



City of Ketchum

Parks & Recreation

Director of Parks & Recreation
Jennifer L. Smith

Arts & Events Coordinator
Sharon Arms

Recreation Supervisor
John Kearney

Parks & Natural Resources
Superintendent
Juerg Stauffacher

EIN# 82-6001390

After School Program Operation Manual



"Home of the Park Rats"

City of Ketchum | Parks & Recreation Department | Recreation Division
900 Third Ave. N. | PO Box 2315
Ketchum, Idaho 83340
208.726.7820
www.ketchumidaho.org

Jennifer L. Smith, Director
John Kearney, Recreation Supervisor
Bobby Noyes, Youth Recreation Supervisor
Doran Key, Recreation Leader
Sydney Pfau, Recreation Leader
Poo Wright-Pulliam, Recreation Leader

Effective Date 12.17.2014

After School Program Personnel

| | | |
|--------------------|---|--|
| John Kearney | Recreation Supervisor <i>(Recreation Division Manager)</i> | jkearney@ketchumidaho.org |
| Bobby Noyes | Youth Recreation Supervisor | bnoyes@ketchumidaho.org |
| Doran Key | Recreation Leader | dkey@ketchumidaho.org |
| Sydney Pfau | Recreation Leader | spfau@ketchumidaho.org |
| Poo Wright-Pulliam | Recreation Leader | poo@ketchumidaho.org |

Other Department Personnel

| | | |
|-------------------|---|--|
| Jennifer L. Smith | Director of Parks & Recreation <i>(Department Director)</i> | jsmith@ketchumidaho.org |
| Juerg Stauffacher | Parks & Natural Resources Superintendent <i>(Parks Division Manager)</i> | jstauffacher@ketchumidaho.org |
| Joney Otteson | Grounds Supervisor | jotteson@ketchumidaho.org |
| Brendan Coyle | Buildings & Facilities Supervisor | bcoyle@ketchumidaho.org |
| Sharon Arms | Arts & Events Coordinator <i>(Cultural Division Manager)</i> | sarms@ketchumidaho.org |

Table of Contents

| | |
|--|----|
| After School Program Personnel..... | 2 |
| Other Department Personnel | 2 |
| Table of Contents..... | 3 |
| Introduction..... | 3 |
| Mission Vision Philosophy Standards of Care..... | 4 |
| Department Mission Statement: | 4 |
| Department Vision: | 4 |
| After School Program Description and Philosophy..... | 4 |
| After School Program Hours/Season..... | 5 |
| Participant Registration and Scholarships..... | 6 |
| After School Program Refund Policy | 6 |
| Out-of-School Days, City Holidays, and Winter/Spring Breaks..... | 7 |
| Supplementary Activities/Programming..... | 7 |
| Christina Potters Outdoor Ice Rink | 7 |
| Staffing/staff training/City of Ketchum Employee Handbook..... | 8 |
| Wellness and nutrition | 8 |
| Incidents/accidents/emergencies protocol..... | 9 |
| Program site descriptions and parameters | 10 |
| Participant code of conduct..... | 10 |

Introduction

The City of Ketchum Parks & Recreation Department offers a wide variety of community services and programs through three main divisions: Recreation, Parks, and Cultural Services.

The Recreation Division manages both youth and adult recreation programs and services. Youth recreation programs include the After School Program (ASP) and Summer Youth Recreation Program (SYRP), as well as supplemental programs and activities within and outside of the two main programs. A twice-yearly department publication outlines these programs and services for the two major seasons of Ketchum’s resort community: (1.) Fall/Winter/Spring and (2.) Summer.

The intended audience for the ASP Operation Manual is staff and volunteers. The Operation Manual will also be available to participants’ parent/ guardians at the Atkinson Park administration office and online at www.ketchumidaho.org .

All existing and current City of Ketchum employee handbooks, policies, and protocols apply to city of Ketchum employees and volunteers and do not supersede this Operations Manual. The City of Ketchum Youth Recreation Programs Standards of Care is referenced in this Operations Manual; this Operation Manual focuses on the After School Program.

Mission | Vision | Philosophy | Standards of Care

Department Mission Statement:

“It is the mission of the parks and recreation department to provide an aesthetically pleasing and safe parks system, high quality recreational opportunities and programming, and cultural recognition programs for the citizens of Ketchum, its surrounding communities and visitors to these communities.”

