



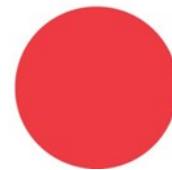
Department of Recreation, Parks & Cultural Activities

presents

LET'S MOVE



ALEXANDRIA



2015-2016 SCHOOL YEAR
POWER-UP OUT OF SCHOOL TIME PROGRAM
REGISTRATION PACKET

Francis C. Hammond Middle School
4646 Seminary Road

703.746.5414

Alexandriava.gov/Recreation





Department of Recreation, Parks & Cultural Activities
Recreation Services Division
2015-2016 School Year Power-Up Program
“Let’s Move”



Dear Parents and Participants:

Welcome to another school year of fun and educational activities for youth in grades 6-8 in the Out of School Time (OSTP) Power-Up Program. After school fun includes creative & performing arts, education & leisure activities, homework time, sports, fitness & health, holiday & family events and much more! Youth participating in the Power-Up Program will maintain a full schedule of activities incorporating learning, cultural enrichment and positive social interaction. Furthermore, there will be opportunities for participants to develop life skills through clubs, workshops and classes. Examples of activities include: performing arts, nutrition & cooking classes, discussion groups, 4-H projects, dance club, etc. This year, OSTP participants will be involved in activities related to the White House initiative “Let’s Move.” Activities will focus on healthy lifestyles including fitness, physical activity and nutrition.

The school year program operates Monday through Friday, September 21, 2015 - June 22, 2016, from the time school is dismissed until 6 p.m. Power-Up is closed on early dismissal days and school holidays. When ACPS cancels late activity buses for weather or other emergencies, the Power-Up program will not be held and youth must take regular buses home. Snacks are provided by the USDA Food Service Program on a daily basis.

Parent information packets are required to complete registration and are available at the Lee Center Registration and Reservation Office, 1108 Jefferson Street, Alexandria, VA 22314 or online at alexandriava.gov/Recreation.

Register in-person at the Lee Center or online at alexandriava.gov/Recreation beginning July 1. Please remember, in order for your child to participate in the school year program, you must be a resident of the City of Alexandria and are required to provide two forms of identification to verify residency. An activity fee of \$415 for the school year is payable at the time of registration. Financial assistance and payment plans are available for qualified registrants. *Registrations are processed on a first-come, first-served basis and the host site has an enrollment maximum.* For more information, please contact Bertha Coleman, Recreation Coordinator, at 703.746.5575.

The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, contact Jackie Person, Therapeutic Recreation Program Manager, at 703.746.5423 (VA Relay 711) or jackie.person@alexandriava.gov.

This Out of School Time Program is not a licensed child care program but is based on local standards approved by the City Attorney and is available online at alexandriava.gov/Recreation.

The 2015-16 School Year Power-Up Program will be offered at:
Francis C. Hammond Middle School 4646 Seminary Road

Note: The George Washington School Year Power-Up program was cancelled in 2014 due to low enrollment over several years and is not offered. For more information, please contact Margaret Orlando, Division Chief, at 703.746.5429.

Daily Schedule - Youth must be signed in by 3:30 p.m. to attend for the day unless coming directly from another school-sponsored activity.

- 3:15-6 p.m. Meet in cafeteria
Social time, table games, clubs,
tournaments, arts & crafts
- 3:30-6 p.m. Gym activities, group games, fitness
activities, basketball, sports
- 3:30-5:15 p.m. Homework Center (classroom)

Late buses are available at 4:15 p.m. & 5:15 p.m.





**Department of Recreation,
Parks and Cultural Activities**

703.746.5575 • alexandriava.gov/Recreation



School Year 2015-16

Fee: \$415/child



Please visit alexandriava.gov/Recreation to view a full version of *Out of School Time Program Standards*.

“Parent” also refers to a legal guardian.

