

Community After School Program (CAPS)

2023/2024 Parent and Guardian Manual



**Raleigh
Parks**

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Search: CAPS

919.996.6640

Community After School Program (CAPS)

CAPS Registration 2023-2024



Online and In-Person Registration Begins July 17

The Community After School Program (CAPS) is a free, recreation-based program for youth in grades K-6 that is offered at nine community centers across the City of Raleigh. The program includes recreational games, arts, crafts, and various specialty activities. A light snack is provided daily. Program participants will also have time to work on homework with some assistance, but we do not provide tutoring services.

CAPS is available afternoons Monday-Friday, following the Wake County School System's traditional school calendar. While there is no program on teacher workdays, holidays, or when schools close early due to inclement weather, the City of Raleigh does offer alternate programs to assist on these occasions. Please make sure to ask about our Weatherbound program for inclement weather days and our Youth Escape School (YES) program for teacher workdays. Transportation is not provided. Program hours vary by site. Locations and contact information are listed at right.

Locations

Carolina Pines

2305 Lake Wheeler Road,
27603
919-996-6435

Green Road

4201 Green Road, 27604
919-996-4141

Hill Street

2307 Hill Street, 27604
919-996-5300

John Chavis

505 MLK Jr. Blvd, 27601
919-996-6590

Method Road

514 Method Road, 27607
919-996-6066

Roberts Park

1300 E. Martin Street, 27610
919-831-6830

Sanderford Road

2623 Sanderford Rd, 27610
919-831-1898

Sgt. Courtney Johnson

1801 Proctor Street, 27610
919-831-6719

Worthdale

1001 Cooper Road, 27610
919-996-2730

Register Online

Visit reclink.raleighnc.gov

Click "Activities"

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Registration Information

This booklet contains all of the information and materials needed for registration. Please read the following information thoroughly before completing the registration form. For additional information on this program, please call the phone number associated with your program location. Registration is available in-person or online at reclink.raleighnc.gov.

Age Verification

The City of Raleigh Parks, Recreation, and Cultural Resources Department strives to provide age-appropriate curriculum and programming for all recreation services delivered. To meet this goal, the age of the participant, as of the cut-off date for the program, is required at the time of registration to appropriately place the participant in our programs. The Parks, Recreation and Cultural Resources Department reserves the right to request that the parent/guardian provide a legal document (i.e. birth certificate) verifying the age of the participant, as of August 31st of this year that was denoted on the registration form. If legal documentation is requested and not provided within 24 hours, the program supervisor may offer the parent/guardian a transfer to an age-appropriate program if available or dismiss the participant from the program. The parent/guardian will be responsible for any difference in fee if a transfer occurs. No refund will be given if the participant is dismissed from the program.

Attendance Policy

Because our program is free, participant attendance is very important. The participant must come a minimum of three days during the week and participate in program activities for at least one hour, unless tracked out. If you know your child will be out due to illness or vacation for more than three days, please contact the site to let us know. If the participant is considered continually absent (missing 10 or more consecutive program days), the participant may be withdrawn from the program at the site's discretion. If your registered participant is no longer able to attend the program, please let the location staff know.

Babysitting

Any babysitting arrangements with present or former staff of the Raleigh Parks, Recreation, and Cultural Resources Department are separate and independent from any Departmental program. These arrangements must be based on the independent responsibility and judgment of the parent/guardian. The City of Raleigh Parks, Recreation, and Cultural Resources Department shall not be responsible for any claims or liability in connection with such babysitting activities.

Behavior Management

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We

believe that when participants receive positive and understanding interactions, they can develop good self-concept, problem-solving abilities, and self-discipline. Our programs will create an environment that encourages positive choices through understanding participant's basic needs and explaining program expectations.

The City of Raleigh Parks and Recreation Department supports and practices the following Behavior Management practices:

- **Monitoring:** Noticing program environment, daily check-in with participants, active participation with participants and proper staff placement.
- **Positive Reinforcement:** Providing participants a positive program environment.
- **Redirection:** Stop the undesired behavior and redirect participant to make a positive choice.
- **Time Out:** Provide an opportunity for discussion between staff and the participant by asking questions about the behavior.

