or allergies:

For chronic conditions (such as asthma), an Individual Care Plan must be provided that lists symptoms or conditions under which the medication will be given and signed by a medical provider.

Emergency supply of medication for chronic illness:

For medications taken at home, we ask for a three-day supply to be kept with an on-site disaster kit in case of an earthquake or other disaster.

Staff administering medications will document the time, date, and dosage on the Medication Dosage form kept with the participant's meds.

NON-PRESCRIPTION MEDICATION

The following medication can be given with written parental consent, only at the dose, duration and method of administration specified on the manufacturer's label, if the medication has not expired, and if it is in its original container and will be stored onsite and administered by staff:

- Antihistamine
- Non-aspirin fever reducer/pain reliever
- Anti-itching ointment or lotion intended specifically to relieve itching
- Decongestant
- Sunscreen
- Non-narcotic cough suppressant
- Hand sanitizer

A physician's written authorization is required for non-prescription medication that is not included in the above list, medication that is to be taken differently than indicated on the manufacturer's label or medication that lacks labeled instructions. **All unused medication will be returned to parents/guardians or disposed of properly.**

ILLNESS (*including during the program*)

These guidelines are consistent with Public Health Seattle/King County. We ask that you adhere to the following guidelines. **A Participant is to remain at home until the following symptoms are resolved:**

- Fever of at least 100.4 °F orally (no-touch thermometer)
- Diarrhea, more than two loose stools per day or stool contains a drop of blood or mucus
- Vomiting, twice or more in the past 24 hours
- Rash, any not associated with heat or allergic reaction
- Drainage from the eye, redness of eyelid lining, swelling and discharge of pus
- Appearance/Behavior: Unusually tired, lack of appetite, confused, irritable, unable to participate in program
- Sore throat: especially with fever and swollen glands
- Head lice or nits: until no lice or nits are present
- Scabies: until after treatment
- Open or oozing sores, unless properly covered and 24 hours have passed since starting antibiotic

Please Note: That Parents and guardians are responsible for arranging alternative childcare if needed. Children who are not well enough to participate in all activities should not attend the program. No refunds will be issued for absences due to illness.

If, while in our care, a child displays symptoms of illness and/or fever, the child will be isolated and kept comfortable while the parent/guardian is notified. If removal from the center is warranted, the parent or guardian will be contacted for the immediate pickup of the child by the parent or guardian, an emergency contact, or an authorized pickup person. If the parent or guardian cannot be reached, emergency contacts and/or authorized pickup persons will be contacted.

Following exclusion, children are readmitted to the program when they no longer have any symptoms, have not taken any fever-reducing medication/or Public Health exclusion guidelines for childcare are met.

CONTAGIOUS DISEASE

Parents/guardians are to inform the program director immediately when their child contracts a contagious disease (including, but not limited to, chickenpox, conjunctivitis, mumps, measles, viral infections, or lice). Our center will then post a general notice to alert other parents/guardians; no names will be used. Children being treated with antibiotics for a contagious disease may not return to our facility until she/he has been using the medication for 48 hours and/or until the danger of infecting others is over.

Incidents of contagious disease will be reported to the County Health Department at 206-296-4774. Staff will conduct lice checks periodically, (see lice policy below). To ensure the safety of ALL participants in our program, we require a doctor's note indicating that the child is no longer contagious, and it is safe for the child to return to the program.

LICE POLICY

In compliance with Seattle King County Public Health Policy, children can remain in care until the end of the day head lice are found. Children may return after they have received their first treatment. Parents should consult with a child's health care provider for the best treatment plan for the child. The life cycle of a louse is about 25 to 30 days, so sometimes treatments need to be repeated 7 to 12 days after the first treatment to kill newly hatching lice.