Age of Participants

Power-On Program - Grades K-5 in Fall 2015
(youth in grade 6, under age 13)

Power-Up Program - Grades 6-8 in Fall 2015

Ratios

The ratio of staff to registered participants is as follows:

Grades K - 1 (Ages 5-6) is 1:20

Grades 2 - 6 (Ages 7-12) is 1:25

Hours of Operation

School dismissal-6 p.m. are program hours and pick-up is required by 6 p.m. John Adams, MacArthur and Hammond Power-Up are closed on school holidays. Holiday hours vary at recreation centers.

Payments and Refund Policy

Any balances on RPCA accounts must be paid in order for your family members to register in any other RPCA sponsored activities.

A request for refund for the Power-On or Power-Up Program must be made within 30 days of the day that your child begins attending the program. After 30 days, no refunds will be given and payment plan balances must be paid on schedule in order for your family members to participate in RPCA sponsored activities.

Sign In & End of Day Pick-Up Time

Participants check in via signature or swipe card. Power-On participants are expected to sign in and be signed out by a parent or authorized adult daily. Parents should make arrangements to pick up children on time at the end of the day. Please inform staff and family members of all persons authorized to pick up your child.

Late Fee

Parents will be assessed a late fee when arriving after 6 p.m. to pick up their children. After a warning for making a late pick-up, the next late pick-up will result in the assessment of a late fee of \$5 for every 10 minutes late. This fee must be paid at the time of the infraction or it will be placed on the family’s RPCA account balance. Continuous late pick-up may lead to suspension.

Attendance & Updating Information

Parents are asked to notify the staff if a participant is going to be absent or on vacation. Registered participants are expected to attend the program on a regular basis. Continuous lack of attendance may result in the child being classified as inactive. Once inactive, parents must request reinstatement in the program contingent on available space.

Parents must update their personal information when their address or telephone number changes. When information is not current, staff may be unable to contact a parent in case of emergency.

Proper Attire

Children should wear comfortable clothing that can be worn during active play. Children should wear sneakers, not sandals. Label the child’s clothes and belongings with the child’s name.

Illness & Injuries

Participants who are running a fever, vomiting or complaining of pain or other symptoms will not be allowed to attend the program. If a participant becomes ill during program hours, parents must arrange for the participant to be picked up as soon as possible. An ill child will be separated from their group until parents arrive.

When a participant is severely injured or ill (when more than simple first aid is needed) staff will attempt to contact a parent first, then at least one person on the emergency contact list if a parent cannot be reached. If warranted, staff will call emergency services to tend to the injured/ill child. The City does not provide medical insurance for participants. In the event of an illness or injury requiring treatment, hospitalization, and/or surgery, the family’s medical insurance must be used.

Medications

Staff are not permitted to administer medication. If your child needs medication during the time period that he/she attends the program, the parent must arrange to bring and administer the medication to their child. If the child is required to have medication with them in case of emergencies (i.e. inhalers, epi-pen), the child may keep it in a personal backpack or bag that is labeled. The medication must be labeled as well. Backpacks will be stored in an appropriate area of the center and be accessible if needed. Staff should be aware of any health concerns and the information must be noted on the child’s registration form.

Discipline

Discipline shall be constructive in nature to include using limits that are fair, consistent and appropriate; to provide reasons for limits; and to use positive word directions. No child will be forced to assume an uncomfortable position; be restricted in movement; be enclosed in a confined space; or be assigned exercise.

In the best interest of the program and its participants, staff members reserve the right to enforce restrictive actions on a participant who is causing a disturbance in the program. Restrictive action may include meetings with parents, temporary exclusion from activities, or suspension from current and/or subsequent programs. In severe cases, there may be cause to suspend privileges. For a suspension period of more than three days, the parent will receive notification by the Deputy Director of Recreation Services regarding the status of their child in all city recreation programs.

Failure to abide by prescribed restriction on the part of the participant will result in progressive restrictions up to and including suspension of all recreation privileges.