Department Vision:

- To continue our 40+ year legacy of excellence in service and best management practices;
- To grow and adapt our parks, open space, and natural resources system and our public recreation access and program offerings complimentary to the values of the citizens of Ketchum and visitors to our community;
- To achieve our goals and those of the City of Ketchum through collaborative teamwork and enthusiastic recognition of our service to the community.

After School Program Description and Philosophy

The After School Program (ASP) consists of a Blaine County School District (BCSD) calendar school year after school and out-of-school program. ASP age restrictions are based on grade; the ASP is open to students in second through fifth grade. Most ASP participants are students enrolled at BCSD’s Ernest Hemingway Elementary School, though the ASP is open to any child who meets the grade requirement.

Participants are registered members of the ASP and are considered under the care of ASP staff when present at program sites. Sign-in and sign-out is required. Safety is paramount for all youth programs.

The ASP follows the City of Ketchum Youth Program Standards of Care.

Philosophically, the ASP follows a **“free play” model** whereby children are supervised at a minimum fifteen-to-one staffing ratio (depending on location of children and their manner of play). Staff may engage the children in activities and they may also “observe from afar” allowing children to create their own games and play which encourages positive peer interaction and healthy mental and social development. Youth participants must follow a **Code of Conduct** which is based on the BCSD’s student code of conduct.

Active outdoor play is encouraged. The ASP is fortunate to have a venue that includes a public park and school grounds with large open green spaces, playground equipment, tennis and volleyball courts, and ball fields.

The ASP uses Hemingway Elementary School’s language of **“out of bounds”** to identify areas that the children are allowed and not allowed. Roads and the Wood River Trail (“bike path”) are out of bounds as are any areas when the Recreation Center (The “Wreck”) is not in plain view (e.g. around any side of the school building, tennis courts, score sheds, etc. where the child cannot see the Wreck and staff members cannot see the child). Staff members who are supervising or observing children outside should check these areas periodically. Children who are found out of bounds are advised of the rules. If a child continues to go out of bounds, staff will report this to a supervisor verbally and by using an Incident Report Form.

The Wreck is available for check-in and check-out from the ASP and for distribution of an after school snack (which must be consumed indoors to limit garbage outdoors) as well as indoor play. Games and craft projects are available to children indoors. No running, loud voices, or ball bouncing are allowed inside the Wreck. Children are expected to clean up after themselves. Staff are discouraged from offering a “food reward” for cleaning up. Outdoor equipment is available to children upon request; this equipment is to be returned to equipment rooms and/or totes when play is finished.

Sugary snacks are discouraged. Participants may bring sugary snacks on a very limited basis; issues that arise from participants bringing sugary snacks to the ASP will be dealt with on an individual basis. A wellness and nutrition guideline is available in this Operation Manual. Staff apologies for the discouragement of sugary snacks are unnecessary.

Staff supervision of children at a 15 to 1 ratio is **location and activity specific**. Because the ASP venue does not generally have fences or walls, it’s sometimes best to observe a large group of children (up to 35) outdoors and even playing in separate groups. Staff should not feel like they need to “hover” over the children in their groups; if unsatisfactory behavior is occurring with children, staff can usually spot it. Staff should intervene if children are not following the Code of Conduct, including bullying other participants.

Throughout the school year, registered participants can total over 125 individuals; however, the ASP is attended by an average of 45 participants per day. A minimum of four (4) staff members dedicated solely to the ASP is required. It is the responsibility of the Recreation Supervisor and his/her designee to staff the ASP accordingly. Additional staff may be needed for supplementary activities and programs such as fall soccer, swimming, Nordic skiing, and ice skating/hockey. Staff may escort a small group of participants – with verbal permission from the Recreation Supervisor or his/her designee – to areas such as the Watch Me Grow Children’s Education Garden or the Bike Park. These areas are still considered “on-campus” but are out-of-bounds for unsupervised children. The entire group shall stay together and be supervised during all phases of travel including crossing streets. Crossing roads shall occur within a cross walk and as a single group. .