When positive choices are not made by the participants, the following procedures will be followed:

1. Initially, participants will be given a reminder of behavior expectations and the opportunity to make positive choices.
2. If the behavior persists after a verbal warning will be provided. In conjunction, a Behavior Action Plan will be developed and implemented to identify specific behaviors that require improvement. PRCR staff will work with the participant and parent/guardian to develop appropriate behavior management solutions.
3. If behavior problems continue after implementation of the Behavior Action Plan, a first Behavior Incident Report will be presented to the parent/guardian.
4. Additional behavior problems will constitute a second Behavior Incident Report presented to the parent/guardian and a possible two (2) full-day suspension from the program may occur. The parent/guardian may be requested to pick up the participant within an hour of the initial contact with the parent/guardian. If a parent/guardian does not pick up the participant within an hour, a late fee may be charged.
5. If a behavior problem persists, a third Behavior Incident Report will be presented, and the participant may be asked to leave the program. A two (2) full day suspension will be issued to the participant while the behavior incident reports are being reviewed.
6. For severe offenses, such as but not limited to: fighting/hitting, theft, vandalism, bullying in program or through social media, possession of weapons or drugs, severe verbal threats, sexual misconduct, leaving the program/building without proper dismissal, or any other safety-related behavior, the participant

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may be suspended or dismissed from the program immediately.

7. Refunds will not be available for program participants who have been suspended from camp due to behavior issues.
8. Participants will not be disciplined in camp for behavior that occurred outside of camp hours, even at parental request.
9. Participation in camp activities during program hours is required.

Confidentiality

Raleigh Parks, Recreation and Cultural Resources department staff will not discuss confidential matters or personal information with anyone outside of the Department or with unauthorized individuals.

All participants are encouraged to respect the confidentiality of others by not disclosing personal information on social media, such as Facebook, Twitter, etc. Departmental staff are not permitted to share personal information or pictures about any participants or staff on social media, or discuss any personal information about participants outside of the workplace.

Dress Code

Participants should wear cool, comfortable clothing and athletic shoes in order to participate in recreational or athletic activities each day. Due to active play, swimsuits should provide full coverage, such as one-piece bathing suits or board shorts/shirts. If appropriate attire is not worn, therefore preventing participation, the parent/guardian may be asked to bring appropriate clothing or will be required to pick up the participant. Certain programs may have additional clothing requirements.

Unacceptable attire: sandals or flip-flops; shirts with spaghetti straps; clothing that displays drugs, alcohol, tobacco, sexual, or gang references; bikinis or speedo briefs; excessively loose pants or shirts; revealing clothing; jewelry; Crocs™. Certain camps may allow exceptions to this list.

Electronic Devices/Items from Home

No electronic devices are permitted at camp programs (examples: cell phones, gaming/music devices, etc.) unless accommodations have been made for the participant through an Inclusion Plan. Staff reserves the right to confiscate electronic devices if issues arise.

Participants may have the opportunity to bring in items (toys, books, etc.) from home. Should you choose to allow your participant to bring in items from home the City of Raleigh Parks, Recreation and Cultural Resources Department does not assume any responsibility for lost, stolen, broken or confiscated items.

Departmental staff reserves the right to confiscate any item that is not appropriate or may be used in an inappropriate manner while in our program.

Items that are not appropriate include, but are not limited to:

- Any type of weapon (toy guns, knives, swords, including anything that can be used to approximate a weapon by the participant).
- Any item that can be used to harass or intimidate another participant.
- Any item that causes disruption to scheduled activities
- Confiscated items will be returned to the parent/guardian at the end of the day.

Food

- Parent/Guardians should review camp descriptions for lunch, snack and drink requirements. Refrigerators and microwaves are not available for campers to use.
- Participants are not permitted to share lunches or snacks.
- Siblings should bring separate lunch containers for their individual lunches.
- Vending machines will not be available for purchasing drinks or snacks during program hours.
- Any food brought into any program to be served to all participants must be store-bought with labeled ingredient information. Due to allergy concerns, homemade food items will not be accepted into our programs to be served to participants.
- Parent/Guardians should notify the camp staff of a child's food allergies or dietary restrictions and discuss possible accommodations.

Illness/Injury

Any participant should remain home from all programs if they have had any of the following in the past twenty-four (24) hours:

- Fever (100 degrees or higher without fever-reducing medication), diarrhea, vomiting, sore throat, undiagnosed rash, chicken pox, pink eye, ring worm, head lice, or any other potentially contagious condition.
- Physical injury that does not allow the participant to safely participate in program activities.
- If a participant demonstrates any of the above while at the program, the parent/guardian will have one hour to pick up the participant from the program location.
- If the participant becomes sick while at the program, he/she will be separated from the other participants while the parent/guardian is called to come and pick them up.
- After 24 hours, if the participant is symptom free or written documentation has been received from a doctor stating the participant is not contagious or can safely participate, they may return to the program. If you suspect that your participant has a contagious condition that may be spread to others, please notify your Camp Director as soon as possible. Please do not bring the participant back to the program until the program director has been contacted.

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The above criteria apply to all participants, as well as those with Inclusion Plans or other accommodations.

