



Seattle
Parks & Recreation



ASSOCIATED
RECREATION
COUNCIL



arcseattle.org

SCHOOL AGE CARE SUMMER CAMP

FAMILY HANDBOOK



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

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OVERVIEW OF SCHOOL-AGE CARE PROGRAMS

WELCOME

Thank you for enrolling your child in our School-Age Care programs! 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 programs are open to children ages 5 to 12 who are enrolled in grades K-6 for the 2026-27 School Year and are dedicated to maintaining a safe, supportive environment while upholding the Washington Administrative Code (WAC 100-301) requirement of a 1:15 staff-to-child ratio for school-age participants.

Our School-Age Care programs provide a safe, engaging environment where children participate in a wide range of recreational and educational activities that promote health, fitness, learning, environmental awareness, and social development. Our goal is to support the needs of parents/guardians while recognizing and nurturing each child's unique interests. We offer a variety of programming options, including after-school care, full-day programming during parent/teacher conferences, school break camps (Winter, Mid-Winter, and Spring), and Summer Day Camp, all designed to encourage academic enrichment, personal growth, and lifelong success. Our goal is to serve the needs of parents/guardians while addressing each child's special interests.

We achieve this by offering high-quality programs that include arts and crafts, indoor and outdoor active games, homework support 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/guardian, you play an important role in helping to ensure your child(ren) has a positive experience in our program. Please read this Family Handbook to familiarize yourself with our policies and procedures. You must complete the required family contract by using one of the following options:

- **Paper Option:** Sign and return the tear-out Family Contract page located at the back of this handbook to the Site Director.
- **Online Option:** Scan the QR code provided at the back of this handbook to complete and submit the Family Contract electronically.

Electronic copies of this Family Handbook are available on ARC's website:

- <https://arcseattle.org/Camps-for-Ages-5-12>

COMMUNICATION

Contact information is listed at the back of this handbook. Staff is available to answer any questions you may have regarding your or your child(ren)'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, as well as over sees day-to-day operations. On-site orientation is available upon request to familiarize you and your child with these specific offerings.

Area Operations Supervisor - Each program is assigned an Area Operations Supervisor to support its work. If the Director is not available and you need immediate assistance, please call the Area Operations Supervisor.

Program Accommodations Manager/Lead - 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 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, the childcare service provider, 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. Additionally, there are neighborhood advisory councils that share the common purpose with ARC and SPR of providing community-supported quality programs and services.

SEATTLE PARKS AND RECREATION MISSION STATEMENT

MISSION: Seattle Parks and Recreation equip employees and the public for well-being as we support healthy people, a thriving environment, and a 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 envision 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, 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, or displaying derogatory materials.

3. Threats of any kind—verbal, physical, or otherwise—toward anyone involved in the School-Age Care program are strictly prohibited.

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 SUMMER DAY CAMP & AFTERSCHOOL PROGRAMS INFORMATION

LICENSED SUMMER DAY CAMP & AFTERSCHOOL PROGRAMS

Seattle Parks and Recreation and the Associated Recreation Council operate Summer Day Camp and Afterschool programs that are licensed by the Department of Children, Youth, and Families (DCYF) and follow all applicable Washington Administrative Codes (WACs), policies, and procedures for licensed school-age programs.

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT

Our staff is 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, Families Experiencing Homelessness, Medication Management, Disaster Preparedness, Health and Safety, Bloodborne Pathogens, and Behavior Management.

COSTS AND PROCEDURES

REGISTRATION

The following items must be completed 14 days before any child can participate in the Summer Day Camp and the Afterschool programs. We offer an e-forms platform called ePACT through which parents must complete the required participant registration information. (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: [348295-ParentSchoolChart.pdf](#)
 - Examples of what we will accept for Certificates of Immunizations are here:

Examples of medically verified records flier

- If your child has asthma, allergies, food intolerances, diabetes, seizures, or other medical needs, all required documentation must be completed, updated annually, and uploaded into ePACT. Parents/guardians are responsible for ensuring that all completed paperwork is submitted 14 days prior to their child's first day in the program. Please contact your medical provider in advance to ensure all required forms are completed on time.
- 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 as a way for us to better support your child.
- All required paperwork must be completed and submitted 14 days 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 changes of address, phone numbers, emails, 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.

