

Welcome to the Sumner/Bonney Lake Recreation Department Before & After School Activities Program for the 2017-2018 School Year! For Grades K-5 (full time Kindergarten only)

Thank you for choosing the Sumner/Bonney Lake Recreation Department as your choice for before and after school activities for your child(ren). The Before & After School Activities Program serves children who attend Bonney Lake, Crestwood, Daffodil Valley, Donald Eismann, Emerald Hills, Liberty Ridge, Maple Lawn and Victor Falls Elementary schools.

We offer six (6) monthly plans at all our locations except for Eismann Elementary which is 3-5 days per week only. Additional sibling cost is 25% off. To receive sibling discount, all participants must be registered on the same form and same payment plan. All of our program plans include Sumner School District Wednesday Late Start mornings. Although, if you are registered for the afternoon program only, your drop off time for Wednesday Late Start is no earlier than twenty minutes prior to your school's regular start time. If you are registered in a morning program, you may drop off as early as 6:30 AM on Wednesday mornings.

Daffodil Valley Elementary students will be at Robert Miller Gym (behind Daffodil Elementary School). Bonney Lake Elementary, Crestwood Elementary, Emerald Hills Elementary, Eismann Elementary and Maple Lawn Elementary students will be at their respective school. Liberty Ridge and Victor Falls students will be at Victor Falls Elementary. You must drop your child(ren) off at the AM site indicated and pick-up will be at that same site. All Liberty Ridge Elementary students will be taken via Sumner School District bus to and from the Victor Falls Elementary program site. Please verify bus numbers with your site director or the Recreation Department office after August 21.

Enclosed is a Parent Information Packet which includes a payment schedule, contact phone numbers and answers to our most asked questions. Please thoroughly read all of the material included in this packet and promptly turn in all necessary paperwork. Please allow a minimum of one week for processing your registration before your child(ren) will be able to attend. ***A \$100 non-refundable deposit per child and a fully completed registration form will reserve your spot. The deposit will be deducted from the tuition due September 1st. Spots are limited. If a location is full, we will inform you. We can place you on the waiting list for your school and if a spot opens up, we will contact you. Your child will not be registered until all paperwork is completed, turned in, payment is received and registration is approved by the Recreation Department.*** If you register for this program and then cancel your registration, you will forfeit the \$100 deposit.

We offer "autopay" and a savings of \$50 per year (\$5 per month, per child) when you sign up for this service. To receive your savings, just sign the authorization form to charge your credit card for your monthly payment. Your credit card will be charged on the first of each month. If your credit card is declined, a \$25 late fee is applicable. Please note your credit card will bill from "CITY OF BONNEY LAKE"

Note: When there is a school closure or delay due to weather conditions, the Recreation Department sponsored Before and After School Activities Program will likewise be affected. For example, if school is two hours late, the Before and After School Activities Program will not open until 8:30 AM (which is 2 hours later than usual). If schools are closed, our program will also be closed. Call (253) 891- 6001 for updated current weather related school changes or monitor local radio and television stations.

REGISTRATION FOR THE 2017-18 SCHOOL YEAR BEGINS MARCH 13, 2017

HOW TO REGISTER:

In person: Recreation Office 15206 Daffodil St Ct E, Sumner Registration hours M-F 8:30 AM to 4:30 PM

By mail: Recreation Dept. 1202 Wood Avenue, Sumner, WA 98390

By e-mail: recreation@ci.bonney-lake.wa.us

If you have any questions, feel free to call the Recreation Department at (253) 891-6500 or visit us on the web at www.sumnersd.org/studentfamilyservices/parksrecreation/ or contact the Before & After Program Coordinator, Holly Tedford at (253) 891-6500 holly_tedford@ci.bonney-lake.wa.us

Before & After School Activities Program Registration - 2017-18 School year

Child #1 _____ Child #2 _____
Parent(s) Name: _____ Cell (Mom) _____ Cell (Dad) _____
Address: _____ City: _____ Zip: _____
E-mail (required) _____