Inclement Weather

The CAPS program will not operate if schools close early or cancels due to inclement weather events. During all inclement weather events, families registered for the CAPS program will receive a notification when operational status changes via telephone call. Operational status can also be obtained by visiting raleighnc.gov/parks and clicking on "Park Status."

Inclusion and Medical Support

In accordance with the Americans with Disabilities Act (ADA), Raleigh Parks, Recreation and Cultural Resources provides support to participants with disabilities and/or medical conditions who request a program modification. Participants who indicate a disability or medical condition AND request an accommodation will be contacted by Inclusion Services for follow-up. Those who do NOT request an accommodation will not be contacted by Inclusion Services.

Support plans are designed to be individualized based upon the participant's specific condition and the program(s) they register for. Additional forms are required from the parent/ guardian and may require a physician's signature for specific medical support requests.

The accommodation/support request should be received at least two weeks prior to the start date of the program, so we can ensure appropriate supports are in place. The medical support process may take extended time for physician signatures, specialized training etc., so we suggest more advanced notice if possible. Please contact Inclusion Services at 919.996.2147 for more information or to request support.

Late Pick-Up

Participants that are picked up after the closing time of the program will be charged a late fee. The fee is as follows: Once the parent/ guardian is up to ten minutes late a \$5 fee will be charged per family. An additional \$1 per family will be added for every minute past ten minutes late. Payment is due at the time of late pick-up. Continual late pickups may lead to dismissal from the program in relation to excessive late pick-up policy forms.

Lost/Stolen Items

The City of Raleigh Parks, Recreation and Cultural Resources Department is not responsible for any personal items lost or stolen at our programs.

Medication

When possible, participants should take medications outside of program hours. Parents/Guardians should notify the program staff of any medication, to include prescription and over the counter, that may be administered during program hours and a PRCR medication form will need to be completed for each medication.

Movies/Music/Video Games

Movies may be shown while participants are in Raleigh Parks, Recreation, and Cultural Resources Programs. Before movies/ video games are shown, the title of the movie/video game will be communicated to parent/guardians.

Participant Expectations

- Participants are expected to maintain a positive attitude while using appropriate language and behavior.
- Participants are expected to stay with their counselors and follow instructions.
- Participants are expected to be willing to try all activities with a positive attitude.

Participant Release

The Security Key Tag Identification Process is in place to properly identify individuals that have the parent/legal guardian's permission to sign-out a participant from the camp program.

Legal guardians and other individuals listed on the participant form as an authorized pick-up person will be issued a security tag by showing a photo ID. A parent/guardian will not be issued multiple key tags to be given to other individuals authorized to pick up the participant. All authorized persons must be prepared to show a legal form of identification, such as a key tag and/or photo ID, each time a participant is released to their custody.

Before the program begins parent/guardians should inform staff of any changes to the pick-up list by contacting the Recreation Business Office at **919-996-4800**.

Any person listed as a parent/guardian on the registration form may add or remove additional person(s) to the authorized pick up list. Parents and guardians should contact the **Registration Business Office at 919-996-4800** or **Rbo.Registration@Raleighnc.gov** to change information. Parents/guardians should inform anyone picking up a participant without a key tag that they will be required to show legal photo identification (e.g. school or work badge, driver's license).

The Raleigh Parks, Recreation and Cultural Resources Department recognizes that anyone listed as a parent/ guardian on the registration form has equal access to their child in our programs. Should a parent/guardian desire to restrict access by the other, he/ she shall be required to provide legal documentation authorizing. PRCR staff reserves the right to validate the appropriateness and authority of the documentation provided. Understanding the sensitivity of each instance, it may be necessary for PRCR staff to contact each of the parent/ guardians involved in the legal proceedings to inform of the action being taken and/or obtain additional information.

Personal Care

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Department does not provide personal care for program participants, unless otherwise stated in the program description or as indicated in an individual participant's inclusion/medical support plan. Raleigh Parks, Recreation, and Cultural Resources staff does not assist in the toileting of any program participants or help with dressing participants. The Department requires that all program participants are independent for toileting and personal care in order to participate. Program participants must be able to change their own clothing if soiled. Raleigh Parks, Recreation, and Cultural Resources staff is not permitted to change program participant's soiled clothing.

If a toileting accident does occur, a change of clothes must be brought to the program site or the participant must be picked up from the program site within one hour of the incident. If toileting accidents are frequent, participants may be dismissed from the program.

Transportation

The City of Raleigh Parks, Recreation and Cultural Resources Department does not provide transportation for CAPS.

Waitlist Notification

If your participant clears the waitlist, you will be notified by telephone and/or email. You will have until the end of the following business day to accept and remit payment for the requested program. Your acceptance must be confirmed in writing. If notification is not received with the specified time frame you will forfeit your participant's placement.