



NEWPORT HILLS SWIM & TENNIS CLUB

After School Shark Camp Parent Handbook 2021/2022



Newport Hills Swim & Tennis Club

5464 119th Ave SE Bellevue, WA 98006

425.746.9510 | www.nhstc.com

Program Director: Aliya Staight campdirector@nhstc.com

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Contact information:

Newport Hills Swim and Tennis Club

5464 119th Ave SE

Bellevue, WA 98006

Telephone: (425) 746-9510

Staff:

Program Director: Aliya Staight

Email: campdirector@nhstc.com

Manager: Julie Windell-Prado

Email: manager@nhstc.com

Afterschool Counselors: Our program operates with a 12:1 child to staff ratio. Afterschool Counselors are hired based on the number of children enrolled in the program. Counselors are provided ongoing professional development opportunities to add in their knowledge of the afterschool field. All staff members complete an intensive training covering topics such as: behavior management, how to work with different age groups, specific activity training, prevention of child abuse, first aid, supervision and much more.

Counselors' names and photos are posted in the building entryway. Please get to know our staff as they want to get to know you!

For concerns about your child and/or questions about schedules, policies, or staffing, please contact Aliya Staight at campdirector@nhstc.com.

Pricing:

5 Day Monthly

Member \$ 720	Non-Member \$ 900
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4 Day Monthly

Member \$ 608	Non-Member \$ 760
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3 Day Monthly

Member \$ 480	Non-Member \$ 600
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2 Day Monthly

Member \$ 352	Non-Member \$ 440
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Payment policy:

Monthly tuition payments are due by the first of the month (auto-withdrawal preferred).

Monthly tuition is calculated based on an hourly rate and adjusted each month for school closure and holidays observed.

Cancellation Policy: A written 15-day notice before the first of the month in which you wish the changes to take place is required to cancel/switch days or drop from the program. Our after-school camp is designed to operate on the school year calendar with a commitment for September through June.

Payment: payment is non-refundable once the program has begun.

Additional Fees:

Schedule Changes: There is no charge to add days to your current program if space is available. There is a \$50 change fee to decrease the number of days attending.

Late Pick Ups: Our program closes at 6:30 PM. A \$10 fee is charged for every 10 minutes you are late past 6:30 pm. The late fee is paid the day of the occurrence at the Front Desk. Please call if you will be late for any reason.

Registration:

Families must enroll children into the program by:

1. completing registration forms and
2. pay the fees due before children can participate. Minors cannot enroll or participate in the program without consent from a parent or legal guardian

Mandatory Paperwork: A completed registration packet must be on site prior to the child beginning camp. (Deadline for all remaining NHSTC paperwork is **Monday, August 7th**.) This includes the registration form, medical form with signed waiver, and signed contract.

Notice of Absence: Please notify NHSTC by 12pm, in advance, if your child will not be attending for the day.

Communication: For your child's safety, we ask that you provide in writing any changes to your emergency contacts including address and phone changes.

Hours and Pick Up:

Schedule: After School Shark Camp will run Monday through Friday except for school holidays. Monday, Tuesday, Thursday, and Friday camp drop-off time will be between 2:30-2:45pm. On Wednesday, camp drop-off time will be 12:15-12:30pm. On all camp days pick-up time will be strictly at 6:30pm.

Check-in: For the safety of our participants we require that all children be checked in directly with a staff member through a signature on our sign in sheet.

Check-out: Children will only be released to authorized individuals that are identified on the campers pick-up list. All individuals picking up children must physically sign children out. We cannot send a child out to your car or send your child to meet you outside the door.

To ensure your child's safety, we require written notification including the name of the authorized party as well as the dates/times of authorization of anyone other than the persons listed on child's pick-up list. All persons (including parents) must present a valid picture I.D. to staff at pick up.

Siblings 13 years of age and older can check out a younger child if parent has notified the site in writing and included a photo of the older sibling to prove identification.

Parent Tardiness: The program ends at 6:30 pm. It is the parent or guardian's responsibility to ensure that children are picked up by that time. Repeatedly being late to pick up children may result in expulsion from the program.

Late Fees: Parents will be assessed a late fee of \$10.00 every 10 minutes beginning at 6:31 p.m. 6:31-6:41 = \$10.00, etc. Parents will be required to sign the LATE PICK UP LOG at the time of arrival and will receive a reminder of late fees at that time. The late fee will be charged day of, to the account holders' card on file.

Emergency Contact: At 6:45 pm we will call the people designated as emergency and alternate pick-up names in order to secure a ride for your child.

