

*Tu Ha' Buts Learning Center
Youth Programs*

***PARENT/GUARDIAN
HANDBOOK
&
REGISTRATION PACKET***

*June 2016 - June 2017
Youth Recreation program*

Program Location

*Squaxin Island Tribal Gym
70 SE Squaxin Lane
Shelton, WA 98584*

Contacts

*Jerilynn Vail (360) 432-3992
TLC Front Desk (360) 432-3958
Rec Room (360) 432-3957*

Tribal Center

(360) 426-9781

REGISTRATION PACKET FORMS

ALL REGISTRATION PACKET FORMS MUST BE COMPLETED AND SIGNED BY THE PARENT/GUARDIAN. THESE FORMS ARE REQUIRED FOR YOUR CHILD/CHILDREN TO PARTICIPATE IN THE JUNE 2016-JUNE 2017 YOUTH RECREATION PROGRAM.

You must fill out forms for each individual child. If you need additional forms, please contact the Tu Ha' Buts Learning Center at 432-3992 or 432-3958. Children will be sent home if they do not have completed/signed registration forms. The child(ren) may return when forms are completed/signed by parent/guardian.

Although program attendance is at will, children are expected not to leave the program at will, without parental consent. This means children who wish to leave, or need to leave for other reasons (i.e., illness, behavioral issues, etc.) will be expected to wait for a parent or other person to come to pick the child up in person. This is a program policy and it will be followed unless the parent gives consent for the child to walk home on their own.

If a child leaves the program anytime during the day, he/she is not allowed to return to the program until the next morning, except if a parent/guardian picks the child up for an appointment and returns him/her after appointment. This policy allows program staff to better monitor children and promotes a less disruptive atmosphere to the other children participating in the program.

Check List of Documents to be Completed:

☐ Registration Form –

This form must be filled out completely and signed by the participant's parent/guardian. Pertinent information is included on this form and it is required in order for your child/children to participate in the June 2016-June 2017 Recreation Program.

☐ Medical Release Form –

This provides pertinent medical information to the staff and provides permission for the medical treatment for your child in case of emergency. **Please read this form carefully, complete and sign it.**

☐ Consent to Disclose Personally Identifiable Information –

This would allow for the TLC staff to disclose and receive personally identifiable information between Tribal departments and other government agencies. For example, if there is another event taking place, we would be able to use a sign copy of the registration form to take with us on an off-site field trip. Any time we take a group away from our program site, we need to have written consent to provide medical treatment if necessary and have contact numbers of the parents or guardians.

☐ Dietary Prescription Request –

This form should be completed if your child requires food substitutions or omissions due food allergies. **Requires a Licensed Physician Signature**

****PLEASE SEE FOOD PROGRAM FOR DETAILS****

Please Return Completed Packets to the T.L.C.

Tu Ha' Buts Learning Center
Youth Programs
2016-2017 YOUTH RECREATION PROGRAM

MISSION STATEMENT

"To provide quality educational services to members and descendants of the Squaxin Island Tribe; To provide tribal members and descendants access to services that provide lifelong learning opportunities, enhance personal growth, and promote physical, mental and spiritual wellbeing; To encourage all Squaxin Island tribal community members to seek educational and job training through experiences which will further career opportunities and enhance employability."

Introduction

The Tu Ha' Buts Learning Center offers a youth recreation program for youth of the Squaxin Island Tribe. The format of the program is continually improving. Tu Ha' Buts Learning Center staff have worked very hard to plan and schedule more cultural activities, center-based after-school activities, school-break activities, and a Summer Recreation Program with the intent of reaching and engaging more Tribal youth than ever before.

Within this registration packet you will find information on the youth program components, a registration form, and medical release form. This information is very important and should be read very carefully. All forms must be completed and turned into the Tu Ha' Buts Learning Center before your child is allowed to participate in the recreation program.

Program Staff

In order to provide the safest environment for your child, all program staff are certified in First Aid and CPR. Our staff have a strong desire to work with children and have experience working with children in a variety of settings. Our staff will attend in-house training programs designed to enhance the Recreation Program. A Washington State Patrol background check will be conducted for all staff and volunteers before they are permitted to work with children.

