

STUDENTS WITH SPECIAL NEEDS

It is the intent of LPRD to be inclusive to all participants in our programs and activities to the greatest extent possible. Recognizing limitations due to an individual's special need is important and, with this in mind, we will make every attempt to adapt program activities, staffing, and facilities through reasonable accommodation. If your student requires an accommodation, please discuss it with our program staff.

SUPERVISION/ SAFETY POLICIES

- No student is to be left alone or unsupervised while under the care of the program staff.
- It is on rare occasion that a student would be left alone with an adult staff member of the opposite gender. In the rare case such a situation arises staff members are instructed to keep doors open and be fully visible for any person walking by.
- Students must check in upon arrival and check out when leaving the building. Students are allowed to enter and exit through the front doors only, except in the case of an emergency.
- An Incident or Accident Report Form will be completed when an injury or accident requiring medical attention occurs. A copy of the completed form will be given to the parent/guardian.

BEHAVIOR MANAGEMENT POLICY

We believe in a positive approach towards discipline. This means that our staff will work to prevent behavioral issues through positive, cooperative expectation setting, and role modeling. Both staff and participants shall determine boundaries and rules. This way, all individuals involved feel a sense of ownership over the program and respect the outcome. Our primary expectation for students is RESPECT - Respect of self, property and others. We provide a safe environment for students to grow, build relationships and have fun while learning. The overriding principle of our discipline policy is to help students become individuals who make their own choices and who take responsibility for their actions.

Discipline is a function of engaging students in meaningful and stimulating activities, focusing on positive role models, and promoting the core values such as honesty, respect, caring and responsibility. These specific policies are non-negotiable.

- Students will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with the program. Aggressive behaviors such as fighting, verbal "put-downs", swearing, and other inappropriate behaviors will be addressed appropriately. Students who continue to bully or treat others in a disrespectful way will be dismissed from participation in activities.

- Students will follow all directions given by staff regarding safety procedures for all activities.

- The program strictly prohibits the use or possession of alcohol, tobacco, and drugs.

- It is the policy of LPRD that behavior which would be classified as harassment of staff or participants will not be tolerated. Such behavior will result in dismissal or termination and, if applicable, contacting of authorities.

- Participants/Staff will respect the private property of others and will understand that stealing or vandalism will not be tolerated.

- BEHAVIOR MANAGEMENT PROCEDURES

- Take immediate action to stop the behavior.
- Separate the individual from the situation and calm down all involved.
- Discuss with each individual involved to understand all sides of the situation.
- If necessary, call the parents/guardians of the individual to inform them of the incident and/or the consequences being instituted.
- If the severity of the inappropriate behavior warrants or the participant refuses to stop the behavior when asked, parents/guardians will be asked to pick up the student for the rest of the day. In some cases the inability or unwillingness to conform to the standards of the program may result in temporary suspension or permanent expulsion.

DONATIONS TO THE PROGRAM

Our program is dependent on grants, donations and community support. Gifts of new and used equipment and supplies are always welcome. We often accept board games, books, movies, arts and crafts supplies, and any other useful donations. In return, you will receive a letter of acknowledgment for donations. Scholarship donations can be made to the La Pine Park & Recreation District Foundation and are tax-deductible.



Out-of-School Programming

Parent Handbook and Policy Guide

La Pine Park & Recreation Community Center
Monday – Thursday; After school until 5:30pm September -June

Three Rivers School
Monday – Friday; After school until 6:00pm September -June

Summer Adventure Days
Tuesdays 8:00am – 5:30pm June - August

Questions about the Program?

16405 1st St. | P.O. Box 664 | La Pine, OR 97739 | 541-536-2223

www.LaPineParks.org

Dear Parents and Guardians,

Welcome to the La Pine Park & Recreation District! We provide the youth of La Pine, Sunriver, and the Three Rivers area with a safe and nurturing environment where they can develop healthy relationships while participating in life enriching activities. Through our programs we strive to:

PROVIDE A SAFE ENVIRONMENT FOR YOUR STUDENT

All of our programs are staffed with qualified, caring adults who truly enjoy spending time with youth. Staff members strive to model positive behavior and look forward to the opportunity to encourage and connect with our students daily.

ENHANCE AND SUPPORT ACADEMIC PERFORMANCE

Students visiting our La Pine computer lab each day will enjoy tutoring and homework assistance, access to computers (thanks to a generous donation by COCC) and a printer, which will enable them to complete assignments with ease. In addition we also offer enrichment courses designed to help students find new talents, develop new skills and discover themselves in ways that build a positive and healthy self-image.

ENCOURAGE AND DEVELOP PERSONAL DISCIPLINE

Our program helps students learn responsible behavior and self-control through an environment in which activities are presented, not dictated. Guidance is offered to encourage participation in activities that promote self-confidence, encourage healthy friendships and relationships and a mindfulness of community.

