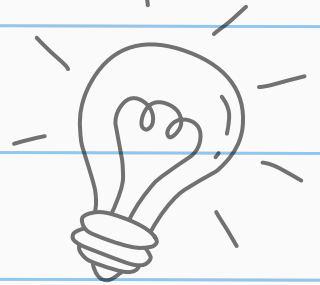
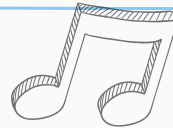
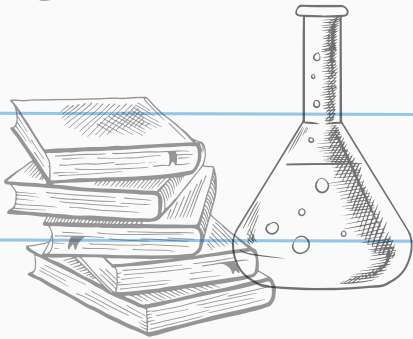
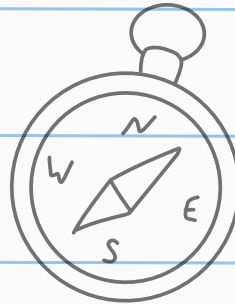
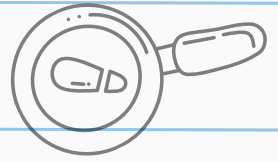
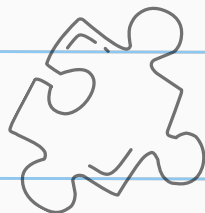
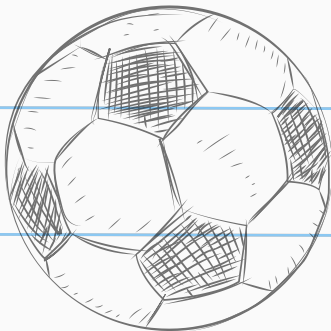




OUT OF SCHOOL TIME



Afterschool fun for grades K-6. Join us as we create engaging, fun, and inclusive afterschool adventures!



2023-24 School Year



703.746.5414
alexandriava.gov/Recreation



Join Us and Get Your Adventure On!

Meet friends, play, build, learn and grow through a variety of recreation, enrichment, and leisure activities. Afterschool fun includes creative and performing arts, music, history, sports, fitness, health, family events, and homework time. Participants will engage in theme-based activities and special events that will promote self-awareness and confidence, as well as self-expression and creativity, while having fun and making new friends in the Power-On afterschool program. Program meets 2:30-6 p.m. when ACPS schools are open, at locations across Alexandria.

Registration: Payment of \$792 is due at the time of registration and can be made by check, credit card or money order, payable to the City of Alexandria. Open to City of Alexandria residents only. Financial assistance and payment plans are available for qualified families. For more information, please contact the Registration & Reservation Office at **703.746.5414**.

Afterschool Program Dates: August 21, 2023 - June 14, 2024

Afterschool Operation Hours: School Dismissal through 6 p.m.

Power-Full Fun Days Hours: 9 a.m.-6 p.m.

Power-Full Fun Days Fee: Free for OSTP Registered Participants

Power-Full Fun Days operate at designated Recreation Centers on designated ACPS school closure days.

3 EASY WAYS TO REGISTER

Registration Dates: Pre-Registration for families who receive Federal Assistance will run from Monday, June 12 - Saturday, June 17. Registration will open to the general public on Wednesday, June 28 at 9 a.m. (online only). In-person and online registration will open on Thursday, June 29. In-person registration can be completed at any of the neighborhood recreation centers and OSTP locations listed below, during program operating hours.



Web

- Payment by credit card (Visa/MC) or eCheck
- alexandriava.gov/Recreation
- Call 703.746.5414 for assistance



In person (beginning June 29)

- Lee Center, 1108 Jefferson St. Mon. - Fri. 9 a.m.-7 p.m.
- Hosting location during program operating hours



Mail-In or Drop-Off

- Mail/Drop-off completed forms and documentation to:
Lee Center, 1108 Jefferson St.,
Alexandria, VA 22314.
- Checks payable to "City of Alexandria."
- Allow up to five (5) business days.