Field Trips

If a field trip is scheduled for the program, transportation will be provided by Alexandria City Public School buses or City vehicles to and from field trip locations. All vehicles used for the purpose of transportation meet the safety standards set by the Department of Motor Vehicles and are kept in satisfactory condition to assure the safety of children. Participants will NOT be transported in staff owned vehicles. When necessary, participants will cross streets with staff at corners and crosswalks or other designated safe crossing points. Participants who do not have a signed permission slip or have not paid the fee by the required date will not be allowed to attend the trip.

Fee-Based Programs

In the event that the recreation center offers an opportunity for participation in a fee-based class or other enrichment program, all fees must be paid prior to attendance in such programs.

Snacks/Meals

A healthy snack is provided daily to the participants attending the Power-On or Power-Up Programs at qualifying sites. All provided food meets the USDA recommended guidelines. A menu is available to all participants and is posted at the Center. Participants with food allergies must make arrangements to provide a meal on days when they cannot eat the meal provided. At no time will children be forced to eat a meal. Children **will not** be permitted to use the center vending machines during program hours unless a parent or guardian is present.

Special Activities

Occasionally, the program will host activities with other agencies and organizations in a special program or activity for registered participants. In this situation, a permission slip may be required. If a signed permission slip is not returned, the participant is not eligible to participate in the special activity.

Toys, Games, Cell Phones & Personal Belongings

Program participants are prohibited from bringing illegal, unauthorized or contraband materials, toys, electronic devices, or other personal property which might affect the health, safety and welfare of all persons at a City facility or that disrupt planned activities. A child may bring a cell phone to the program. However, the cell phone will be kept in the child's backpack and be turned off during program hours and may only be used with the express permission of City staff.

The City and its employees are not responsible for any participant's lost, stolen or damaged personal items.

The City and recreation program staff respect the privacy of all program participants; however, City employees may search any participant in the program, the participant's personal property, or both, when there is reasonable suspicion to believe that the participant possesses an item that violates the law or City policies and regulations. City staff may seize any illegal or unauthorized personal property discovered in any search. Parents will be notified when a child's property is searched or seized by staff.

Suspected Child Abuse

Unusual marks or bruises that appear on a child's body, inappropriate behavior and/or evidence of any type of abuse or neglect will be noted in an incident report and will be reported to the Program Director. The Program Director will report this information to the Department of Community and Human Services Child Protective Services Division and provide all information needed to enable a social worker to investigate the matter.

ADA Accommodations

The City is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, contact the Therapeutic Recreation office at 703.746.5423.

Checklist of information needed for registration:

- Completed / signed registration forms
- Copy of child's "Proof of Identity" (birth certificate, passport, or other official document) for viewing purposes only
- 2 forms of proof of City residency (1 photo ID)



**Department of Recreation,
Parks and Cultural Activities
Hammond Power-Up Program**



2015-16 SCHOOL YEAR REGISTRATION FORM

PLEASE PRINT

Name of Participant _____ Birth Date _____ Age _____ Sex _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ School _____ Fall Grade Level (2015-16) _____

PARENT/GUARDIAN INFORMATION:

Mother's Name _____ M Work # () _____ M Cell # () _____

Father's Name _____ F Work # () _____ F Cell # () _____

Email address: _____

Mother's Work Location _____ Father's Work Location _____

Mother's Work Address _____ Father's Work Address _____

*Emergency Contact #1 _____ Phone # () _____ Cell () _____

*Emergency Contact #2 _____ Phone # () _____ Cell () _____

* Emergency Contacts must be someone other than the parents and available during program hours.

