

School Sites:		Contact Numbers:	
CVG Elementary	360-431-7348	Recreation Office	360-442-5400
Kessler Elementary	360-560-6423	2920 Douglas Street	11a-5p, M-F
Robert Gray Elementary	360-261-8634	Karry Williquette, Coordinator	360-442-5409
Northlake Elementary	360-431-6810	Shelly Aldrich, Specialist	360-442-5402

Introduction: Welcome! We are so glad you are here; the opportunity to work together is a privilege we are grateful for. Our Out of School programs are operated by the City of Longview Recreation Department, and we strive to provide staff at each site who are easy to converse with, and open to any suggestions you have concerning your child. The information provided below is designed to provide easy to find answers.

Mission: Our goal for our programs is to provide youth with a safe and enjoyable experience where they are safe, develop skills, and form friendships with peers and staff.

Drop Off/ Pick Up: All participants must be checked in & out by an authorized parent/guardian daily. Accordingly, it is imperative that we have a current, up-to-date list of those authorized to pick-up. Photo ID will be required to sign out a participant. Any additions or revisions to this information will need to be made by calling our Recreation office. Important information is shared between staff and family so good communication is required.

Late Pick-Up Policy: If you know you are running late, please contact your child's site to inform them of the anticipated pick-up time. 3 or more instances of lateness may lead to dismissal from camp.

Accommodations/Medications: Our doors are open to those of any race, color, and/or creed. Each participant is treated with individualism and fairness. If you are requesting an accommodation, please submit a completed ADA request form at this time. [Click here to complete ADA Form](#)

PLEASE NOTE - ADA ACCOMODATION FORM MUST BE SUBMITTED 14 DAYS PRIOR TO START OF PROGRAM.

*Our staff is unable to administer medication. If your child requires medication during the day, this will need to be administered by a parent.

Inclement Weather: All recreation programs are cancelled when Longview schools are closed due to weather. Morning recreation programs are cancelled when schools are delayed due to weather. The easiest way to stay up to date is to follow us on facebook at www.facebook.com/longviewrec.

Addressing Concerns: We encourage you to communicate directly with the recreation leaders who are responsible for your child. Feel free to ask specific questions or offer suggestions to remedy a situation your child may be having. Contact the Youth Specialist or Youth Coordinator if you are not satisfied with resolution.

Health Policy: If your child has had the following symptoms, they will not be able to attend program until they are 24 hours free from the following without the use of medication: fever over 100 degrees, pink eye, flu, unusual rash, vomiting, diarrhea, sore throat, and/or head lice. When school is missed due to illness, the participant may not attend program either.

Emergency Plan: The Recreation Department has emergency plan policies and staff training in place in the event of earthquake, fire, hazardous materials, bomb threat, & violent intruder. A copy of the full policy is available upon request.

Volunteers:

We welcome parents to volunteer at our program. Community volunteers who assist at the program are always supervised by out of school staff. Ongoing volunteers are screened by National Background Checks.

Daily Schedule (Example):

Check In/Expectations & Schedule

Wash Hands & Snack Time

Table Time (Reading/Homework/Drawing)

Crafts & Games

Small groups will switch activities after a specific amount of time

Stations

Independent choice of activities offered

Begin Clean-up

Activities offered may include organized sports, arts and crafts, board games, singing, special guest appearances, and events.

Table Time:

Every day, there's a 15-minute slot dedicated to homework completion. Children have the option to do homework, read, or engage in coloring/drawing. Younger participants will have stories read to them either by a staff member or an older student. During this time, staff will also form groups for crafts and games.

Safe Space:

The Safe Space is available for participants who prefer not to join the scheduled activities during specific program hours. While program rules remain in effect, children must stay within the view of a staff member.

Stations:

During station time, staff select various activities and arrange the necessary materials. Children can pick from these stations and decide how long they spend at each one. Activities are assigned to specific areas and should be kept within their designated zones.

Movie Time:

On occasion, we screen movies rated G and PG. If the movie is PG-rated, we'll display the title near the sign-in/out sheets for your consent. Children can engage in other quiet activities if they choose not to participate in the movie.

Snack Break:

Snacks are supplied by the Longview School District for eligible after-school programs. For sites that don't qualify, we'll provide a daily snack.

Registration & Payment:

* Online and in-person registration options available.

- * Drop-in (daily) attendance operate on a digital coupon system (purchased in sets of 10 only).
- * Financial Assistance (Scholarship) availability is limited, and each site will have a limited number of available spaces on a first come, first served basis. A new application must be submitted for each school year and/or summer term.
- * Registration is required, even for those families returning from last year.
- * Digital attendance will be utilized at each site to capture all students, payments and provide reports as appropriate. Please ensure you list all members of your family who are authorized to pick up your child.
- * ALL PROGRAMS ARE TO BE PRE-PAID. If the monthly plan is selected, the first month of tuition is collected at the time of registration. Tuition for the upcoming month will be automatically posted to your account on the 25th of each month. Payment is due by the 1st and can be paid online or at the office. Students will not be allowed to attend without payment. Payments can be set to auto-draft/charge with your approval.
- * All parent/guardians are required to read & agree to Behavior Guidelines & Expectations Document (next page).