Mother's Place of Work: _____ Father's Place of Work: _____
Home Phone: _____ Mother's Work Phone: _____ Father's Work Phone: _____ Emergency Phone: _____
Child 1: Gender M F Grade ____ Age ____ Birthdate _____ School Attending _____
Child 2: Gender M F Grade ____ Age ____ Birthdate _____ School Attending _____
Person(s) authorized to pick up/child(ren) (other than parents) _____

Parent or legal guardian not authorized to pick up (require an unexpired court order): _____

Please check your plan preference:

- | | |
|--|--|
| _____ #1 - \$350 (AM/PM 3-5 Days/Week) | _____ #4 - \$180 (AM Only 1-2 Days/Week) |
| _____ #2 - \$235 (AM/PM 1-2 Days/Week) | _____ #5 - \$275 (PM Only 3-5 Days/Week) |
| _____ #3 - \$255 (AM Only 3-5 Days/Week) | _____ #6 - \$205 (PM Only 1-2 Days/Week) |

Letter of Agreement - By signing your name below you understand and agree to all content in this packet.

I give my child(ren) permission to participate in all Before & After School program activities.
I give the Sumner School District permission to transport my child(ren) to and from site to school.
I give the Recreation Department permission to call an ambulance, at my expense, in case of emergency.
I understand the Before & After School activities program does not provide any health or accident coverage for its participants.
It is my responsibility to provide my own accident/health insurance while participating in the Before & After School Program.
I promise to pay all monies owed to the Recreation Department as a result of being a participant, please see attached payment information if there is another person responsible for payment or partial payment.
I agree to pay a \$100 non-refundable deposit per child. The deposit amount of \$100 per child will be deducted from the total September tuition when your child(ren) attends our program beginning in September.
I understand that I will not be reimbursed for any fees. Program changes can only occur on the 1st of a month with at least one week advance notice of any change in program/schedule in writing. Please note there is a fee for each program change.
I hereby assume all risks and hazards of the conduct of the program and release from responsibility any person providing transportation to and from activities. In case of injury, I do hereby waive all claims of legal actions, financial or otherwise, against the City of Bonney Lake and the Sumner School District. In absence of signature, payment of fee and program participation constitutes acceptance of the conditions set forth in the release.
I grant full permission to use any photographs, videotapes, motion pictures, recordings, or any other records of this program for promotional purposes.
If my child has an ECP (Emergency Care Plan) or allergies, I understand that additional paperwork may be required before my child can participate. I understand that medications my child has in the school health room are NOT available to Before & After School program staff. I understand accepted medications are limited to inhalers and Epi-Pens.
I understand that the City of Bonney Lake Recreation Department accepts no liability for untoward reactions when medication is administered in accordance with the physician's directive. I request that the Sumner School District nurses be permitted to discuss my child's medical issues, including physician orders and Care Plans with the City of Bonney Lake Recreation Department.

Medical Treatment Authorization

If the parent(s) or legal guardian on the registration form cannot be reached at the time of a serious illness or injury, Program authorities have my permission to seek necessary emergency treatment. If program authorities determine emergency care is needed, I authorize and direct program authorities to take my child (properly accompanied) to the hospital or doctor most accessible. I understand that I will assume full responsibility for the payment of any services rendered.

Child #1: Allergies: food or environmental _____ Special medications or problems: _____
Life threatening illness or condition: _____ Description: _____

Family Physician _____ Location _____ Phone: _____

Child #2: Allergies: food or environmental _____ Special medications or problems: _____
Life threatening illness or condition: _____ Description: _____

Family Physician _____ Location _____ Phone: _____

I have read the Letter of Agreement on this page and the General Information page 5 of this packet and agree to the policies set forth.

Parent/Guardian Signature _____ Date: _____

Start Date: _____ Recreation Department Approval: _____ Initials: _____

ALLERGY ALERT

Child's Name: _____

List known **FOOD ALLERGIES**:

What is the reaction?

Medical Information/Instructions in the event of a reaction:

Signature of Parent/Legal Guardian

Date

Autopay - Credit Card Authorization Child's Name: _____

I authorize Sumner/Bonney Lake Recreation Dept. to charge the credit card noted below for my \$100 ***non-refundable*** deposit and monthly Before/After School Activities Program payment on the 1st of each month. The \$100 deposit will be deducted from September's fee (if attending).

