

**TOWN OF OGDEN  
PARKS AND RECREATION DEPARTMENT**

269 Ogden Center Road

Spencerport NY 14559

Phone: (585) 617-6174

[www.ogdenparksandrec.com](http://www.ogdenparksandrec.com)



**REQ-Day Program  
Information Handbook  
January-June 2021  
\*subject to change\***

**\*PLEASE READ ALL PAGES THOROUGHLY ; INFORMATION SUBJECT TO CHANGE\***

# About Our Program

*Thank you for choosing Ogden Parks and Recreation! If you have any questions regarding our REQ-Day programming, please call the Parks and Recreation Office at 617-6174.*

Given the current situation with the COVID-19 pandemic, Ogden Parks and Recreation has made some important changes to all of our programming to ensure the safety of all participants and based upon the most current guidelines from NY State and the CDC (Centers for Disease Control and Prevention). We look forward to accommodating these guidelines while offering a safe, caring, and fun environment for your child.

Our REQ-Day Program offers Recreation, Exercise, and Quiet Time through a wide range of activities and experiences, as well as a social connection to friendships. The children will stay active in a safe setting. Our team goes through extensive staff training including, leadership team meetings, first aid, CPR and AED, games, activities, and social emotional communication.

**AGE REQUIREMENTS:** Must be **ENTERING** grades K, 1, 2, 3, 4, 5 (*subject to change*). This program is open to students attending Spencerport Central Schools **ONLY**.

**HOURS OF OPERATION:** 8:00am-4:00pm

Our program is for students attending in-person instruction with the Spencerport Central School. We have aligned our program to coordinate with the Spencerport Central School District Groups. Priority will be given to those students enrolled in the In-Person Instructional Groups. Those enrolled in Remote Instruction looking for full day care are invited to call to be added to our waitlist. We cannot accommodate REQ-Day participants in our Before/After School Program.

- Mondays and Thursdays
- Tuesdays and Fridays
- Wednesdays

**MINIMUM/MAXIMUM:** Enrollment is limited. Our capacity is regulated by NYS guidelines and staff ratios. A minimum number of students must be registered each month for the program to run. Please note, our program activities are offered as a group- we are not able to accommodate 1:1 care.

**LOCATION:** Our REQ-Day Program will take place at the Ogden Community Center. Please use the marked OPR door for entry and exit. Drop off/pick up locations will be emailed to registered participants.

**ARRIVAL/DISMISSAL:** Be courteous of program hours. Drop-off will take place between 8:00-9:00am. Arrivals after 9:00am will not be permitted. Parent/guardians will not be allowed to enter the building. All participants will be asked health questions and have their temperatures checked prior to being allowed access to the building. Upon arrival, all participants must use hand sanitizer.

Pick up will take place between 3:00-4:00pm. Participants will only be released to those individuals on the Authorized Pick-up List. To keep dismissal process simple, we ask each participant to have a list of (2) authorized pick-up persons (*not including the parent/guardian*). The pick-up person will be asked for identification and the child will be walked to meet you at the door. Any pick-up after 4:00pm will be charged a fee of \$2/minute. Please be courteous of program hours.

**LUNCH/SNACK:** Children must provide 2 snacks (AM & PM, a bagged lunch, and water bottle each day. Please label child's lunch, snacks, and water bottle. There is no available use of a refrigerator or microwave. Eating times will be designated throughout the day. We cannot allow eating outside of these times. Please make sure your child has eaten a healthy, filling breakfast prior to arrival.

**DRESS:** Come dressed to play! We will be taking advantage of the great outdoors. We encourage you to send your child to our program in clothes they can run around in, play in, paint in, and have fun in without worrying about keeping clean and neat. Sneakers are required EVERY DAY. We will be active on all weather days; please bring boots, raincoats, and cold weather gear when the forecast suggests it. Remember to bring proper sunscreen, hats, and a water bottle each day. All items should be labeled with the participant's first and last name and placed in a labeled backpack.

**BEHAVIOR:** Our staff will use positive methods of child management, which will encourage self-control, self-direction, self-esteem, and cooperation. Our staff understands that each child is an individual, and we will make every effort to handle the needs of each child. We believe that rules, expectations, and limits should be applied consistently and explained in a clear and age-appropriate manner.