SUNSCREEN POLICY

Washington State Licensing Standards require that sunscreen be worn by all participants when exposed to the sun for extended periods of time. It is the family's responsibility to provide and apply sunscreen prior to arriving at the program when there is sun exposure. During program hours, staff will provide opportunities for children to receive and reapply sunscreen at regular intervals. Please check with your director for additional instructions and to complete the Sunscreen Authorization form. If a Sunscreen Authorization form is not complete for your child, the staff will not be able to provide sunscreen. Staff are not permitted to apply cream sunscreen to participants but will remind them to apply sunscreen throughout the day.

CONCUSSION INJURY PARENT/GUARDIAN INFORMATION

Washington State law (RCW 28A.600.190) requires all recreation and sports organizations to notify parents/guardians about the dangers of concussions and the importance of removing a child from play if they are suspected of a head injury.

Concussions are one of the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. A concussion is caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. Concussions can range from mild to severe and can disrupt the way the brain normally works. They can occur in any organized or unorganized sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or with obstacles.

Continuing to play with a concussion or symptoms of head injury leaves the child or adolescent especially vulnerable to greater injury and even death. Therefore, a youth who is suspected of sustaining a concussion or head injury in a sport or recreational activity must be removed from play immediately.

The youth should not return to play until a licensed healthcare provider has evaluated them and provided written clearance to return to play.

Staff take the following measures to ensure safety and prevent concussions or other head injuries:

- Participants are supervised and remain within visual or auditory range at all times.
- Staff are trained to recognize symptoms of a head injury (child appears dazed or stunned, seems confused, moves clumsily, loses consciousness-even briefly, shows personality or behavior changes, becomes nauseous or vomits, has double or blurred vision, or becomes dizzy).
- Participants are reminded of the safety rules of the sport or recreation activity.
- Parents/guardians are notified immediately in cases of suspected injury, and appropriate medical treatment is sought.

HEALTH PRACTICES

NON-SMOKING POLICY

Smoking is prohibited in all programs, and no staff is allowed to smoke within visual range of participants.

CLEANING AND DISINFECTING

Our programs follow a cleaning schedule that meets Washington State Licensing and Public Health Department requirements. Following the 3-step method (1-Wash, 2-Rinse, 3-Sanitize or Disinfect) in the daily cleaning schedule, each community center has a custodian who attends to all additional aspects of cleaning prior to the start of each day. **(WAC 110-301-0240).**

FOOD HANDLING PRACTICES

All staff who prepare children's meals and/or snacks have valid Food Worker Permits. We follow all Public Health Department regulations. **(WAC 110-301-0197)**

HAND WASHING PRACTICES

Participants and staff wash their hands upon arrival at the program, after using restroom facilities, before preparing and eating meals and/or snacks, and before participating in cooking activities. **(WAC 110-301-0200)**

EMERGENCY RESPONSE PLAN

CHILDCARE HOTLINE

In the event of inclement weather or a natural emergency, such as snow or an earthquake, please call the Childcare Hotline to confirm the program's regular schedule: **206-684-4203**.

INJURY PREVENTION

All equipment used by the program is inspected daily by staff to ensure safety. Any equipment deemed unsafe or dangerous for children will be reported and removed, or participants will be informed that the unsafe area is off-limits until it is repaired or replaced.

SERIOUS ILLNESS OR INJURY

In case of a serious illness or injury the following procedures will be followed:

- Administer immediate First Aid/CPR
- Contact 911
- Contact Parent or Emergency Contact
- File Accident/Medical report with the director, area operations supervisor, and community center coordinator.
- DCYF Licensor will be notified.

FIRE AND EARTHQUAKE PLAN

Program staff conduct monthly fire drills and quarterly earthquake drills throughout the year. Participants are instructed on what to do in the event of an emergency. Emergency evacuation plans are posted in the community center or on-site programming locations and spaces.

HEIGHTENED SECURITY AND LOCKDOWNS

In the event of a highly unsafe situation occurring in the neighborhood, the program may go into heightened security or lockdown. Heightened security means that we keep all children on-site and lock all outer doors. A lockdown means that in addition to keeping the children in the building, we will shut off all the lights and keep the children in a better-protected area until notified by the police that the situation has cleared. During a lockdown, no parent/guardian or staff member may enter or leave the building.