Behavior Expectations

To provide a safe, fun and meaningful educational and recreational experience, there are basic rules of conduct that children will be required to follow. We ask that parents/guardians support these basic rules of conduct. Please review these simple rules with your child:

- 1. Children must keep their hands and feet to themselves at all times. This means no hitting, biting, scratching, or throwing items at others.*
- 2. Children must use words that respect themselves and others. Abusive or vulgar language and teasing will not be tolerated.*
- 3. Children must follow staff instructions at all times.*
- 4. Children must let their group leader know of their whereabouts at all times. This includes restroom breaks.*
- 5. Please leave valuables at home! Staff will not be responsible for lost or stolen items.*
- 6. Violence will not be tolerated. Any child that uses violence will be suspended from the program until a parent/guardian meets with the program coordinator and a plan is developed for returning to the program. **If a child has a second incident of violence, the child will be suspended from the program for a longer period of time.***
- 7. **NO WEAPONS, TOBACCO, DRUGS OR ALCOHOL; ITEMS OF THIS NATURE ARE NOT PERMITTED.** These items will be immediately confiscated and turned over to the proper authorities. Discipline policy for behavior of this nature differs from other discipline policies. Any child that participates in this type of behavior will be automatically suspended from the program and the parent will be called. The child may not return to the program until the parent and child meet with the Program Coordinator and Education Liaison to create a plan for returning to the program. **If this type of behavior occurs a second time, the child will be suspended from the program for a longer period of time.***

Discipline Policies

When rules are not followed we will implement the following discipline policies (with exception to rule #6 and #7):

- **1st Warning:** Child is removed from the group. Behavior is discussed with the child by the appropriate group leader.
- **2nd Warning:** Child is removed from the group for a supervised time-out. Behavior is discussed with the child by the Program Coordinator and/or Program Manager.
- **3rd Warning:** Child is removed from the group and a "Behavior Report" will be written. Parents will be notified.

Policies for Behavior Reports are as follows:

1. The first "Behavior Report" must be signed by the parent/guardian and returned to the Program Coordinator before the child will be allowed to return to the program.
2. Upon the second "Behavior Report" the parent/guardian will be required to meet with the Program Coordinator prior to the child returning to the program. The "Behavior Report" must be signed and a plan for improved behavior must be agreed upon.
3. A third "Behavior Report" indicates a serious behavior problem and the child will be asked to leave the program and will not be allowed back into the program for a period of time to be determined by the Program Manager. This step will be taken in order to provide a safe environment for all children participating in the program and to support the child and parent in developing acceptable behaviors

Misbehavior on field trips will not only result in the discipline steps listed above, it also could result in the suspension of field trip privileges.

Parents/Visitors/Volunteers

Staff will encourage and facilitate parental involvement on all levels. To maintain a safe environment for all youth participants, background checks are required for all adults who are volunteering or wishing to participate in the youth program. Background checks will be done through WATCH and the Squaxin Island Tribal Court and will be processed by the TLC Director. Persons with convictions of "Crimes against People" will not be allowed to participate in the program. There may be exceptions made regarding lesser charges that are 7 years or older and those exceptions are at the discretion of the TLC Director. All parent, visitor, and adult volunteer participation within the Youth Recreation Program must be documented by the Program Coordinator and Department Director.

RECREATION SCHEDULE

Schedule: June 30, 2016 thru June 30, 2017

Hours: Monday – Friday. Hours will vary depending on activities.

Specific program hours and dates will be advertised in the Klah-Che-Min newspaper, The Daily Scoop, Tu Ha' Buts Learning Center Facebook page or you can come by to pick-up your copy at the TLC.

Check-in and Check-out:

The Tu Ha' Buts Learning Center will track attendance for school-year recreation hours. However, attendance is at will, meaning that children are allowed to come and go from the building and the programs at will. TLC staff cannot force your child to stay in the building or in the recreation program. Parents, please be aware that staff will not be responsible for your children once they have left the program site.