Children in the program are entitled to a safe and secure environment. This means that no child may jeopardize the well-being of his/herself or any other child or staff, in the program. All participants will be introduced to the program rules and reminded of them when necessary. Positive behavior will be encouraged. Our efforts will be to help children identify inappropriate behavior and teach them to redirect their actions in a positive way. If behavior issues are continuous with a child, parents will be notified to discuss the situation. If negative behavior continues and becomes disruptive to the program, we reserve the right to remove the child from the program either temporarily or permanently depending on the severity of the situation.

Parents will be kept informed of issues as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in the child's routines will enable us to work as partners to provide the best care for your child.

Our Program Behavior Management Policy is designed to assist the Program staff in creating an atmosphere that is safe and fun for all participants. Ogden Parks and Recreation reserves the right to remove a participant from the program as well as limit participation as deemed necessary. Each situation will be handled on an individualized basis. Refunds or credits will be not be issued if a child is suspended or dismissed for inappropriate behavior.

Some methods of positive reinforcement will include:

1. Verbal Warning to Child
2. Yellow Light "Think About It" Sheet
3. Red Light "Disciplinary Report" Sheet

Inappropriate behaviors may result in one or all of the following consequences:

- Parent conference Program Staff and/or OPR Director
- Loss of privileges (e.g. participation in activity, special event)
- Suspension from the program
- Immediate pick-up by parent
- Immediate termination from program

Our goal is to work together to ensure the safety and well-being of each other for a successful program. Please note, our program activities are offered as a group- we are not able to accommodate 1:1 care.

**BATHROOM POLICY:** Children must be completely potty trained (indicating verbally that they need to use the bathroom, and independent while in the bathroom) and pull-up free.

**MEDICATION:** We ask that any medications your child requires be administered at home, before or after the program. Please apply sunscreen and/or bug spray prior to your arrival. Staff members ARE NOT permitted to administer medications or apply sunscreen/bug spray. The following guidelines are in place for those requiring emergency medications:

- EpiPen or inhalers may be left with the Program Staff.
- Medical Authorization form (to be emailed) must be signed by the parent/guardian.
- A copy of any prescriptions must be attached to the Medical Authorization form.
- Medication must be in the original package with the prescription label on it.
- Participant must be able to self-administer the medication.

Please note any health issues (allergies, behavioral, etc.) we should be aware of when registering your child.

**ILLNESS:** Children will not be permitted into the program if they are sick (including, but not limited to: vomiting, diarrhea, fever, lethargy, severe coughing, rash, stomachache, earache, headache, headlice, pink eye) or showing any of the current symptoms of COVID-19. If your child becomes sick while at the program, the child will be separated from the group and you will be asked to pick him/her up immediately. A doctor's note will be required before a child will be permitted back into the program. This policy is not all-inclusive, and we reserve the right to send a child home for any health-related concerns. We will err on the side of caution. Program credits are not provided for illness/injury.

**SAFETY:** Your child's health and safety are our top priority, Therefore the following requirements have been implemented:

- Each staff member and camper will be temperature checked upon arrival. Anyone with a fever of 100° or above will be denied entrance.
- Each staff member and child will be asked health questions upon arrival. Persons may be denied entrance due to answers.
- Anyone showing any signs of illness will be separated from the group and sent home immediately. (Examples include fever, cough, rash, difficulty breathing, vomiting, etc.)
- Each staff member and child will be required to wear a facial covering at all times. The Town will not provide facial coverings. If face covering requirements are not met, immediate termination or suspension from the program may be a result.
- High-touch items will be minimally used and will be sanitized daily. You are invited to bring your own items for use.
- Cleaning and sanitizing – including handwashing – will be increased throughout the day.
- Social distancing will be observed to the extent possible.
- Our program is subject to closure at any time. In the event of an occurrence in our facility, we will follow the recommendations of the Monroe County DOH. Please make sure that you have a back-up plan in place, in the event our program is closed/cancelled.

**DAILY ACTIVITIES:** Children will enjoy indoor and outdoor activities, games, crafts. Activities will be made available for independent and group time. Theme days will be announced.

We will offer quiet time daily for children to participate in schoolwork and virtual meetings, and can accommodate different schedules. Alternative quiet activities will be provided to those who may not have assigned work to complete. Please note, our staff are not qualified to teach or tutor school material.

If/when possible, we will assist your child with setting up access to our Guest Wi-Fi account on a tablet or laptop **only** for the sole purpose of using it to complete activities of their choosing, during quiet times directed throughout the day. Usage on these devices will be monitored. Any use that is not considered educational will be terminated. We reserve the right to prohibit these devices in our facility at any given time for any reason.