Items needed for registration:

- Completed/signed registration forms
- **New Registrants Only:**
 - Copy of child's "Proof of Identity" (birth certificate, passport or other official document) *for viewing purposes only*
 - 2 forms of proof of City residency (1 photo ID)

ADA Accommodations: The City is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, contact ADA Coordinator Jackie Person at 703.746.5423.

Power-On is not a licensed child care program but is based on local standards approved by Alexandria's City Attorney and available online at alexandriava.gov/Recreation.

Power-On Locations:

Charles Barrett Recreation Center	1115 Martha Custis Drive	703.746.5551
Charles Houston Recreation Center	901 Wythe Street	703.746.5552
Leonard "Chick" Armstrong Recreation Center	25 West Reed Avenue	703.746.5554
Mount Vernon Recreation Center	2701 Commonwealth Avenue	703.746.5556
Patrick Henry Recreation Center	4643 Taney Avenue	703.746.5557
William Ramsay Recreation Center	5650 Sanger Avenue	703.746.5558
Douglas MacArthur School	1101 Janneys Lane	703.403.9805
Ferdinand T. Day School	1701 N. Beaugard St.	703.350.6345
John Adams School	5651 Rayburn Avenue	703.258.5367



2023-24 SCHOOL YEAR REGISTRATION

August 21, 2023 - June 14, 2024

2023-24 SCHOOL YEAR PROGRAM	FEE
Resident	\$792
Free/Reduced	\$305
SNAP	\$255
TANF	\$149

Please select one location.

- John Adams Leonard Armstrong Charles Barrett
 Ferdinand T. Day Patrick Henry Charles Houston
 Douglas MacArthur William Ramsay Mount Vernon

PLEASE PRINT

Name of Participant _____ Birth Date _____ Age _____ Gender _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ School _____ Fall Grade Level (2023-24) _____

PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name _____ Work () _____ Cell () _____

Parent/Guardian Name _____ Work () _____ Cell () _____

Email address: _____

Parent/Guardian Work Location _____ Parent/Guardian Work Address _____

Parent/Guardian Work Location _____ Parent/Guardian Work Address _____

Emergency Contact #1* _____ Phone () _____ Cell () _____

Address _____ City _____ State _____ Zip _____

Emergency Contact #2* _____ Phone () _____ Cell () _____

Address _____ City _____ State _____ Zip _____

**Emergency Contacts must be someone other than the parent/guardian and available during program hours.*

My child will regularly arrive/leave the Center/Program by way of (Check box)

Walk (Participants in grade level 4 or above with written permission)

Parent Car Pool Other _____

Person(s), other than parent/guardian, authorized to pick up child:

Name _____ Phone () _____ Cell () _____

Address _____ City _____ State _____ Zip _____

Name _____ Phone () _____ Cell () _____

Address _____ City _____ State _____ Zip _____

If a parent/guardian, or other adult is NOT allowed to pick up the child, attach a copy of applicable paperwork such as custody papers.

----- Office Use Only -----

2023-24 S.Y. Fee: \$792 Credit Card Cash \$ _____ Check # _____ Money Order _____ ID _____ Staff _____

MEDICAL/SOCIAL INFORMATION

NAME OF PARTICIPANT _____

What is your child's swimming ability? ___ No swim experience ___ Beginner ___ Can swim length of pool

Does your child have medical conditions we need to be aware of, such as allergies or intolerance to foods, medications?
___ Yes ___ No if the answer is "yes", please explain/describe medical condition:

Please describe action to be taken in an emergency:

Has your child had any recent operations or any other pertinent medical information that might require special attention?
___ Yes ___ No if the answer is "yes", please explain:

List prescribed medications your child takes and what the medications are treatment for. NOTE: Recreation staff are NOT authorized to administer medication. This information may be needed in case of a medical emergency that requires treatment.

Medication your child takes:	Medication for treatment of:

Please list any social, cognitive or behavioral challenges for your child that you believe staff should be aware of:

Please list any accommodations needed:

The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, contact ADA Coordinator Jackie Person, at **703.746.5423** (VA Relay 711) or jackie.person@alexandriava.gov.