SUMMER RECREATION INFORMATION

Schedule: July 6, 2016 to August 12, 2016

Hours: Monday – Friday 8:00 a.m. to 3:30 p.m. unless otherwise noted in calendar.*

****HOURS MAY DIFFER DEPENDING ON FIELD TRIP LOCATION. PLEASE CONSULT THE SUMMER RECREATION CALENDAR FOR SPECIFIC TIMES.***

*****IMPORTANT NOTE TO PARENTS*****

There is no supervision for children before 8:00a.m. or after 3:30 p.m. unless otherwise stated in the Summer Rec. Calendar, or a special notice is sent home with your child.

*The 2016 Summer Recreation Program is for youth **5 -12 years of age**. Children under the age of 5 or over the age of 12 will be sent home due to the nature of the summer recreation program and activities. The Summer Rec Program will offer a daily schedule that will give you a general guide for the times of daily activities, events, and meals. For a more comprehensive and detailed calendar, please reference the daily and monthly program calendar. The daily schedule and monthly calendar are intended to be used together to give parents a better look at the types of activities their children will be involved in daily.*

Please remember that you are responsible to pick up your child at 3:30 p.m. daily. However, please be aware that certain field trips and off site activities may have differing start and return times and possible delays due to traffic. (SEE CALENDAR)

Emergency Contact/Pick-up Designee:

*To ensure the safety of the children in the event of an emergency, we require **three additional** not including the Parent/Guardian contact information. We should have a total of five adults to contact in the event of an emergency.*

Food Program:

The Tu Ha' Buts Learning Center will be providing a Summer Food Program. Children enrolled in the Summer Recreation program will receive free breakfast, lunch, and snack. Breakfast will be served from 9:00 a.m. to 9:30 a.m. Lunch will be served from 12:00 p.m. to 12:30 p.m. There may be exceptions on field trip days. An afternoon snack will be provided at 3:00 p.m.

Dietary Prescription Request:

*Please be aware that a "Dietary Prescription Request" for student **with** disability must be completed and signed by the child's parent and physician. If the child does not have a physician signed "Dietary Prescription Request" the child will be offered the regularly planned menu. If the child has a DIET ORDER and requires a milk substitute or specially prepared foods the parents are required to provide the milk substitute and specially prepared foods with the container labeled with the child's name.*

*Please be aware that a "Dietary Prescription Request" for student **without** disability must be completed and signed by the child's parent and a recognized medical authority. If the child does not have a "Dietary Prescription Request" signed by a recognized medical authority, the child will be offered the regularly planned menu. If the child requires a milk substitute the parents are required to provide the milk substitute with the container labeled with the child's name. If the child also requires a DIET ORDER the parents are required to provide special foods with the container labeled with the child's name.*

If the child has several food allergies or requirements the parent may be required to pack their child's food for the day - breakfast, lunch, snacks, and beverages. TLC maintains the right to make the final decision based on the safety and well being of the child and medical requirements. If the risk to the child is too great, the parents **WILL** be required to provide special foods and beverages for their child.

Check-in/Check-out:

For the children's safety, all children must be accompanied by a parent or guardian at arrival and departure time. Special arrangements can be made for those walking to and from the summer recreation program. For the protection of your child, our staff is only authorized to release children to those people who are listed on the "Registration" form. Please be aware that anyone picking up your child may be asked to show identification. If there are any changes to be made on who can and cannot pick up your child, or, if you are going to pick up your child early, please give prior notice to the Program Coordinator.

Squaxin Island Transportation will be assisting in transportation to and from the Squaxin Child Care Development Center. There is 22 seats available for the youth. Each family will be responsible to communicate to the Day Care Staff and Summer Rec Staff their child will be using Squaxin Island Transportation. The bus will arrive at the Day Care at 8:10 a.m. and pick-up from the Gym at 3:15 p.m. Please keep in mind if we are scheduled to return at 3:30 p.m. Please refer to the Calendar for those dates.