Absences and Schedule Changes: If you know in advance that your child will be absent or his/her schedule will change, we ask that you notify the Camp Director the day prior or send a note. If your child's schedule changes without notice, please contact the Camp Director or NHSTC front desk and leave a message for the camp staff.

Health and Wellness:

COVID-19 Policy: NHSTC follows the current Washington state policies for this pandemic. We do require children to wear masks while indoors at our facility. Counselors will encourage children to practice social distancing and wash their hands frequently.

Illness: Children with communicable diseases are not permitted to attend the program until the symptoms have been resolved for at least 24 hours. Examples of possible communicable disease symptoms are:

- a temperature of 100° or more
- diarrhea or vomiting
- copious respiratory secretions (especially yellow or green secretions)
- eye discharge
- severe coughing
- head lice

In the event that we find your child has any of these symptoms, we will contact you to pick them up. It is imperative that we maintain a current contact list in case of emergency. Please notify us regularly of any changes in phone numbers or emergency contacts. Children with communicable diseases will be readmitted to the program once proof of wellness is provided. Our policy supports your child's recovery from illness, by reducing his/her exposure to other children, and allowing time for him/her to rest and recover. This policy also helps to prevent illness in other children, by reducing exposure risk. Our counselors support infection control policies by encouraging frequent hand washing, by cleaning shared items, and encouraging covered sneezing and coughing.

Emergency Services: Should your child become ill or sustain an injury requiring medical care while in attendance at our program, you will be notified immediately. If neither a parent nor an emergency contact can be reached, emergency care will be called and an emergency vehicle will transport the child, if needed. Parents are responsible for any medical or transportation costs incurred.

Allergies: We will try our best to make reasonable accommodations for campers with severe allergies to peanut products and other allergens. If you are aware that your child is severely allergic to something, please notify the Camp Director in advance so we may take proper precautions.

Medications: We will not administer prescription medication to your child except in case of a life sustaining medication such as an Epi-Pen or asthma inhalers.

Behavior Management:

We are committed to providing a safe and welcoming environment for all of our participants, family members and guests. To ensure the safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in our programs. This applies to staff, participants, and their parents. We expect persons to behave in a mature and responsible way and to respect the rights and dignity of others.

Expectations: The parents, students, and staff of Newport Hills Swim and Tennis Club are asked to treat each other with respect, tolerance, kindness, and consideration. Children are entitled to a pleasant and safe environment while participating in after school camp. We expect that disagreements will be handled in a nonviolent and non-threatening manner. Students must exhibit respectful conduct at all times and will be asked to leave an activity for behavior we deem inappropriate, including but not limited to yelling, using profanity or fighting. The following procedures will be followed consistently in the event participants behave unacceptably:

- a) First offense: the Camp Director will discuss the problem with a student's parent/guardian.
- b) Second offense: the Camp Director will notify the participant's parent/guardian that the student has been dismissed from the Program.

NOTE: Serious or disruptive/destructive behavior that interferes with normal Program operation will not be tolerated and will result in immediate dismissal with no previous notice to a parent/guardian.

Any inappropriate behavior by a parent, including verbal abuse of a student or staff member or confrontations with staff members in the presence of a student, is grounds for termination of the family's participation in the program without notice. A suspension or termination decision may be appealed by contacting the Program Director.

General Rules:

- Listen to the staff and follow their directions

- During afterschool time, child should remain in their assigned group unless given permission to leave
- Children should not be alone at any time while at afterschool
- Keep the program space clean. This includes picking up litter, no writing graffiti, and returning equipment to a counselor
- No fighting. If you have a problem, walk away from the situation and tell a counselor.
- Children should always strive to be caring, honest, respectful and responsible.
- Angry or vulgar language including swearing, name calling, and shouting is not permitted
- Physical contact with another person in an angry or threatening way is not permitted
- Harassment or intimidation with words, gestures, body language or other menacing behavior is not permitted
- Behavior which extends to or results in the theft or destruction of property is not permitted (Parents/guardians will be held financially responsible for any damage caused by the willful misconduct of their child.)

Discipline Policies: Our staff will work with children to help them resolve their own conflicts during the program. Parents will be informed of any safety related concerns, willful harm infractions or any repeated rule infraction by their child. Children with repeated disciplinary incidents relating to safety will be suspended. Children who continue to behave in unsafe or harmful ways may be expelled.

NOTE: We want to keep you informed of your child's positive accomplishments as well as his/her negative behavior. We strive to be accessible to your questions and suggestions as we value your opinion. Please feel free to speak with us about your concerns or questions.