Declined credit cards incur a \$25 late fee.

Credit Card Number: _____ Exp _____

Please note your credit card will bill from "CITY OF BONNEY LAKE"

Authorized Signature: _____

Date: _____ Rec Dept. Employee Initials _____

Before & After School Child Activities Program 2017-2018

Alternate Billing Information

For billing purposes, if anyone other than the parent/guardian listed on our Before & After School Activities Program registration form is to be responsible for monthly payments, it is necessary that we have the following information completed and signed by the responsible party. If this form is not completed and signed, the Parent/Guardian completing and signing the Registration Form will be considered fully responsible for monthly payments.

PAYMENTS ARE ALWAYS DUE ON THE 1ST OF EACH MONTH.

A \$25.00 LATE FEE WILL BE ASSESSED ON ALL LATE PAYMENTS

Child #1 _____ Child #2 _____

Parent(s)/Guardian(s) Name(s) _____

Address _____ City _____ Zip _____

Work Phone _____ Cell Phone _____ Home Phone _____

Portion of Payment Responsibility: _____ percent.

Parent/Guardian Signature _____ Date _____

Change in Schedule/Status Form

(Please turn this form in to our office ASAP if you have any schedule changes.)

Child _____ Program Site _____

I am writing to make changes or comments in regard to (Circle One):

Schedule

Phone number

Address

Payment/Account

Comments _____

These changes will need to take effect on _____

I understand there is a \$25 fee for each program schedule change.

Parent/Guardian Signature _____ Date _____

Before & After School Activities Program 2017-18 General Information

Monthly Plans & Fees:

We offer six separate plans for before and after school. Fees for the programs are listed on Page 2 of this packet. There is a 25% discount for each additional sibling. To receive the 25% discount, all students must be registered on the same form. Payments are due on or before the 1st of each month. We do not make exceptions to this payment schedule. Late payments result in a \$25 late fee, which is strictly enforced. Only 3-5 day plans are currently available at our Eismann location. All checks returned NSF (non-sufficient funds) incur a \$25 NSF fee. We do NOT bill third parties.

Auto Pay Declined Credit Cards:

All Auto Pays will be processed on the 1st of the month, no exceptions. A \$25 late fee will be applied to any autopays processed after the 1st (or first working day of the month). We will contact you if your credit card is declined. A \$25 late fee will be incurred on declined credit cards.

Split Payment Information:

A payment information form is enclosed in this packet to be completed by any person other than yourself responsible for making any portion of the monthly fees. Until this form is completed and signed by the other responsible person, the parent/guardian completing and signing the 2017-2018 Before & After School Program registration will be fully responsible for all fees.

Late Start/Inservice Days:

Wednesday late start mornings, Student Waiver Days and conference days are included in the monthly program. For afternoon only program participants, the Wednesday Late Start drop off time will be no earlier than 20 minutes prior to the regular school start time. Children signed up for an AM program may drop off as early as 6:30 AM.

Tax Information:

Please save your receipts for your taxes. Receipts will be provided monthly at your site.

We do not send out tax statements.

Program name: Sumner School District Before/After School Activities Program

Tax ID 91-0783342.

Address: 1202 Wood Avenue, Sumner, WA 98390

Health/Medications:

Please make sure to alert the staff if your child has any health conditions or medication concerns. Medications locked in the school health room are not available to our staff. You will need to provide additional medication(s) if your child requires access to their medication during our program hours. Additional paperwork will be required as well.

Changes in Schedule, Etc.:

Schedule changes can only occur on the 1st day of a month. The Recreation Department must be notified, in writing, (at least one week in advance) of any program/schedule changes. If your child has dropped from the program and we have not been notified, you will be charged as you are retaining a slot in the program. Please e-mail Program Coordinator, Holly Tedford at: holly_tedford@sumnersd.org

Holidays:

We do not conduct the Before & After School Activities Program on holidays.

Vacation Breaks:

We provide (at an additional fee), a vacation/break camp during winter break, spring break and summer vacation. Space is limited.

Lunches:

On early dismissal/no school days there are usually no school lunches available. Your child needs to bring a sack lunch. If you do not send a lunch with your child, you will be charged a \$10 fee for providing a lunch. There is no microwave or refrigerator available.