Name of Participant's Physician _____ Phone _____

Parent/Guardian Insurance Information:

Company _____ Policy # _____

Note: The City of Alexandria does not provide medical insurance for your child. In the event of illness or injury requiring treatment, hospitalization, and/or surgery, the family medical insurance must be used.

EMERGENCY TREATMENT STATEMENT & HOLD HARMLESS AGREEMENT

I give the Department of Recreation, Parks and Cultural Activities, Recreation Services Division, permission to acquire emergency treatment at my expense for the participant named above. In consideration of the City of Alexandria, Department of Recreation, Parks and Cultural Activities, conducting various programs, the undersigned realizing the risk of injury attendant to such programs, does hereby and forever discharge the City of Alexandria, Department of Recreation, Parks and Cultural Activities and its officers, agents and employees from any and all action, claims or liability resulting from or arising out of or based upon any bodily injury or property damage which may be sustained by the undersigned or the undersigned's child while participating in such programs.

SIGNATURE REQUIRED OF PARENT/GUARDIAN _____ Date _____

2023-24 SCHOOL YEAR RULES AND REQUIREMENTS



NAME OF PARTICIPANT _____

In order for your child to participate in the 2023-24 School Year Program, you must understand and comply with all of the following rules and requirements.

“Parent” also refers to legal guardian.

- Must be a current resident of the City of Alexandria. Parents must provide two forms of identification to verify address.
- Parent must complete a School Year Program registration packet providing all information requested on the forms and pay the registration fee.
- Prior to participation on a field trip or off site activity, the parent/guardian must fill out and sign a permission slip authorizing their child’s participation and pay the required fee.
- Power-On is not a licensed child care program but are based on local standards. Each location’s program is planned to be age appropriate and properly supervised. Local standards are available online at alexandriava.gov/Recreation.
- I give the Department of Recreation, Parks and Cultural Activities, Recreation Services Division, permission to acquire emergency treatment, at my expense, for my child.
- I give permission for my child to participate in activities, discussion groups and personal development activities led by professionals, vendors, contractors, etc. as part of the program.
- I consent to the City of Alexandria’s use of photographs, film or video which includes my child in activities sponsored by the Department of Recreation, Parks and Cultural Activities for use in marketing or promotional material.
- I understand that children are expected to respect center staff, program participants, equipment, supplies and facilities. Inappropriate behavior, abusive language, physical altercations, physical/verbal aggression, destruction of property, possession of weapons or other unlawful items and other serious offenses will not be tolerated and will require disciplinary action up to and including suspension from the program. Staff will make every effort to work with parents to assist youth with behavior issues affecting their participation in the program.
- Children can be picked up at any time during program hours, however, pick-up after 6 p.m. can result in your child’s/ children’s removal from the program. Children will only be released to those adults (18 years and older) who are designated and authorized on the registration form to pick up. Parents, Guardians, or Authorized Persons will be required to produce an official Photo ID upon pick up and should call the center/program from the entrance of the building when they arrive for pick up. Children must be signed out by a parent/guardian or authorized adult daily. Although children in grades 4 or above may be given written permission by a parent to leave the center/program on their own, it is preferred that children stay throughout the program. Once children sign out for the afternoon, they may not return that day and must leave property. Please be certain that your child understands your attendance expectations.

I have read, understand, and agree to abide by the above rules and requirements:

SIGNATURE OF PARENT/GUARDIAN _____ DATE SIGNED _____

PARTICIPANT NAME (please print) _____ DATE SIGNED _____

FINANCIAL ASSISTANCE APPLICATION

DEPARTMENT OF RECREATION, PARKS & CULTURAL ACTIVITIES, 1108 Jefferson Street, Alexandria, Virginia 22314

To be considered for assistance, you must complete the entire application form and return it, with supporting documentation, to the Department of Recreation, Parks and Cultural Activities. If the request is for a class or camp, return with completed registration forms to the Lee Center, Registration & Reservation Office, 1108 Jefferson St., Alexandria, VA 22314 or fax to 703.746.5585. Applicants must demonstrate need in order to receive assistance. If you have questions about this form, please call 703.746.5414 or visit our office.

