

Welcome to the the 2018-2019
City of Bonney Lake/Sumner School District Recreation Department
Before & After School Activities Program! For Grades K-5 (full time Kindergarten only)

REGISTRATION FOR 2018-19 SCHOOL YEAR OPENS MAY 24, 2018 FOR 3-5 DAY PER WEEK PROGRAMS ONLY. Registration for 1-2 day per week programs will open June 28th (except for Eismann Elementary, Maple Lawn Elementary and Tahaleh Heights Elementary where only 3-5 days are available).

Thank you for choosing the City of Bonney Lake/Sumner School District 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, Tahaleh Heights, Liberty Ridge, Maple Lawn and Victor Falls Elementary schools.

We offer six (6) monthly plans at all our locations except for Eismann Elementary, Maple Lawn Elementary and Tahaleh Heights Elementary, which are 3-5 days per week only. Additional sibling cost is 25% off. To receive a 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 ten 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, Tahaleh Heights 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 for Liberty Ridge Elementary with your site director or the Recreation Department office after August 20.

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 \$50 non-refundable registration fee per family, a fully completed registration form and September's Activities Program fee will reserve your spot. If you register for this program and then cancel your registration before school starts, you will forfeit your registration fee and September's Activities program fee. 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.

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.

HOW TO REGISTER:

In person: Recreation Office 15206 Daffodil St Ct E, Sumner Registration hours M-F 9:00 AM to 4:30 PM

By mail: Recreation Dept. PO Box 7380 Bonney Lake, WA 98391

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.citybonneylake.org/recreation

or at www.sumnersd.org/studentfamilyservices/parksrecreation/

2018-19 School Year Before & After School Activities Program Registration

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 _____ Mother's Work _____ Father's Work _____ Emergency Phone: _____
Phone: _____ Phone: _____ Phone: _____ Name: _____
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 (requires an unexpired court order):

Please check your plan preference:

_____ #1 - \$360 (AM/PM 3-5 Days/Week) _____ #4 - \$190 (AM Only 1-2 Days/Week)
_____ #2 - \$245 (AM/PM 1-2 Days/Week) _____ #5 - \$285 (PM Only 3-5 Days/Week)
_____ #3 - \$265 (AM Only 3-5 Days/Week) _____ #6 - \$215 (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 City of Bonney Lake/Sumner School District permission to transport my child(ren) to and from site to school via SSD bus.
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.
I agree to pay a \$50 non-refundable program registration fee for the 2018-19 school year.
I understand that I will not be reimbursed for any fees paid. Program changes can only occur on the 1st of a month with at least two weeks advance notice of any change in program/schedule in writing.
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, video 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.
I understand that my child cannot attend if he/she requires an Epi-Pen and an Epi-Pen has not been provided.
I understand that my child(ren) will automatically be removed from the program if their account is unpaid on the last working day of the month prior to attending.
I have read Pages 4, 5 and 6 within this registration packet and agree to the content set forth.

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

Please note: Accepted medications are limited to inhalers and Epi-Pens.

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

MONTHLY PAYMENT SCHEDULE - Please note dates on your calendar or phone!

MONTH	PAYMENT DUE DATE
October	September 15
November	October 15
December	November 15
January	December 15
February	January 15
March	February 15
April	March 15
May	April 15
June	May 15



A \$25.00 LATE FEE WILL BE ASSESSED ON ALL LATE PAYMENTS- NO EXCEPTIONS

Monthly payments can be made as follows:

Mail in: Recreation Department
 PO Box 7380
 Bonney Lake, WA 98391

Phone in: Visa or Mastercard to (253) 891-6500

Pay in Person: Recreation Office Hours are Monday-Friday 8:30AM to 5:00PM
 15206 Daffodil Street Ct E
 Sumner, WA 98390

*****PROGRAM STAFF AT SITES ARE NOT ALLOWED TO TAKE PAYMENTS*****

Before & After School Child Activities Program 2018-2019

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 this Registration Form will be considered fully responsible for monthly payments.

PAYMENTS ARE ALWAYS DUE ON THE 15TH OF THE PRIOR MONTH.