My child will regularly leave the program by way of (please check):

Walk (only with written permission) _____ Parent _____ Car Pool _____ Activity Bus _____

****Person(s), other than parents, authorized to pick up child:**

Name #1 _____ Phone # () _____ Cell () _____

Name #2 _____ Phone # () _____ Cell () _____

****If a parent or other adult is NOT allowed to pick up the child, attach a copy of applicable paperwork such as custody papers.**

Ethnic Background: African American _____ White _____ Native American _____ Asian _____ Hispanic _____ Other _____

-----Office Use Only-----

2015-2016 School Year Fee: \$415 Amt. paid: \$ _____ Credit Card _____ Cash _____ Check # _____

Money Order _____ ID _____ Staff _____

MEDICAL/SOCIAL INFORMATION

NAME OF PARTICIPANT _____

Does your child have medical conditions we need to be aware of, such as allergies or intolerance to foods, medications?
___ Yes ___ No if the answer is “yes”, please explain/describe medical condition/allergy:

Please describe action to be taken in an emergency:

Has your child had a recent operation or any other pertinent medical history that might require special attention?
___ Yes ___ No if the answer is “yes”, please explain:

List prescribed medications your child takes and what the medications are treatment for:

NOTE: Recreation Center staff are NOT authorized to administer medication. This information may be needed in case of a medical emergency that requires treatment.

Medication your child takes:	Medication for treatment of:

Please list any social or behavioral challenges for your child that you believe staff should be aware of:

Please list any accommodations needed:

The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, contact Jackie Person, Therapeutic Recreation Program Manager, at 703.746.5423 (VA Relay 711) or jackie.person@alexandriava.gov.

Name of Participant’s Physician _____ Phone # _____

Parent/Guardian Insurance Information:

Company _____ Policy # _____

Note: The City of Alexandria does not provide medical insurance for your child. In the event of illness or injury requiring treatment, hospitalization, and/or surgery, the family medical insurance must be used.

EMERGENCY TREATMENT STATEMENT and HOLD HARMLESS AGREEMENT

I give the Department of Recreation, Parks and Cultural Activities, permission to acquire emergency treatment at my expense for the participant named above. In consideration of the City of Alexandria, RPCA, conducting various programs, the undersigned realizing the risk of injury attendant to such programs, does hereby and forever discharge the City of Alexandria, RPCA and its officers, agents and employees from any and all action, claims or liability resulting from or arising out of or based upon any bodily injury or property damage which may be sustained by the undersigned’s child while participating in such programs.

The Power-Up Program is not a licensed child care program, however, it is based on local standards approved by the City Attorney and available online at alexandriava.gov/Recreation.

I give permission for my child to participate in Power-Up activities, field trips, discussion groups and personal development activities.

I consent to the City of Alexandria’s use of photographs, film or video which includes my child in activities sponsored by RPCA for use in marketing or promotional material.

SIGNATURE REQUIRED OF PARENT/GUARDIAN _____ Date _____



POWER-UP CODE OF CONDUCT
Department of Recreation, Parks & Cultural Activities (RPCA)



In order to participate in the **Power-Up Program**, you must understand and comply with all of the following rules and policies (the term parents also refers to guardians):

- Participants must be residents of the City of Alexandria to participate. Parents must provide two forms of identification to verify address. Parents must complete a registration form prior to the start of each school year program.
- Parents must sign permission slips for field trips or other special programs for youth to participate.
- Each participant is expected to fully and actively participate in all planned activities. Youth must be dressed appropriately to participate in active play including proper footwear.
- Youth may participate in the Power-Up Program on a voluntary basis. They are expected to sign-in and out daily; however, they are not required to attend, and they may leave the program at any time. Youth must sign-in to the Power-Up Program by 3:30 p.m. in order to attend for the day unless they are coming directly from another school sponsored activity. Once youth sign out for the afternoon, they may not return that day and must leave school property. Please be certain that your child knows your expectations on attendance.
- The center closing time is 6 p.m. Arrangements must be made for participants to leave the program no later than 6 p.m. and the staff must be informed of those individuals authorized to pick up the participant. Youth who are repeatedly left at the site beyond the program hours without proper arrangements to get home will be subject to suspension from the program. Staff must call the appropriate authorities for any youth left after closing time without notification.
- The after school activity buses provided for Power-Up participants by ACPS are a privilege and inappropriate behavior will result in the loss of bus transportation home. Only youth eligible for bus transportation to and from school are permitted to take the activity buses home. There is some flexibility with the 5:15 p.m. bus during Eastern Standard Time when it becomes dark by 5 p.m.
- Participants are expected to respect center staff, program participants, and center equipment, supplies and facilities. Inappropriate behavior, abusive language, physical altercations, destruction of property, possession of weapons or other unlawful items and other serious offenses will not be tolerated and will require disciplinary action up to and including suspension or expulsion from the program.
- Participants registered in activities sponsored or cosponsored by RPCA consent to the City’s use of any photograph, film or videotape of the activity in any marketing or promotional material.
- Any participant suspended from school or RPCA recreation centers or programs will also be suspended from Power-Up activities.