Children are never allowed “off campus” without written permission from parent/guardians. Supplementary activities occurring off campus require participant registration. This includes but is not limited to the Tree Lighting Ceremony where participants may be transported to the Town Square with free enrollment.

After School Program Hours/Season

The ASP follows the Blaine County School District (BCSD) calendar.

Generally staffing hours of the ASP are 2:30-5:30 Monday through Friday. Regular program hours are Monday through Friday 2:30-5:00. The hours for BCSD early out days are 12:30-5:00. The ASP is closed for out-of-school days, however out-of-school activities are offered for ASP members and registration is required. Hours for out of school days are generally 8:30 to 4:30; program literature will provide the specific details. Out-of-school days do not include all holidays; see section **Out-of-School Days, City Holidays, and Winter/Spring Breaks** for details about specific holidays.

Staff schedules are determined by the Recreation Supervisor or his/her designee. This designee must hold a supervisory position. Staffing levels are determined by average numbers of participants involved and may fluctuate according to the Recreation Supervisor's judgment.

Participant Registration and Scholarships

Registration for the After School Program is required. The Recreation Supervisor shall be informed if a child is not registered. Children who arrive at the after school program who are not registered and have not been registered will be asked to call their parent/guardian for immediate pick up; phone numbers can be obtained from the child or the school. If a child was registered in the previous month of the same program season, a week grace period may be allowed at the discretion of the Recreation Supervisor.

All money transactions shall occur with the Recreation Supervisor or his/her designee or via the online service. Money will not be accepted by ASP staff unless Recreation Supervisor and/or designee is not present.. Cost of participant snacks is included in the daily, monthly and annual registration for ASP.

Registration is performed online and a kiosk and staff assistance is available during normal business hours at the Atkinson Park administration offices (upstairs at the Wreck). Payment may be made in a variety of ways; credit and debit cards and electronic checks are accepted on our secure server, credit, debit cards, checks and cash are all accepted in person, though online registration is always required. Bartering of services is also encouraged; if parents/guardians have a service which may be of use to the ASP or Parks & Recreation Department in general, they should be encouraged to start a discussion with the Recreation Supervisor.

Inquiries regarding ASP scholarships may be made with the Recreation Supervisor only. Scholarship forms can be provided by any recreation staff but completed forms must be reviewed and scholarship determined by the Recreation Supervisor.

Non-enrollment policy: Youth participants not enrolled but participating in activities will be enrolled and charged for that activity.

Late pick-up policy: A late fee of \$5.00 per ½ hour will be assessed for each child participant not picked up by **5:00 p.m.** unless arrangements have been approved by the Recreation Supervisor or his/her designee. Arrangements must be made at least 24 hours in advance of a late pick-up. A list of late pickups will be provided to the Recreation Supervisor the following business day for processing.

After School Program Refund Policy

No cash refunds are given. Refunds and over payments will be credited to the payer's online account for future program use or gift certificate purchase. Gift certificates can be purchased for a non-specific recipient if the payer feels their credit won't be used.

Exceptions to the refund policy for medical reasons may be granted with a letter of request. Medical refunds, at the discretion of the Recreation Supervisor, may be prorated or refunded in full. NO refunds will be granted after a program has started except for a documented medical reason. The Ketchum Parks & Recreation Department, in accordance with the Americans with Disabilities Act (ADA), does not discriminate against individuals with disabilities.

When a recreation program is cancelled due to lower than expected registration numbers, cash refunds or electronic credit (credit/ debit card, ECP, or account credit) will be issued based on payment type to the original payer. No refunds will be issued to individuals identified as “Child/Dependent” but rather only those identified as “Adult/Guardian” in the registration system.

Out-of-School Days, City Holidays, and Winter/Spring Breaks

The After School Program is closed during out-of-school days (e.g. parent/teacher conference days, professional staff collaboration days, etc.); however, full day activities are generally offered on these days. Activities will be available for registration approximately one week prior to the out-of-school day(s) and are open only to current ASP members. A minimum of eight (8) participants is required for out-of-school days activities to occur. Drop offs are not permitted except with 72 hour prior approval by the Recreation Supervisor.

