



# City of Fridley Parks and Recreation

## ROCKS Parent Handbook: Summer 2022

### 1. Site Information

#### Dates

The ROCKS program begins Tuesday, June 14 and ends Friday, August 19. The program operates Monday - Friday. (Excluding July 4 and 5.)

#### Program Location #1

Fridley Middle School  
6100 West Moore Lake Dr.  
Fridley, MN 55432

#### Program Location #2

Commons Park  
555 61<sup>st</sup> Ave. NE  
Fridley, MN 55432

#### Mailing Address

City of Fridley Parks and Recreation Department  
7071 University Avenue NE  
Fridley, MN 55432

#### Contacts

On-Site Cell Phone	ROCKS Staff Gr. K-1	763-257-9224	
On-Site Cell Phone	ROCKS Staff Gr. 2-3	763-257-9238	
On-Site Cell Phone	ROCKS Staff Gr. 4-7	763-257-9362	
Fridley Recreation	Main Line	763-572-3570	
Program Coordinator		763-572-3535	
Program Specialist	Brice Richter	763-572-3539	<a href="mailto:Brice.Richter@FridleyMN.gov">Brice.Richter@FridleyMN.gov</a>
Program Specialist	Matt Mraz	763-572-3576	<a href="mailto:Matt.Mraz@FridleyMN.gov">Matt.Mraz@FridleyMN.gov</a>
Recreation Manager	Margo Numedahl	763-572-3574	<a href="mailto:Margo.Numedahl@FridleyMN.gov">Margo.Numedahl@FridleyMN.gov</a>

#### Hours of Operation

The ROCKS program will be open from 7:30 a.m. – 5:00 p.m. (Recreation Office Hours: 8:00 a.m. – 4:30 p.m.)

### 2. Registration, Payment, Fees and Refunds

#### Program Cost

ROCKS registration is \$165 per week. You may enroll in as little as 1 week of ROCKS or all 10 weeks of ROCKS. If you are enrolling for more than one week and would like to use the payment plan option, you will need to pay for one week of ROCKS up front, then each additional week will be due the Monday of the week prior to camp. (For example, your week 6 payment will be due the Monday of week 5.) See payment plan schedule below:

#### Payment Plan Schedule

Week #	Dates	Fee	Due	Week #	Dates	Fee	Due
Week 1	Jun 14 - Jun 17	\$165	At Registration	Week 6	Jul 18 - Jul 22	\$165	Jul 11
Week 2	Jun 20 - Jun 24	\$165	Jun 13	Week 7	Jul 25 - Jul 29	\$165	Jul 18
Week 3*	Jun 27 - Jul 1	\$132	Jun 20	Week 8	Aug 1 - Aug 5	\$165	Jul 25
Week 4*	Jul 6 - Jul 8	\$99	Jun 27	Week 9	Aug 8 - Aug 12	\$165	Aug 1
Week 5	Jul 11 - Jul 15	\$165	Jul 4	Week 10	Aug 15 - 19	\$165	Aug 8

\*ROCKS will be closed on Monday, July 4<sup>th</sup> and Tuesday, July 5<sup>th</sup>.

#### Payment Options

If you would like to pay with cash or check, you will need to pay in full at time of registration.

#### If you carry a balance:

1. The first week that your child(ren) will attend must be paid at the time of registration.
2. Payments will be made automatically by credit card for the remaining registered weeks. Credit cards will be charged on the Monday preceding the week of service.
3. If payments are not received by the due date your child could be withdrawn from the program.

**Refunds & Cancellation:** Cancellations must be made by 1 week prior to your scheduled week to receive a refund.

**Fees**

Early Arrivals & Late Pick-ups: It is expected that you will not drop your child off at ROCKS prior to 7:30 a.m. and that your child will be picked up by 5:00 p.m. A fee of \$5 for every 5 minutes your child is at the building outside of the advertised time will be charged at the time of pick-up.

**3. Daily Guidelines**

**Arrival/Early**

Program guidelines require a staff member to be present when signing your child in and out. If your child is arriving later than 8:30 a.m. or leaving before 4:30 p.m., please locate and sign in/out with a staff person.