Afternoon Snacks:

A light afternoon snack is provided. Please make sure to list any food allergy concerns on your registration form. When a child has a severe food allergy we will remove that snack item from our menu and not allow it in our sites.

School Expulsion:

Our program complies with the disciplinary rules of the Sumner School District. If a student has been expelled from the school he/she attends, the student is also expelled from attending our Before & After School Activities Program. He/she is welcome to return when he/she is re-instated to their school. No refunds given for days missed. If a child is absent from school, he/she may not attend the Before & After School Activities Program.

Late Pick Ups:

Any child picked up after 6:30 will be charged a late fee of \$1 per minute. Late fees are due at the time of late pick up or before the child(ren) can attend again. A second late pick up will be given a write up, four write ups (eight late pick-ups) will be grounds for expulsion from the program.

Missed Days/Vacations:

We do not provide refunds for missed days due to illness, school or program expulsion or vacations.

Before & After School Activities Program 2017-2018
Sumner/Bonney Lake Recreation Department

First Day of School - Wednesday, September 6, 2017

Program Times: 6:30 AM to School Start and School Dismissal to 6:30 PM

Holidays/Breaks (Closed - No Program)

November 10 - Veterans Day
November 23 - 24 - Thanksgiving Break
December 18 - January 1 - Winter Break
January 15 - MLK Birthday
February 19 - President's Day
March 26 - 30 - Spring Break
May 28 - Memorial Day

Early Dismissal/No School Days -
(Program open - Sites subject to Change)

September 5 - Teacher Training Day*
October 13 - No School*
October 26 - Teacher Learning Day*
TBD - Fall Conferences/Early Dismissal
November 22 - Teacher Grading Day*
February 16 - Presidents Day Break*
March 27 - Student Waiver Day*
TBD - Spring Conferences/Early Dismissal
May 25 - Emergency Make-up Days*
June 21 - Last Day of School/Early Dismissal

Before & After Program Coordinator Contact Information
Holly Tedford (253) 891-6500 holly_tedford@sumnersd.org

Please Note: Not all locations are open for early dismissal
and teacher work days. Please contact your Site Director or call the recreation Office to confirm which
location your child will attend. All dates may be subject to change.

Important Phone Numbers - Please verify your site phone number with the Site Director

Sumner/Bonney Lake Recreation Department	(253) 891-6500	Fax (253) 891-6515	
Bonney Lake Elementary School	(253) 891-4450	Robert Miller Gym	253) 891-6507
Crestwood Elementary School	(253) 891-4550		
Daffodil Valley Elementary School	(253) 891-4600		
Eismann Elementary School	(253) 891-4500		
Emerald Hills Elementary School	(253) 891-4750		
Liberty Ridge Elementary School	(253) 891-4800		
Maple Lawn Elementary School	(253) 891-4400		
Victor Falls Elementary School	(253) 891-4700		
Transportation Department	(253) 891-6400		

Rules/Regulations

1. All participants must abide by the Sumner School District's policies and procedures.
2. No swearing, pushing, shoving, or teasing.
3. After reviewing a disciplinary situation thoroughly, the Before & After School Activities Program staff will make all on-site decisions. These decisions will be reviewed by the program coordinator when possible.

Disciplinary Policy

If there is a behavior issue, there will be an (age-appropriate) time-out from activities, and the child will discuss their behavior with the staff and determine why there is an issue. When further disciplinary action is required, the staff will follow the disciplinary policy:

1. First Written Warning: A written warning form will be signed by parent, child, and staff which will be recorded in a notebook. Alternate behaviors and problem solving will be discussed.
2. Second Written Warning: One-day suspension (both AM & PM). Parent and staff will discuss how to prevent the problem from recurring and develop a behavior contract for the child.
3. Third Warning: Child is expelled from the program for one week.
4. Fourth and Final Written Warning: Expulsion for the remainder of the 2017-18 school year.

Parental Note

The Recreation Department reserves the right to permanently excuse a child from our program for behavioral reasons. To assist us, parents will need to take responsibility to help reinforce good behavior.