**ELECTRONICS/CELL PHONE:** We will allow usage of an educational device (laptop or tablet) during select quiet times only. Cellphones are not permitted. OPR is not responsible for technology malfunctions or the loss or damage of any personal item. OPR reserves the right to take electronics away until the end of the day or prohibit usage of any device if they pose a problem.

**OTHER PERSONAL ITEMS:** We will allow the usage of personal items for use during quiet time (books, magazines, etc.) Pokémon/Trading cards, plush items, and items that make noise are prohibited. We cannot allow sharing of any of these items. OPR will not be responsible for items that are damaged or lost. Please label your child's items in case they are left behind. Items not claimed each night will be donated or disposed.

Our program will not be providing personal or stationary items such as crayons, markers, pens, pencils, staplers, etc. If you require these items, they must be brought from home. These will be for individual use only and cannot be shared among participants.

**IMMUNIZATION RECORDS:** Current Immunization Records are required with your registration form. You may obtain records from your child's school or doctor. **Registration and payment will not be accepted without immunization records.** Immunization records must be uploaded to your member page prior to registration. **YOU will not be able to register without this item uploaded.**

**REGISTRATION and PAYMENTS:** Registration must be completed online at [www.ogdenparksandrec.com](http://www.ogdenparksandrec.com). Enrollment is extremely limited. A wait list will be taken by calling 617-6174 or emailing [recreation@ogdenny.com](mailto:recreation@ogdenny.com). You may pay month to month or for multiple months at a time. You must pay for the entire month regardless of how many days your child will be in attendance. Daily registration is not available. Please keep records of your receipt for tax purposes. Our tax id is 16-6002328.

**DSS:** Unfortunately, our program cannot accommodate DSS payments.

**ENROLLMENT NUMBERS:** Space is extremely limited. Minimum and maximum enrollment numbers are required for each camp. Programs not reaching the minimum number may be combined or cancelled. **MAXIMUM NUMBERS ARE IN EFFECT** and will be strictly adhered to.

## REGISTRATION INFORMATION

- **WHEN TO REGISTER:** Registration is being accepted on a rolling basis. When programs fill, there will be a waitlist.
- **HOW TO REGISTER:** Registration **must** be completed online at [www.ogdenparksandrec.com](http://www.ogdenparksandrec.com). Create an account if you do not already have one. Add the activities you are registering for to your cart. Upon checkout, you may choose to pay online (credit/debit payments incur a 1.85% + \$.25 processing fee) or print a registration form and mail it in to our Administrative Office with payment. **Your spot is only secured with registration and payment.** Immunization records are required. Space is limited.
- **Fee:** Each month is a separate activity within the REQ-Day Program. The fee varies. \*June payment subject to change based on determination of the final day of school.

Activity	Monday/Thursday (M/R)		Tuesday/Friday (T/F)		Wednesday (W)	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
January	\$224	\$231	\$256	\$264	\$128	\$132
February	\$192	\$198	\$192	\$198	\$96	\$99
March	\$256	\$264	\$256	\$264	\$128	\$132
April	\$256	\$264	\$256	\$264	\$128	\$132
May	\$256	\$264	\$256	\$264	\$128	\$132
*June	\$192	\$198	\$224	\$231	\$128	\$132

- **Other**
  - We have strict minimum/maximum enrollment numbers. Our activities cannot operate without reaching our minimum number; we cannot accommodate persons over our maximum number. Please note the following withdrawal policy:
    - All withdrawals must be submitted via email to [recreation@ogdenny.com](mailto:recreation@ogdenny.com) a minimum of 7 working days prior to the activity start date and are subject to a processing fee of 25% of program charge.
    - No refunds, transfers, or credits will be given for withdrawals within 7 working days of program start date or once activity begins unless the activity is cancelled/suspended by Ogden Parks and Recreation.
  - A waitlist will be available; please email [recreation@ogdenny.com](mailto:recreation@ogdenny.com) to be added to the waitlist.
  - Monthly rates are not pro-rated for planned or unplanned absences.
  - End of the year statements may be accessed from your online account at [www.ogdenparksandrec.com](http://www.ogdenparksandrec.com). Our tax # is 16-6002328.
  - Residents are those who reside within the Town of Ogden. A person who attends Spencerport Schools but does not pay town or village taxes is considered a non-resident.
  - Program information is subject to change.