Open Swim:

The Tu Ha' Buts Learning Center emphasizes the importance of water safety. The Squaxin Island Tribe is tied to the water in every way possible. During the Summer Rec Program we have scheduled for swimming twice weekly, Wednesday and Friday:

- Ages 5-8 from 10:30-12:00pm
- Ages 9-12 from 1:30-3:00pm
- Each child must have swimming suits or trunks to be able to use the facility.
- No longer will children be allowed to wear street gear/apparel (i.e. basketball shorts or t-shirts.)

Please remember to send your child with a towel, swim suit and extra clothes when needed.

Center-Based Sessions and Activities:

The 2016 Summer Recreation Program will provide a wide range of center-based sessions and activities for your child/children. Planned sessions/activities include:

Arts and Crafts -	Arts and crafts, both cultural and non-cultural, will be scheduled throughout the summer program.
Recreation -	Swimming, baseball, hiking are among the many healthy indoor and outdoor activities planned.
Speakers -	Various tribal members and/or other experts will be asked to speak to the children regarding culture, natural resources, or nutrition, among other topics.
Culture -	Traditional dance, song, or drumming could be taught.

Field Trips:

Several educational and fun field trips are planned for the 2016 Summer Recreation Program.

Examples could include: Tolmie State Park, Pacific Northwest Salmon Center, Pt. Defiance Zoo, Billy Frank Wildlife Refuge, Seattle Storm Kids Day, Potlatch State Park, Paradise Family Fun Zone, Tacoma Rainiers Game, First Salmon Ceremony, Regal Cinema and Tumwater Bowling Lanes. Please see the 2016 Summer Recreation Program calendar for more detailed information.

FIELD TRIPS ARE SUBJECT TO CHANGE. *If changes occur parents will be notified in advance.*

To help with children throughout the summer, sending your child with a backpack labeled with their name. It will make it easier for the youth to keep track of their items throughout the summer.

Lice Checks:

*In order to keep head lice from spreading throughout the Summer Rec. Program, head lice checks will be performed every week. If your child has been found to have any nits or live lice, he/she will be sent home to be properly treated. The child may return to the Summer Rec. Program after they have been properly treated for lice, have been re-checked by the program staff, and have been found to be clear of all nits and lice. For the protection of every child, the Summer Recreation Program has a **"NO NIT POLICY,"** this includes live and dead nits. Children absent on a lice check day will be checked by program staff upon return to the program.*

Illness:

If your child is sick, please do not send them to Summer Rec. If your child has a fever, active rash, nausea, diarrhea, sore throat, or stomach pain, is not well enough or too tired to follow the day's routine, please keep him/her at home. We also ask if any child with communicable illness or conditions not be sent to the Recreation Program. If a child displays symptoms of illness he/she will be isolated and kept comfortable while the parent is notified. If removal from the program is warranted, the parent will be notified and asked to pick up the child promptly. If the parent cannot be reached, emergency contacts will be called. We ask that any child with a communicable illness or condition not be sent to the recreation program, the above process will also be followed for such conditions.

Medication:

Our staff is not permitted to administer prescription or non-prescription medication to children. They may only witness while a child self-medicates, and only with the written authorization of the physician and parent. If your child takes medication regularly for a temporary condition the program must be provided with specific written instruction by the parent and physician so that staff can witness self-medication. All medications must be secured by the Program Coordinator, and will be made available to your child as designated in your written instructions.

Injuries:

All minor injuries will be treated by our staff, and parents will be notified at the time of pickup. If we feel that the child should receive medical treatment, we will notify you immediately.

In case of a serious injury or illness, the following procedures will be followed:

- *Call 911*
- *Administer First Aid/CPR as necessary*
- *Contact parent/guardian, or emergency contact if parent/guardian cannot be reached*
- *File an Accident/Medical Report*

Additional Information:

Families who are not a Squaxin Island Tribal member, Squaxin Island Tribal descendent, Tribal employee will need to make their payment over at the Tribal Center at the cashier prior to attending the Summer Rec Program.