PROMOTE HEALTHY LIFESTYLES

Our programs are designed to promote healthy lifestyles by providing space and scheduled times for a variety of physical activities both individually and in a team sport atmosphere. We also offer a healthy after-school snack provided by the Bend-La Pine School District Nutrition Services.

REGISTRATION

Our after-school programs, are open to students grades 1-8 in La Pine and K-8 in Sunriver. Registration forms are available at the La Pine Park & Recreation District office, Three Rivers School or on our website at www.lapineparks.org. Registration must be completed by the parent or guardian caring for the student. Applicable fees must be paid prior to attendance.

FEES AND COLLECTION POLICY

Registration fees are due at the time of registration and then by the 5th day of each month. Some classes and events will have an additional classroom or entry fee. Such fees are paid on a class or event date basis. Refunds will be issued to parents in the event an entire class must be canceled but refunds will not be applicable if a student is removed from the class for behavioral issues.

PAYMENT METHOD

La Pine Park & Recreation accepts cash, check or credit cards for all programs. There is a \$25.00 fee for returned checks. Recurrent returned checks may result in dismissal of your student from the program. Scholarships are available; see scholarship policy. Payments can also be made online via PayPal.

PROGRAM HOURS

Please make arrangements for students to be picked up or to exit the program by the specified closing time each day. Students will be asked to leave the building if not picked up by such time and wait outside until their transportation arrives. During winter days this may mean that the students will be waiting in inclement weather. Please make sure to have your arrangements in place for the safety and well being of your student.

CLOSURE DAYS

During the school year, on days when school is canceled due to snow or inclement weather, in-service or holidays, we will also be closed.

DAILY RELEASE OF PARTICIPANTS

Middle and high school students are authorized to check themselves out at will unless specifically directed by a parent due to safety. Elementary students must be picked-up by an authorized parent/guardian. Specific concerns must be submitted in writing to our staff to ensure proper procedures are followed. Parents wishing to have students specially monitored for release must pick up their student in person at the front desk. Parents not picking up specially monitored students by closing time may be subject to a **late pick-up fee** and possible termination from program if tardiness persists. All other students will be released and asked to leave the building at the close of the day.

Afterschool Enrichment for Youth

ELECTRONIC DEVICE USEAGE

The use of any or all electronic devices, such as iPads, cell phones and/or gaming devices are restricted by program staff. Use of said devices outside of the program parameters will result in confiscation of the device for the day. The student will be able to pick up their property upon checking out of the facility for the day.

STAFFING

To provide your students with the highest quality program available we seek to hire only well qualified individuals for our program. Potential staff and volunteer members must demonstrate a passion for working with youth, history of experience working with students of all social and economic backgrounds and the desire to encourage and nurture all enrolled students. All staff and volunteers must undergo and pass a background check through the La Pine Park & Recreation District. Training is provided for CPR/First Aid if not already certified, as well as conflict resolution, child abuse prevention and a variety of other situations that may arise in such programs.

CHILD ABUSE REPORTING

Each employee is required to immediately notify the local public children services agency if they suspect that a student has been abused or neglected. These District policies are created to prevent and protect students from abuse or neglect while the student is in our care.

SNACKS

Healthy snacks are provided through the Oregon After School Supper program and prepared by the Bend-La Pine School District. These healthy snacks are offered at no additional cost. No student will be denied this free nutritional supplement. Please note any food allergies on the registration form and advise the staff accordingly.

We look forward to getting to know your student as they grow through our program!

CLOTHING

We ask that your student come dressed appropriately. If your student is not allowed to wear something at school they should not wear it to our programs.

PERSONAL BELONGINGS

Unfortunately we are not immune to theft. We suggest valuables be left at home. LPRD will not be held responsible for lost or stolen items.

MEDICAL

We will do our best to make your child's experience accident and illness free. However, in the event of an injury, we are prepared. Our staff members are trained in CPR and first aid. We treat minor cuts and scrapes, but guardians will be notified in cases where a student may need more medical attention than our staff can provide. In all cases of injury, an accident form will be completed and made available to the parent or guardian. If the medical needs are extreme and parents or guardians cannot be reached, your signature on the health form authorizes us to secure medical attention, including but not limited to calling 911. If your student has severe asthma or a potentially life-threatening allergy please speak with our staff prior to attending the program. A student who is sick should be kept home as a courtesy to the participants of the program.

For the health and safety of all students, participants with any form of contagious or infectious conditions (lice, fever, pink eye, vomiting, etc.) will be sent home immediately. Students are welcome to return to the program when they are feeling better and are no longer contagious.