The ASP is closed for city holidays (those federal holidays recognized by the city of Ketchum) during the BCSD’s school year. These include Thanksgiving Day and the Friday following Thanksgiving Day, Martin Luther King Jr. Day, Presidents’ Day, and Memorial Day. No activities are offered on city holidays. Veteran’s Day is the exception and the after school program will be open.

The ASP is closed during BCSD’s Winter and Spring Breaks. The Wreck is open during Winter Break *if* the Christina Potters Outdoor Ice Rink is open; however, no staff supervision is available and children under the age of 12 must be accompanied by an adult inside the Wreck. During Spring Break, annual cleaning and repair of the Wreck and administration offices occurs and the entire building is closed.

Out-of-school days and city holidays are listed in the Fall/Winter/Spring Parks & Recreation Department brochure.

Supplementary Activities/Programming

Supplementary activities are available during the After School Program. Supplementary activities are determined and scheduled by the Recreation Supervisor and typically require an additional fee and registration. These activities may include fall soccer, tennis, swimming, ice hockey, and Nordic skiing.

Supplementary activities are listed in the Fall/Winter/Spring Parks & Recreation Department brochure. Activity fees and registration information is available on the department’s registration website.

Christina Potters Outdoor Ice Rink

The Recreation Division constructs, maintains, and manages a human-made, non-refrigerated, free outdoor ice rink each winter. The rink is typically open for the winter holidays and closes around Presidents’ Day/week. Hours and days of operation and public availability of this recreation resource is entirely weather dependent. The ice rink is open seven days per week from dawn until dusk as weather and conditions dictate. The Recreation Supervisor is responsible for determining the ice rink’s operating hours based on weather and safety standards and conditions. Updates on the ice rink are available on the city’s website as well as the Parks & Recreation Department’s Facebook page.

Helmets, skates (hockey and figure), sticks, pucks, and balance assists are available free to the public including ASP participants. Assistance with learning to ice skate is available by trained ASP staff. The

“free play” model applies to the ice rink as long as all safety standards are followed; pick-up hockey is allowed as well as free skating.

Members of the public are welcome to access the ice rink during ASP hours of operation. Interaction between the public and Participants is encouraged and supervised.

The Potters Rink is available for use by ASP participants. Registered ASP participants are required to wear helmets and skates (no shoes/boots) while on the ice rink during normal operations. Supervision for ASP participants while on the ice rink is mandatory; the Recreation Supervisor is responsible for determining adequate staffing for the ice rink during the ASP program. Supplemental activities to the ASP include the Park Penguins Hockey Club which offers recreational hockey instruction provided by trained staff and volunteers. Hockey equipment is provided. Broom ball may be played with shoes only after determined by the Recreation Supervisor.

Staffing/staff training/City of Ketchum Employee Handbook

Staffing for the ASP is generally held to a 15 to1 ratio; however, this ratio may be adjusted by program staff according to location and nature of participants’ play and activity.

Staff training will be available for new staff and ongoing training will be available for existing staff according to the City of Ketchum Youth Recreation Program Standards of Care. Periodic staff performance reviews will be available.

All policies and protocols stated in the current City of Ketchum Employee Handbook are applicable to all ASP staff and volunteers.

A positive attitude and appropriate behavior is required at all times by program staff working with ASP participants. There shall be zero tolerance for behavior that includes inappropriate language (including swearing/using curse words). **Section V. Discipline** of the City of Ketchum Youth Recreation Program Standards of Care shall apply to the ASP.

Program staff is forbidden to discuss any mental, intellectual, or physical diagnostic **assumptions** (disabilities, allergies, special needs or home situations) with any child or parent/guardian. **Actual** diagnoses or personal situations that are shared by the parent/guardian with the staff member, either in person or through the registration system, may be discussed with the parent/guardian and /or other staff members in a professional and confidential manner (away from participants and other parents/guardians). **Diagnoses are to be considered confidential.** Staff shall not assume the role of mental or physical health professional with any youth participant, parent, or guardian. Any and all concerns with an ASP participant’s behavior or health shall be shared with the Recreation Supervisor. The Recreation Supervisor is responsible for communicating with parents and guardians of ASP participants regarding incidents involving behavior or health.

Wellness and nutrition

The ASP and supplementary program and activity offerings endeavor to meet or exceed local and national standards relative to wellness and nutrition.