Payment options for 2023-2024 are listed below:

Monthly AM \$133
Monthly PM \$170

Annual AM \$927
Annual PM \$1198

Drop in Ticket
10 Pack \$139
10 Pack Robert Gray and Northlake \$120

Donations:

Donations are occasionally requested to fill a need for a specific activity or event. If you wish to make a monetary donation, please contact the recreation office.

Items from home:

Toys, personal items, cell phones, games, etc. must stay stored. The program reserves the right to store personal items if it is a violation of our policy or is seen as a disruption. Items will be returned to an adult at the end of day. We are not responsible for lost or damaged items.

Behavior Guidelines and Expectations

The Four B's (reviewed daily by staff with students):

BE CARING

BE RESPONSIBLE

BE SAFE

BE PRODUCTIVE

Rules/Expectations:

- Promptly follow staff instructions for safety.
- Respect everyone, equipment, and property. No insults, teasing, threats, or bullying. Work well with staff and peers.
- Participate reasonably and avoid disrupting activities.
- Keep hands, feet, objects to yourself unless part of staff-led activity. No hitting, biting, fighting, theft, or damage. Endangering safety of others will not be tolerated.
- No drugs, alcohol, tobacco, or inappropriate behavior.
- Stay with assigned leaders. Do not leave the program without an authorized adult.
- Use appropriate language – no cursing, vulgar, or sexual discussions.
- Adhere to field trip rules from team leaders, drivers, and venue management.
- Keep site clean and safe by cleaning up after yourself.

At our programs, we want to make sure that everyone is safe and happy. We have a behavior policy to help us achieve this goal. Here is how it works:

Discipline Policy

Low Concern Incident Response:

If a child is being overly disruptive, we will talk to them about their behavior and try to correct it by giving them a time-out or an alternative activity.

If the disruptive behavior continues, we will contact the parent or an eligible emergency contact and ask them to work with us to resolve the issue.

If the behavior still doesn't improve, we will send the child home for the day.

General Discipline Procedure:

If a child violates our program rules or the low concern incident report process is ineffective, we will follow a discipline procedure.

For the first occurrence, we will notify the parent or guardian, and the child will be ineligible for the program for the remainder of the day and the next scheduled day.

For the second occurrence, we will contact the parent or guardian for immediate pickup, and the child will be excluded from the program for three days. A formal meeting may be requested by staff or parent/guardian.

For the third occurrence, we will contact the parent or guardian for immediate pickup, and the child will no longer be eligible for the program. Future participation will be subject to LVPR staff & manager review.

Accelerated Steps:

We prioritize a safe and respectful environment for all participants in our program. To ensure clarity and fairness in our disciplinary approach, we want to emphasize that our disciplinary process is not based on a "three strikes" model for the same issue. Our goal is to address behaviors that significantly disrupt the program's harmony or pose a risk to the safety and well-being of participants and staff.

It's important to note that certain behaviors will be treated as compounded offenses, where consecutive incidents of misconduct within a short timeframe will lead to escalated consequences. For example, if a child engages in disrespectful language towards a staff member and then engages in a separate incident, such as damaging property shortly after, these incidents will be treated as a pattern of behavior rather than isolated events.

Extreme Violations - Accelerated Steps (These are examples):

1. Physical Harm Attempt: If a child intentionally attempts to physically harm a staff member or another child, such as striking with a closed fist, immediate action will be taken. This will not follow the standard disciplinary steps and will result in escalated consequences directly.

2. Serious Disruption: In situations where a child's actions result in a serious disruption, such as screaming at staff and fleeing the premises, leading to staff members leaving their posts or children being unsupervised, traditional disciplinary steps will be bypassed due to the severity of the incident.

In these cases, we will prioritize the safety and well-being of all participants by implementing appropriate consequences without adhering to the general discipline procedure. Our focus remains on creating a secure and respectful environment for everyone involved.

Parental Conduct Guidelines:

It is mandatory for parents and staff to communicate in a manner that is suitable for children. The use of inappropriate language, including swearing, as well as verbal or physical threats, or any form of disrespectful or aggressive behavior, will not be tolerated under any circumstances. If a staff member identifies a primary guardian who violates these expectations, that individual will no longer be allowed on agency property. In the event that no alternate primary pickup arrangement is approved, the agency reserves the right to dis-enroll the child.

Threats in any form will not be accepted or tolerated. All threats will be promptly reported to the appropriate authorities and pursued legally. While we recognize and acknowledge apologies, a second chance will not be provided so that we can maintain a safe and secure environment for all.

Positive Discipline - Behavior Correction:

We encourage positive discipline and cooperation among parents, children, and staff. While we understand that discipline is a necessary part of raising and guiding children, we want to emphasize that using physical or verbal punishment is strictly prohibited within our program.

Parents are kindly requested to refrain from engaging in any form of verbal intimidation or derogatory language towards their child or any other child attending the program. Additionally, parents should avoid intervening directly with other children's behavior. Instead, we ask that parents communicate concerns to our staff members, who will handle behavior correction appropriately.

By working together, we can create a supportive and nurturing environment that promotes healthy communication, positive behavior, and the overall well-being of every child in our program.