COMPLAINTS AND GRIEVANCES

For a complaint, please request an appointment to meet with the program director to ensure that the situation is properly addressed. Families are asked to refrain from leaving grievances on the program cell phone voicemail or attempting to discuss during program hours. We will do our best to address and solve each situation. If the complaint or grievance cannot be resolved with the director, the next step will be to contact the Area Operations Supervisor (telephone numbers can be found at the end of the handbook).

SITE-SPECIFIC INFORMATION

SPR/ARC School-Age Care School Year - Contact Information				
September 2025- June 2026				
Location	Address	Community Center Phone	Program Phone	
Bitter Lake @ Broadview Thomson	13052 Greenwood Ave N Seattle, WA 98133	206-684-7524	206-510-1740	Area of Operations Supervisor Kayla Wenger 206-321-9541
Meadowbrook @ John Rogers	2550 34th Ave. W Seattle WA 98199	206-386-4240	206-240-7056	
Montlake @ McGilvra	1617 38 th Ave E Seattle, WA 98112	206-684-4753	206-510-2019	
Northgate Community Center	10510 5 th Ave NE Seattle, WA 98125	206-386-4283	206-510-6184	
Ravenna-Eckstein @ Thornton Creek	7712 40 th Ave NE Seattle, WA 98115	206-684-7534	206-510-6185	
Ravenna-Eckstein @ Wedgwood	2720 NE 85th St Seattle, WA 98115	206-684-7534	206-423-6299	
Hiawatha @ Genesee Hill	5013 SW Dakota St Seattle, WA 98116	206-684-7422	206-465-7529	Area of Operations Supervisor Alyssa Rodriguez TBD
Hiawatha @ Lafayette	2645 California Ave SW Seattle, WA 98116	206-684-7422	206-423-3372	
High Point Community Center	6920 34 th Ave SW Seattle, WA 98126	206-684-7422	206-552-1265	
Magnolia @ Blaine	2550 34th Ave. W Seattle WA 98199	206-386-4240	206-240-7056	
Queen Anne Community Center	1901 1st Ave W Seattle, WA 98119	206-386-4240	206-552-1550	
Jefferson Community Center	3801 Beacon Ave S Seattle, WA 98108	206-684-7481	206-450-1520	Area of Operations Supervisor Jill Patterson 206-465-1465
Rainier Community Center	4600 38th Ave. S. Seattle, WA 98118	206-386-1919	206-552-1337	
Rainier @ John Muir	3301 S Horton St Seattle, WA 98144	206-386-1919	206-771-3088	
Rainier Beach Community Center	8825 Rainier Ave S Seattle, WA 98118	206-386-1925	206-849-9190	
Van Asselt Community Center	2820 S. Myrtle St. Seattle, WA 98108	206-386-1921	206-510-4901	

FAMILY CONTRACT

- I have read the Family Handbook and understand and agree to follow the guidelines and policies when using the services of Associated Recreation Council and Seattle Parks and Recreation Community Center partnership programs.
- If I have questions, comments or concerns about staff, policies or practices I will address them with the Director and/or Seattle Parks and Recreation staff at the community center.
- I understand that we must provide 14 days' notice to unenroll my child from program to be eligible for a refund.
- I understand that my child must be registered, and all required enrollment forms must be completed before my child can attend.
- I have been given a site tour.
- I received a brief program orientation.
- I have read the information about concussion injuries and prevention.
- I understand that it is my responsibility to provide my child with sunscreen and apply it prior to camp.

Child's Name: _____

Parent/Guardian's Printed Name: _____ Date: _____

Parent/Guardian's Signature: _____

Director's Signature: _____ Date: _____

NOTE: PLEASE SEPARATE FORM FROM HANDBOOK TO SUBMIT TO THE DIRECTOR
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