**Authorized Release/Emergency Contacts**

The ROCKS program staff will not release children to anyone who is not listed on the Authorized release form. To add or delete those authorized to pick-up your child, complete a "change of release form" or call the Rec Office at 763-572-3570.

**Transportation**

Parents are responsible for transporting children to the site in the morning and picking up in the afternoon. During Wednesday trips, transportation will be provided to and from the trip destination by Voigt's Bus Company. Recreation staff will supervise children as they walk from the Fridley Middle School to Commons Park. On occasion, children will be transported by staff in the Recreation passenger van.

**Lunch & Snacks**

Parents will need to provide a labeled lunch and 2 snacks each day (refrigeration is not available). The ROCKS program does not provide lunch. Occasionally we will provide a special snack, please include any allergies your child has on your registration form. You can also update your household information anytime using our online registration system.

**Personal Belongings**

Please use discretion in the value of items that you bring to the program. We recommend that all items be labeled with your child's name. The ROCKS program is not responsible for the loss or damage of personal belongings. Trading cards, electronics and other toys that cause distraction from organized activities should remain at home.

**Open Swim**

We will attend open swim at Fridley Middle School once per week. Please check your weekly ROCKS update for details and send a swimsuit and towel with your child on the scheduled date.

**Proper Clothing**

Children should be adequately dressed for indoor and outdoor activities during the time they are at ROCKS. Children will be going outside everyday (except during inclement weather) and should bring sunscreen. This is an active program; therefore, children must wear tennis shoes or sandals that strap on, flip flops are not allowed.

**Communication**

Please check the table each day when dropping off your child(ren). We will have weekly newsletters, reminders and schedules at the check-in table each day.

**Wednesdays Special Events & Field Trips**

Each week we will have a new and different activity or field trip on Wednesdays. Activities and trips are subject to change.

Wk	Date	Event/Field Trip	Wk	Date	Event/Field Trip
1	Jun 15	No trip/event	6	Jul 20	Como Zoo and Como Town
2	Jun 22	Outdoor Adventure School—Three Rivers	7	Jul 27	Bunker Beach Water Park
3	Jun 29	SkyZone Trampoline Park	8	Aug 3	Nickel Jamboree
4	Jul 6	No trip/event	9	Aug 10	Jolly Pops Concert
5	Jul 13	Wet & Wild Water Party	10	Aug 17	Cascade Bay Water Park

## **4. Illness/Medical Emergencies**

### **Absence**

If a child will be absent from the program for any reason, please notify us as soon as possible by calling the Recreation Department at 763-572-3570. No refunds will be given if your child misses the program due to illness.

### **Illness**

A child should not attend if they display any of the following symptoms:

- Fever of 100 degrees
- Vomiting
- Severe Cold
- Diarrhea
- Undiagnosed rash
- Untreated eye infection
- Head lice or nits

A child must be free from symptoms and/or on medication for **24 hours prior** to returning to the program. The child should not attend if he/she is in the communicable stages of an illness or is unable to participate in regular activities. For the safety and well-being of participants and staff, parents/participants must notify the Recreation Office at 763-572-3570 of the situation at the time of diagnosis. Participants will be notified (subject's name will not be disclosed) of the situation so that appropriate precautions may be taken.

### *Symptoms relating to COVID-19*

Our programs follow the current CDC and Minnesota Department of Health guidelines. Parents/ Guardians will be required to sign a COVID-19 Specific Park and Recreation Activity Waiver on the first day of the program. The current guidelines will be emailed to participants with the Welcome information and can also be found here

[www.health.state.mn.us/diseases/coronavirus/schools](http://www.health.state.mn.us/diseases/coronavirus/schools)

### **Mask usage will follow current facility recommendations.**

If a child displays any symptoms of illness:

1. A parent/guardian will be notified. If the parent cannot be reached, the emergency contacts listed on the emergency form will be called.

Until the parent/guardian arrives:

- A. The child will be kept as comfortable as possible.
  - B. The child will be separated from the other children, but within sight and hearing of the program staff.
2. If neither a parent nor the emergency contacts can be reached, or if a parent is delayed in picking up the child:
    - A. Staff will continue to assess the child's condition.
    - B. If the staff feels the child's condition warrants medical attention, the child's source of health care will be notified or 911 will be called. The ROCKS Program staff are not allowed to transport children.