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

Child #1 _____ Child #2 _____

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

Email _____

Work Phone _____ Cell Phone _____

Month(s) Payment Responsibility: _____

Circle months responsible for:

Sept Oct Nov Dec Jan Feb Mar April May June

Parent/Guardian Signature _____ Date _____

Before & After School Activities Program 2018-19 General Information

Registration Fee:

There is a yearly non-refundable \$50 registration fee per family due at time of registration.

Monthly Plans & Fees:

Program fees are listed on Page 2 of this packet. There is a 25% discount for each additional sibling as long as all siblings are registered on the same form. Payments are due on or before the 15th of the prior month. Children will be removed from the program if their account is unpaid on the last working day of the month prior to attending. Please note the payment due dates on your calendar. 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, Maple Lawn and Tehaleh Heights locations. All checks returned NSF (non-sufficient funds) incur a \$35 NSF fee. There is a \$25 per month fee for third party billing. Monthly program rates are based on the number of days school is in session and averaged over 10 months to ensure a consistent monthly rate.

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 10 minutes prior to the regular school start time. Children signed up for an AM program may drop off as early as 6:30 AM.

Health/Medications:

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 medication during our program hours. Additional paperwork will also be required. Accepted medications are limited to Epi-Pens and inhalers only. Children requiring an Epi-Pen may not attend the program without their medication.

Missed Days/Vacations:

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

Split Payment Information:

We do not accept partial payments from each parent for payment of a monthly fee. If parents have a percentage split requirement; please decide among yourselves which parent will be fully responsible for which month. In the case of a 50%/50% split parents can alternate months. A payment information form is included in this registration packet to be completed by the person other than yourself who will also be responsible for monthly payments. Until this form is completed and signed by the other responsible person, the parent/guardian completing the 2018-19 registration packet will be fully responsible for all fees.

Changes in Schedule, Etc.:

Program/schedule changes can only occur on the 1st day of a month with written notice at least two weeks in advance. 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. E-mail change requests to Program Coordinator, Holly Tedford at: recreation@ci.bonney-lake.wa.us

Holidays & Vacation Breaks:

The Before & After School Activities Program is not open on holidays.

We provide (at an additional fee), a 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. Please check with your child's school to see if they will be serving lunches. If no lunches are served, your child needs to bring a sack lunch. We do not have supplies on hand to provide lunches. 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. 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 \$10 plus \$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.

Tax Information:

We do not send out tax statements.

Program name: City of Bonney Lake/Sumner School District Before/After School Activities Program

Tax ID 91-0753552

Address: 9002 Main Street E, Bonney Lake, WA 98391

Before & After School Activities Program 2018-2019
Sumner/Bonney Lake Recreation Department

First Day of School - Wednesday, September 5, 2018

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

Holidays/Breaks (Closed - No Program)

November 12 - Veterans Day
November 22-23 - Thanksgiving Break
December 24 - January 4 - Winter Break
January 21 - MLK Birthday
February 18 - President's Day
April 8-12 - Spring Break
May 27 - Memorial Day

Early Dismissal/No School Days

(Program open -Sites subject to change)

September 4 - Teacher Training Day*
October 12 - No School*
TBD - Fall Conferences/Early Dismissal
November 21 - Teacher Grading Day*
January 28 - Teacher Grading Day*
March 22 - Emergency Make-up Day*
TBD - Spring Conferences/Early Dismissal
June 19 - Last Day of School/Early Dismissal

Before & After Program Coordinator Contact Information

Holly Tedford (253) 891-6500
tedfordh@ci.bonney-lake.wa.us

Check with your Site Director regarding locations

Please Note: Not all locations are open for no school/teacher training 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

Bonney Lake Elementary School Site	(253) 391-0718	Recreation Office	(253) 891-6500
Crestwood Elementary School Site	(253) 391-0745	Recreation Fax	(253) 891-6515
Daffodil Valley Elementary School Site	(253) 391-0719	Transportation	(253) 891-6400
Eismann Elementary School Site	(253) 391-0699	Robert Miller Gym	(253) 891-6507
Emerald Hills Elementary School Site	(253) 391-0695		
Liberty Ridge Elementary School	(253) 391-4800		
Maple Lawn Elementary School Site	(253) 391-0696		
Tahaleh Heights Elementary Site	(253) TBD		
Victor Falls Elementary School Site	(253) 391-0694		

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 2018-19 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.