Before a child with **diabetes** or a **seizure condition** begins attending the program, parents/guardians must participate in an **accommodation meeting** with the Program Director and the Program Accommodations Manager/Lead.

Following the accommodation meeting, parents/guardians will work directly with the Program Director to:

- Review of the child's **Health Care Plan** with the childcare team
- Provide all necessary medical supplies and instructions
- Ensure staff understand daily care routines, emergency procedures, and monitoring expectations

This review must be completed **before the child's first day** in the program to ensure all safety measures are in place.

ONGOING REVIEW REQUIREMENTS FOR DIABETES OR SEIZURES

The accommodation process is not a one-time event. It will also be reviewed:

- **When a child transitions to a new program or location**
- **When new staff members join the child's care team**

These additional reviews ensure that all staff responsible for the child's care are fully informed and prepared to support their health needs. Every effort will be made to provide reasonable accommodation. Note that our program and staff are not equipped to provide personal hygiene care or toileting, nor ongoing one-on-one support for managing behavior.

COSTS FOR 2026 SUMMER DAY CAMPS

OPERATING DATES

June 22 - August 27

OPERATING HOURS

Monday-Friday, 7:30 am - 6 pm

FEES

5-Day Week: \$515

4-Day Week: \$412 (week 2: June 29 - July 2 & week 10: August 24-27)

Program fees include T-shirt, supplies, field trips, snacks and more

REGISTRATION & DEPOSIT FEES

Registration Fee: One-time \$50 registration fee for Summer Day Camps

- **Registration fee is non-refundable.**

Deposit: \$25 non-refundable deposit for each week included in the price.

- *Note: Scholarships are applied to Registration Fees and Deposits*

COSTS FOR 2026-27 AFTERSCHOOL PROGRAM

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)
- Tuesdays & Thursdays Only (2-day option)
- **First day** of programming is scheduled for Wednesday, September 2nd
- **Last day** of programming is scheduled for Friday, June 11th.

SY 2026-2027 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	6	\$297.60
3-day option	12	\$595.20	3-day option	11	\$545.60	3-day option	9	\$446.40
5-day option	20	\$992.00	5-day option	20	\$992.00	5-day option	15	\$744.00
December	# of days	Price	January	# of days	Price	February	# of days	Price
2-day option	6	\$297.60	2-day option	7	\$347.20	2-day option	6	\$297.60
3-day option	8	\$396.80	3-day option	11	\$545.60	3-day option	9	\$446.40
5-day option	14	\$694.40	5-day option	18	\$892.80	5-day option	15	\$744.00
March	# of days	Price	April	# of days	Price	May	# of days	Price
2-day option	9	\$446.40	2-day option	7	\$347.20	2-day option	8	\$396.80
3-day option	14	\$694.40	3-day option	10	\$496.00	3-day option	12	\$595.20
5-day option	23	\$1,140.80	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	5	\$248.00						
5-day option	9	\$446.40						

- Christmas Day Friday, December 25th
- New Year's Date Friday, January 1st.
- Martin Luther King Jr. Day Monday, January 18th
- President's Day Monday, February 15th
- Memorial Day Monday, May 31st
- Juneteenth Friday, June 18th

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 afterschool 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.

PAYMENTS AND BALANCES DUE DATES

- All program fees must be paid in full **14 days (two weeks) in advance** of the applicable program period.
- For **Afterschool Program**, monthly fees are due 14 days prior to the start of each month.
- For **Summer Day Camp**, weekly fees must be paid 14 days prior to the first day of each registered week.
- If a payment due date falls on a weekend or holiday, the payment will be due on the **next business day**.
- Failure to submit payment by the required deadline will result in your child being

withdrawn from the program or registered session on the next business day.