### **Emergencies**

The ROCKS program staff will take whatever emergency measures are judged necessary for the care and protection of your child while they are under their supervision. In case of a medical emergency, 911 will be called. In some medical situations, the ROCKS staff will need to contact emergency medical services before the parent, the child's physician, and/or other adults acting on the parents' behalf, is notified. Any expenses incurred will be the responsibility of the child's family.

### **Medication**

If your child requires daily or emergency medication, you may send it with him/her. The ROCKS staff will remind children to take medication during the ROCKS program only if a current medication form is on file with the program. Forms are available from Cindy Morrissey, the On-site Coordinator. Medication must be sent in an original labeled bottle. Your pharmacist may divide the prescription if you wish. All medication must be given to the On-site Coordinator upon arrival.

## **5. Social Contract/Discipline Procedures**

### **Staff Responsibilities**

1. Provide a positive, safe, and caring environment for all participants.
2. Provide an educational and recreational environment conducive to the physical, intellectual, emotional and social development of each child.
3. Communicate regularly with the parent/guardian concerning the child.

### **Parent/Guardian Responsibilities**

1. Escort child to the ROCKS program area and sign child in and out.
2. Drop off child no earlier than 7:30 a.m. and pick up child no later than 5:00 p.m. A fee of \$5 per child will be charged for every 5 minutes the child is picked up late or dropped off early.
3. Notify the staff and/or the Recreation Office of absences and family situations that may affect the child's experience at ROCKS.
4. Notify the On-site Coordinator, in writing, of any changes of personal information (address, phone, etc).
5. Timely payments for registered weeks of enrollment.
6. Know the contents of the Parent Handbook and abide by the policies of the ROCKS program.

### **Child's Responsibilities**

1. Follow the Fridley Recreation Code of Conduct
  - a. Show respect to all participants and program staff.
  - b. Take direction from program staff/supervisors.
  - c. Refrain from using verbal threats, disrespectful language, bullying, bullying-like behavior or other harassing behavior.
  - d. Refrain from any form of aggression, including lack of self-control with anger, blatant disrespect or absolute refusal of staff person in charge, or causing bodily harm to self, other participants, or program staff/supervisors.
  - e. Refrain from damaging equipment, supplies, and facilities.
2. Put belongings away neatly in the designated spaces when entering the program area.
3. Always show respect for other people and keep hands to oneself.
4. Always show respect for others' property.
5. Be polite in words and actions – no put-downs or foul language.
6. Participate in planned activities.
7. Remain with the group at all times under the supervision of Parks and Recreation staff.
8. Pick up area before moving to another activity.
9. Use equipment safely.
10. Walk quietly and orderly in the halls. Run only when it is part of an activity or safely outside.

**Behavior Plan-** The goal of discipline and guidance techniques in our program is to help children develop safe and appropriate ways of interacting with others and the environment. With this goal in mind, we need to know that the parent and child understand that inappropriate behavior will not be tolerated. The program staff will use the following steps to address inappropriate behavior.

Step 1: Redirection to correct the behavior and explanation of why it is not acceptable.

Step 2: If behavior continues, staff will issue a natural and logical consequence (loss of privileges, time-out, apologies, etc). Following the consequence staff will speak to the child and decide what actions should be taken to correct the behavior. A written report will be filled out. Copies will be shown to the parent and kept on file.

Step 3: If corrective techniques are unsuccessful, parent will be called for a conference concerning the child's behavior.

Step 4: If corrective techniques are still unsuccessful, you will be asked to withdraw your child from the program.

A behavioral situation may occur where a parent may need to pick up their child from the program. If it appears a child may hurt themselves or others, the Recreation staff may restrain the child. The program reserves the right to suspend a child from the program without warning if that child poses physical or emotional harm to other participants or themselves.

**Immediate removal** from program activity is warranted if the participant physically attempts to cause injury to him/herself or others, or leaves the designated program area with the intent to run away or hide from staff.