**FORMS MUST BE RECEIVED AT LEAST 2 WEEKS PRIOR TO THE START OF THE PROGRAM.
INCOMPLETE FORMS WILL BE RETURNED.**

Participant's Name _____

Parent/Guardian's Name _____ Email _____

Address _____ Zip Code _____

Phone: (H) _____ (W) _____

Explain the reason for your request (attach additional sheet if necessary) _____

Program Cost: \$ _____ Program Name: _____

Do you qualify for free/reduced school meals? Yes No If yes, please attach documentation.
Do you receive SNAP? Yes No If yes, case number: _____ attach documentation
Do you receive TANF? Yes No If yes, case number: _____ attach documentation

Signature _____ Date _____

For Office Use Only

Approved Denied Amount of assistance: % _____ \$ _____ Amount required to pay \$ _____

Comments:

Signature of Supervisor _____ Date _____

Signature of Director/Designee _____ Date _____

2023-24 SCHOOL YEAR FEE: \$792/child

Please visit alexandriava.gov/Recreation to view a full version of *Out of School Time Program Local Standards*.

"Parent" also refers to legal guardian.

Age of Participants

Ages 5-12, entering grades K-6 in Fall 2023

Ratios

The ratio of staff to registered participants is as follows:

Grades K-1 (Ages 5-6) is 1:20

Grades 2-6 (Ages 7-12) is 1:25

Hours of Operation

School dismissal-6 p.m. are program hours and pick-up is required by 6 p.m. John Adams, Douglas MacArthur, and Ferdinand T. Day are closed on ACPS Professional Development Days, Teacher Work Days (TWD), and school holidays.

Payments and Refund Policy

Any unpaid balances on Department of Recreation, Parks and Cultural Activities (RPCA) accounts must be cleared in order for your family members to register in any other RPCA sponsored activities.

A request for refund must be made within 30 days of the day that your child begins attending the program. After 30 days, no refunds will be given and payment plan balances must be paid on schedule in order for your family members to participate in RPCA sponsored activities.

Sign In & End of Day Pick-Up

Children are signed in by RPCA staff daily, and a parent/guardian or authorized adult are required to sign children out daily. Parents should make arrangements to pick up children on time, by 6 p.m. Although youth in grades 4 or above may be given written permission by a parent to leave the center on their own, it is preferred that children stay throughout the program. Please inform the Program Supervisor and family members of all persons authorized to pick up your child. Parents, Guardians, or Authorized Persons will be required to produce an official Photo ID upon pick up and should call the center/program from the entrance of the building when they arrive for pick up.

Daily Cleaning

All surfaces and equipment are wiped down and disinfected throughout the program day and at the end of each program day. All sports equipment will be disinfected daily and in between group use.

Daily Hygiene

Everyone is required to wash their hands frequently with soap and water for at least 20 seconds. All staff and children are required to wash their hands and/or use hand sanitizer upon arrival to the program, when entering activity areas, before and after meals or snacks, after outdoor play, after going to the bathroom and prior to leaving for home.

Attendance & Updating Information

Parents are asked to notify the program supervisor if a participant is going to be absent or on vacation. Registered participants are expected to attend the program on a regular basis. Continuous lack of attendance may result in the child being classified as inactive. Once inactive, parents must request reinstatement in the program contingent on available space.

Parents must update their personal information when their address or telephone number changes. When information is not current, staff may be unable to contact a parent in case of emergency.

Proper Attire

Children are required to dress in appropriate clothing needed for recreation style activities for both indoor and outdoor active play. Tennis shoes or rubber-soled shoes are required (for your child's safety, bare feet or open-toed shoes are not permitted). Crocs, flip flops, slides and sandals are not permitted.

Illness & Injuries

Children who are running a fever, vomiting or complaining of pain or other symptoms will not be allowed to attend the program. If a child becomes ill during program hours, parent/guardian must make arrangements for the child to be picked up as soon as possible. An ill child will be separated from their group until a parent arrives. If a child is severely injured or ill (when more than simple first aid is needed), staff will attempt to contact a parent/guardian first or at least one person on the emergency contact list if a parent/guardian cannot be reached. If warranted, staff will call emergency services to attend to the injured/ill child. The City does not provide medical insurance for participants. In the event of an illness or injury requiring treatment, hospitalization, and/or surgery, the family's medical insurance must be used.