OTHER IMPORTANT PAYMENT INFO

- **Forfeiting Your Slot:** If your site has a wait list and you fail to make your payment in full, your slot may be forfeited for the week of camp or remaining months of the school year in the afterschool program. 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 a credit or debit card, and 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 & deposit fees, 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 issued for requests received less than 14 days prior to the program/activity start date. For school-year program days that are canceled due to weather-related circumstances, no credit/refund will be issued for the first two canceled days. A credit will be issued for the 3rd or additional canceled 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 canceled 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 canceled days of school year programs, if canceled 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: [Refunds, Reductions, & Waivers - Parks | seattle.gov](https://www.seattle.gov/parks/refunds-reductions-waivers)

ADDITIONAL INFORMATION

- **Prorating:** Prorated fees are only permitted for new/first-time registrations and may be available for Afterschool program. Please check with your community center staff for eligibility and details.
- **Drop-In Enrollment:** Drop-in enrollment is not allowed for any program.

- **Absences:** If your child is sick or absent, we are unable to provide refunds or prorate fees. A space is reserved for your child each day/week, and staffing is scheduled accordingly, regardless of attendance.
- **Continuity of Care Registration (Afterschool Only):** Continuity of care registration is available for families whose children were enrolled in the previous school year. Please contact your local community center for details. Siblings and incoming kindergarteners are not eligible for continuity-of-care registration.

WCCC/DCYF SUBSIDY

ARC/SPR childcare 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. The Working Connections Child Care (WCCC) subsidy program helps eligible families pay for childcare. WCCC is funded by federal and state dollars. Eligibility requirements are set by the federal government and Washington state. <https://www.dcyf.wa.gov/services/earlylearning-childcare/getting-help/wccc>

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.

CHILD CARE ASSISTANCE PROGRAM – CCAP

The Child Care Assistance Program (CCAP) helps families living within Seattle city limits pay for the cost of childcare for children. [Child Care Assistance Program \(CCAP\) - Education | seattle.gov](#)

BEST STARTS FOR KIDS – BSK

Best Starts for Kids (BSK) is available for families within King County, including Seattle, who fall below 85% State Median Income (click here to see the income limits table), and who are not eligible for the State Working Connections Child Care (WCCC) Subsidy Program. BSK is actively enrolling new families throughout the year. Some families will be selected to complete a full application. If eligible, you may be able to receive a childcare subsidy that can save families about \$15,500 per child each year on average. [Best Starts for Kids Subsidy Parent](#)

<https://www.dcyf.wa.gov/services/earlylearning-childcare/getting-help/wccc>

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. For more information. Visit the link at [Scholarships and Financial Aid for Recreation - Parks | seattle.gov](#) or visit your community center for help with the application process. <mailto:scholarship.parks@seattle.gov>

SUMMER DAY CAMP & AFTERSCHOOL PROGRAMS POLICIES AND PROCEDURES

SIGN-IN AND SIGN-OUT PROCEDURES

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

Sign-In Procedures:

Summer Day Camp & Break Camps:

- Announce your child's arrival to a staff member.
- A parent/guardian or authorized representative must check the child in using Active CONNECT on the provided iPad (required).

After-school Program:

- Afterschool staff will sign participants in using Active CONNECT on the provided iPad upon arrival from school.

Sign-Out Procedures (All Programs)

- Announce your arrival and your child's name to a staff member.
- Locate and gather your child's belongings.
- A parent/guardian or authorized representative must check the child out 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, the Summer Day Camp, and After-school staff will meet with the parents 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 are mandated to 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 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 programming hours. If you have not picked up your child by the end of the 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 for the child. 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 the 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

Summer Day Camp Program

Program staff take extra precautions during extreme weather conditions, particularly during hot weather. Children do not adapt to extreme temperatures as effectively as adults, and there is an increased risk of heat-related illness when the heat index reaches 90°F or higher. ARC may adjust activities when the National Weather Service issues advisories for the Seattle area.