I agree to abide by these rules and to participate in scheduled programs and activities with a positive and cooperative attitude. I understand that participation in Power-Up is a privilege and I will respect program staff, participants and facilities.

Participant’s Signature: _____ **Date:** _____

I have read and understand the program rules. I understand that if my child does not conform to the rules stated above, he/she may be suspended from the program.

Parent’s Signature: _____ **Date:** _____



DEPARTMENT OF RECREATION, PARKS & CULTURAL ACTIVITIES
 1108 Jefferson Street, Alexandria, Virginia 22314



Financial Assistance Application

To be considered for assistance, you must complete the entire application form and return it, with supporting documentation, to the Department of Recreation, Parks and Cultural Activities. If the request is for a class or camp, return with completed registration forms to the Lee Center, 1108 Jefferson St, Alexandria, VA 22314 or fax to 703.746.5585. Applicants must demonstrate need in order to receive assistance. If you have questions about this form, please call 703.746.5414 or visit our office.
INCOMPLETE FORMS WILL BE RETURNED.

Participant's Name _____

Parent/Guardian's Name _____ email _____

Address _____ Zip Code _____

Phone (H) _____ (W) _____

Explain the reason for your request (attach additional sheet if necessary) _____

Program Cost: \$ _____ Program Name: _____

Amount you could contribute \$ _____ Amount of assistance requested \$ _____

In return for assistance offered to you through our agency, please check the box to indicate if you are able to volunteer in some capacity. I can volunteer I cannot volunteer. If you check that you can, please indicate how:

Do you qualify for free/reduced school meals? Yes No If yes, please attach documentation.
 Do you receive SNAP? Yes No If yes, case number: _____ attach documentation
 (Supplemental Nutrition Assistance Program)
 Do you receive TANF? Yes No If yes, case number: _____ attach documentation
 (Temporary Cash Assistance for Needy Families)
(See fee chart on reverse side)

Signature _____ Date _____

 For Office Use Only

Approved Denied Amount of assistance: % _____ \$ _____ Amount required to pay \$ _____

Comments:

Signature of Supervisor _____ Date _____

Signature of Director/Designee _____ Date _____

2015-2016 Out of School Time Program School Year Fees

# of children	1	2	3	4	5
15-16 School Year Fee	\$415	\$788.50	\$1,162	\$1,535.50	\$1,909
Minimum due at registration	\$207.50	\$394.25	\$581	\$767.75	\$954.50

Free/Reduced Lunch (40%)	\$249	\$473.10	\$697.20	\$921.30	\$1,145.40
Minimum due at registration	\$124.50	\$236.55	\$348.60	\$460.65	\$572.70

SNAP (50%)	\$207.50	\$394.25	\$581	\$767.75	\$954.50
Minimum due at registration	\$103.75	\$197.13	\$290.50	\$383.88	\$477.25

TANF (70%)	\$124.50	\$236.55	\$348.60	\$460.65	\$572.70
Minimum due at registration	\$62.25	\$118.28	\$174.30	\$230.33	\$286.35

- Multiple Child Discount – A 10% discount is given for each additional child in the program
- 50% of the total fee with all discounts applied is due at registration
- Remaining balances are due November 20, 2015
- If a balance remains on a household account after the Thanksgiving Break, the child(ren) will not be allowed to attend the program starting November 30, 2015