Medications

Staff are not permitted to administer medication. If your child needs medication during the time period that he/she attends the program, the parent must arrange with an administrator to bring the medication for their child. If the child is required to have medication with them in case of emergencies (i.e., inhalers, epi-pen), the child may have it at the recreation program. Medication must be labeled and in its original packaging. No expired medication will be accepted. The medication will be stored in a clear Ziploc bag and labeled with the child's name. The medication will accompany the Medication Authorization Form and Medication Log. All medications will be secured in a red Medical Bag and accessible by any staff member in an emergency.

Special Activities

Occasionally, the program will host activities with other agencies and organizations in a special program or activity for the registered participants. In this situation, a permission slip may be required. If a signed permission slip is not returned, the participant is not eligible to participate in the special activity.

Discipline

Discipline shall be constructive in nature to include using limits that are fair, consistent and appropriate; to provide reasons for limits; and to use positive word directions. No child will be forced to assume an uncomfortable position; be restricted in movement; be enclosed in a confined space; or be assigned exercise.

In the best interest of the program and its participants, staff members reserve the right to enforce restrictive actions on a participant who is causing a disturbance in the program. Restrictive action may include meetings with parents, temporary exclusion from activities, or suspension from current and/or subsequent programs. In severe cases, there may be cause to suspend privileges. For a suspension period of more than three days, the parent will receive notification by the Deputy Director of Recreation Services regarding the status of their child in all city recreation programs.

Failure to abide by prescribed restriction on the part of the participant will result in progressive restrictions up to and including suspension of all recreation privileges.

Field Trips

Field trips are typically scheduled during program hours. Transportation will be provided by Alexandria City Public School buses or City vehicles to and from field trip locations. Participants who do not have a signed permission slip or have not paid the fee by the required date will not be allowed to attend the trip.

Financial Assistance Procedures

To be considered for assistance, the Financial Assistance Application form must be completed and returned, with supporting documentation and a completed registration form, to your chosen location or the Lee Center, Registration & Reservation Office, 1108 Jefferson St, Alexandria, VA 22314.

Applicants must submit official free/reduced school meals letter, SNAP documentation, or TANF documentation. Staff will confirm the payment amount with the applicant based on the documentation provided as referenced above.

Any request for fee assistance without the stated documentation or at a level above and beyond the established discount must include an explanation and be approved at the Division Chief level. This process takes additional time and registration in the program will be delayed until approval has been secured.

For more information, please call **703.746.5414**.

2023-24 SCHOOL YEAR PROGRAM	FEE
Resident	\$792
Free/Reduced	\$305
SNAP	\$255
TANF	\$149

Fee-Based Programs

In the event that the host location offers an opportunity for participation in a fee-based class or other enrichment program, all fees must be paid prior to attendance in such programs.

Snacks/Meals

A healthy meal is provided daily to the participants attending the Power-On program at qualified sites. All food meets the USDA recommended guidelines. A menu is available to all participants and posted at the center/program for parents to see. Participants with food allergies must notify staff and may need to make arrangements to bring a meal on days when they cannot eat the meal provided. At no time will children be forced to eat a meal. Children will not be permitted to access the vending machine at Power-On locations, without a parent/guardian present.

Toys, Games, Cell Phones & Personal Belongings

Children are not permitted to bring the following items to the program:

- Personal items of value
- Video Games
- Medication of any kind (unless accompanied by Authorization/Permission for Administration of Medication)
- Collectibles that could become lost, broken, or stolen
- Cell phones, if brought to program, must be kept in the participant's backpack and only used with staff permission; parents should call the center to speak with their child. Staff are not responsible for lost, stolen, or damaged items.

Suspected Child Abuse

Unusual marks or bruises that appear on a child's body, inappropriate behavior and/or evidence of any type of abuse or neglect will be noted in an incident report and will be reported to the Program Supervisor. The RPCA Staff will report this information to the Department of Community and Human Services Division and provide all information needed to enable a social worker to investigate the matter.