During hot weather, staff will:

- Encourage families to label all personal items and send a water bottle daily.
- Ensure children apply sunscreen regularly.
- Schedule outdoor activities during cooler parts of the day.
- Increase water breaks and encourage hydration.
- Encourage families to provide wide-brimmed hats and lightweight, light-colored clothing.
- Monitor children for signs of heat-related illness (e.g., dizziness, fatigue, nausea) and seek medical attention if needed.

Due to air quality concerns, particularly during wildfire season, outdoor activities may be limited or modified in accordance with State and Local health advisories.

After-school Program

When Seattle Public Schools are in session, After-school programs follow the school district's decisions regarding weather-related schedule changes and closures.

- If Seattle Public Schools are closed, After-school programs will also be closed.

- If schools open late due to extreme weather or other circumstances, care will be provided during regular after-school hours only.
- If schools dismiss early due to such conditions, programs may remain open until children are picked up or may close early based on safety conditions.
- Families may be asked to pick up children early depending on the severity of the weather or emergency.

Program Closures & Emergency Response (All Programs)

Programs may be canceled or modified due to weather conditions or emergencies that pose a risk to the safety of children, families, and staff.

In the event of an emergency closure, families are expected to pick up their children as soon as possible.

Seattle Parks and Recreation community centers may only be officially closed by order of the Mayor of Seattle and may remain open to the public even if childcare programs are canceled.

For the most current information regarding program operations during extreme weather or emergencies, families should call the Childcare Hotline at 206-684-4203, which is available 24 hours a day and updated as needed.

NUTRITION, SNACKS, AND MEALS POLICY

Washington State has established licensing requirements to ensure that children receive the necessary nutrients while away from home in a licensed childcare program. 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) requirements when preparing and serving snacks. Each breakfast includes three components, and each snack includes two components from the following. [fy26-cacfpmealpatternreferenceguide.pdf](#)

- 1% milk (fluid)
- Vegetables
- Fruits
- Meat/meat alternative
- Whole grain-rich

SUMMER DAY CAMP PROGRAM & AFTER-SCHOOL PROGRAM

SACK LUNCH POLICY

Parents/guardians are responsible for providing their child with a sack lunch and drink each day during Summer Day Camp. Refrigeration, heating, and microwave use are not available. Water is recommended as the primary beverage.

Please include all necessary utensils with your child's lunch.

Lunches must meet School-Age Care licensing requirements and include:

- A dairy product
- A protein food
- A bread or grain
- Two servings of fruits and/or vegetables

Please pack appropriate portions to support your child's energy and participation throughout the day.

To support the safety of children with allergies, families are strongly encouraged to provide nut-free meals and snacks when possible.

All food and beverages must meet Washington State licensing requirements and USDA guidelines (WAC 110-301-0185). Beverages such as fruit drinks, sports drinks, and lemonade may not meet requirements. Please review labels carefully to ensure juice is 100% fruit juice.

Some sites may participate in the City of Seattle Summer Food Service Program. Please check with your program site for availability.

Breakfast and afternoon snacks are provided daily for camps, and snacks only for the after-school program.

Breakfast and snacks follow Department of Children, Youth, and Families (DCYF) licensing standards and the Child and Adult Care Food Program (CACFP).

Breakfast includes at least 3 components:

- 1 cup 1% or fat-free milk
- ½ cup vegetables or ¾ cup fruit
- 1 oz whole grain-rich or 1 oz protein

Snack includes at least 2 components:

- 1 cup 1% or fat-free milk
- ¾ cup vegetables or fruits
- 1 oz whole grain-rich
- 1 oz meat/meat alternative

Families may provide alternative snacks if needed to meet dietary or cultural preferences.

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 Summer Day Camp and Afterschool programs. 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

SUMMER DAY CAMP & BREAK CAMPS

Supervised groups may travel by school bus, Metro bus, or on foot to nearby parks, pools, or other local points of interest. Attendance lists are prepared in advance, and required staff-to-child ratios are maintained during all transitions and outings. The safety and well-being of all participants is our top priority, and staff take all reasonable precautions during field trips.