The Blaine County School District (BCSD) is in the process of establishing student wellness guidelines that include nutrition. Because the majority of our program participants are familiar with BCSD standards and protocol, including the Hemingway Elementary School Code of Conduct, the ASP will work to adhere to BCSD standards as they evolve. The ASP will also look to national organizations such as the National Recreation and Park Association for guidance regarding wellness and nutrition standards.

Program staff is expected to follow these guidelines as they evolve. Some of these guidelines will require a phased-in approach as children are familiarized with BCSD standards:

- Celebrations with food shall be limited and celebrations involving food will meet the Blaine County School District's nutrition standards.
- Staff is encouraged to use non-food rewards or limit food as a reward to food with the main ingredient as whole grain, fruit, vegetable, protein, or dairy. Candy shall not be used as a food reward.

Examples of Healthy Snacks:

- Fruit kabobs made with a variety of fruit
- Popcorn
- Unsweetened applesauce cups
- Veggies and hummus
- Turkey and cheese roll ups
- Whole grain crackers or pretzels
- Toasted sunflower or pumpkin seeds
- Smoothies made with plain yogurt and fruit
- Whole grain tortilla chips and salsa, guacamole, or bean dip
- Edamame pods
- Cheese sticks
- Water, low-fat plain milk, or 100% fruit juice or unsweetened juice may be offered.

Refer to the City of Ketchum Youth Recreation Program Standards of Care for further details.

The Recreation Center at Atkinson Park (the Wreck) is a nut-free zone

Incidents/accidents/emergencies protocol

Program staff shall follow all accident, injury, inappropriate behavior, traumatic event (mental or physical), and emergency procedures and protocols as outlined in the City of Ketchum Youth Recreation Program Standards of Care. Staff will be trained on reporting protocols and all staff will adhere to these policies, procedures, and protocols.

The Recreation Supervisor or his/her designee is responsible for determining communication needs with parents/guardians regarding any incident, accident, or emergency involving ASP participants. Communication with parents/guardians regarding any incident, accident, or emergency involving ASP participants will err on the side of caution; it is better to over-communicate than under-communicate with parents/guardians of ASP participants.

Communication may occur on an individual, confined group, or mass basis depending on each situation and participants involved. Communication involving parents/guardians without the knowledge of the

Recreation Supervisor is not allowed; the Recreation Supervisor is responsible for delegating communication needs to his/her staff.

Program site descriptions and parameters

Atkinson Park is the main program site and venue for the ASP. Atkinson Park includes the Recreation Center (the Wreck) and park and school grounds within eyesight of the Wreck (see “out of bounds” description on pages 6&7_). Tennis courts may be used by ASP participants with permission from program staff.

Additional sites utilized by the ASP include the Ketchum Bike Park, the Watch Me Grow Children’s Education Garden, and the Christina Potters Outdoor Ice Rink. Supplementary activities may include program sites such as Zenergy at Thunder Spring (swimming and tennis), and any number of outdoor recreation venues owned, administered, and/or operated by Sun Valley Resort, the Bureau of Land Management, the U.S. Forest Service, the State of Idaho, Blaine County Recreation District, the Wood River Community YMCA, and other private venues. Program sites and venues are used with permission.

Use of digital devices is allowed by participants but is discouraged. Leaders may ask a participant to put an electronic device away if it is causing any disruption for other participants. Youth participants will not be given any Wi-Fi, or like, passwords. Computer usage is only allowed with direct supervision and as it pertains to a specific activity. Parent/guardian will also not be allowed access to the city Wi-Fi during regular or supplemental activities.

Participants sign themselves in by waiting in an orderly line after school. Participants must be signed out by their parent/guardian or other authorized pick up. A parent/guardian can notify the Recreation Supervisor by email or any other written communication to authorize their child to sign themselves out to go home, the YMCA, or any other destination identified by their parent/guardian.

Participant code of conduct

The After School Program follows code of conduct guidelines set forth by Hemingway Elementary School. This code of conduct, as applicable to the ASP is:

- We will maintain a fair, inclusive, and polite manner.
- We will show concern for the rights and safety of ourselves and others.
- We will show respect for the Wreck, park and personal property.
- We will respect adult decisions.
- We will use polite language and good manner.