Parents and guardians will be informed in advance of all scheduled field trips, including the dates, times, and destinations. Families are encouraged to remind their child(ren) about the importance of listening to staff and following safety expectations at all times.

Participants should come prepared each day with appropriate items for field trips, such as swimwear, a towel, and/or an extra change of clothes, as needed.

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 families with a summary of activities and experiences, each program will post a weekly schedule of activities and curriculum on the parent bulletin board for the Summer Day Camp and a monthly schedule of activities for the Afterschool programs.

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 that children receive at least 30 minutes of moderate-to-vigorous physical activity for every 3 hours of programming (WAC 110-301-0360). 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 Summer Day Camp and/or Afterschool Program, we provide time and space for homework help, quiet reading, and/or activities that contain a range of learning experiences. We aim to provide at least 30 minutes of academic enrichment and support opportunities Monday through Friday. If your child needs homework help, 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 on 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 (e.g., pull-ups).

VENDING MACHINES

Candy and soda machines located in community centers are off limits to participants during School-Age Care program hours. Children will be asked to keep any money they have in their backpacks or among 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 uses 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 interests 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 IMPLEMENTED

The following behaviors will result in the 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 & RESPONSE

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 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 obliged 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 always maintain professional boundaries. 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 always maintain an unbiased environment.**

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 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 if 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 properly disposed of. 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 the 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 that 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 if 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 complete the Sunscreen Authorization form. If a Sunscreen Authorization form is not completed 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. To comply with DCYF licensing and King County Public Health guidelines, the following sunscreen products are **not allowed. Aerosol spray, sunscreens containing oxybenzone or octinoxate, and homemade sunscreen.**

CONCUSSION INJURY PARENT/GUARDIAN INFORMATION

Washington State law (RCW 28A.600.190) requires all recreation and school-age programs to notify parents/guardians about the dangers of concussions and the importance of removing a child from program activity if they are suspected of a head injury.

Concussions are one of the most commonly reported injuries in children 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 program activity or recreational activity and can result from a fall or from participants colliding with each other, the ground, or with obstacles.

Continuing to play with a concussion or symptoms of head injury leaves the participant especially vulnerable to greater injury and even death. Therefore, a participant who is suspected of sustaining a concussion or head injury in a program activity or recreational activity must be removed from the program activity immediately. The participant should not return to the program activity until a licensed healthcare provider has evaluated them and provided written clearance to return to the program activity.

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 program activity 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).

FAMILY CONTRACT

Please follow this link to sign the Family Contract, acknowledging receipt and understanding of this handbook.



FAMILY CONTRACT

- I have read the Family Handbook and understand and agree to follow the guidelines and policies when using the services of the Seattle Parks and Recreation and Associated Recreation Council 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 my child(ren) must be registered, and all required registration forms must be completed before my child(ren) can attend.
- I understand that payment must be made 14 days before the start of my child(ren)'s program, or they will be withdrawn on the next business day.
- I understand that I must notify community center staff 14 days prior to the start date of the program to withdraw from the program to be eligible for a refund.
- I have read, and I understand the parent(s)/guardian(s) code of conduct expectations.
- I have read the information about concussion injuries and prevention.
- I understand that it is my responsibility to provide a healthy lunch and beverage/water daily for summer day camp and school year break camps.
- I understand that it is my responsibility to provide my child with sunscreen and apply it prior to summer day camp and school year break camps.
- I understand no electronic devices, cell phones, iPads, and/or smart watches are allowed.
- I understand a Late Pick-Up Fee of \$1 per minute will be charged for participants not picked up by the end of the program.
- I understand all personal items must be labeled with my child(ren)'s name.

Program: _____

Child's Name: _____

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

Parent/Guardian's Signature: _____

Director's Signature: _____ Date: _____

NOTE: Please separate this form from the handbook and submit it to the director if you don't submit through the QR code.