



City of Fridley Parks and Recreation

ROCKS Parent Handbook: Summer 2023

1. Site Information

Dates

The ROCKS program begins Tuesday, June 13 and ends Friday, August 18. The program operates Monday - Friday. (Excluding July 3 – 7)

Program Location #1

Fridley Middle School
6100 West Moore Lake Dr.
Fridley, MN 55432

Program Location #2

Commons Park
555 61st Ave. NE
Fridley, MN 55432

Mailing Address

City of Fridley Parks and Recreation Department
7071 University Avenue NE
Fridley, MN 55432

Contacts

Fridley Recreation	Main Line	763-572-3570	Recreation@FridleyMN.gov
Program Specialist	Skyler Ruetz	763-572-3576	Skyler.Ruetz@FridleyMN.gov
Program Coordinator	Jessica Nelson-Roehl	763-572-3535	Jessica.NelsonRoehl@FridleyMN.gov
Program Coordinator	Brice Richter	763-572-3539	Brice.Richter@FridleyMN.gov
Recreation Manager	Margo Numedahl	763-572-3574	Margo.Numedahl@FridleyMN.gov

Hours of Operation

The ROCKS program will be open from 7:30 a.m. – 5:00 p.m. (Recreation Office Hours: 8:00 a.m. – 4:30 p.m.)

2. Registration, Payment, Fees and Refunds

Program Cost

ROCKS registration is \$195 per week. You may enroll in as little as 1 week or all 9 weeks. If you are enrolling for more than one week and would like to use the payment plan option, you will need to pay for one week of ROCKS up front, then each additional week will be due two weeks in advance on Monday. See payment plan schedule below:

Payment Plan Schedule

Week #	Dates	Fee	Due	Week #	Dates	Fee	Due
Week 1	Jun 13 - Jun 16	\$156	At Registration	Week 5	Jul 17 - Jul 21	\$195	Jul 3
Week 2	Jun 19 - Jun 23	\$195	Jun 5	Week 6	Jul 24 - Jul 28	\$195	Jul 10
Week 3	Jun 26 – Jun 30	\$195	Jun 12	Week 7	Jul 31 - Aug 4	\$195	Jul 17
ROCKS will be closed July 3 - 7.				Week 8	Aug 7 - Aug 11	\$195	Jul 24
Week 4	Jul 10 - Jul 14	\$195	Jun 26	Week 9	Aug 14 - Aug 18	\$195	Jul 31

Payment Options

If you would like to pay with cash or check, you will need to pay in full at time of registration.

Payment Plan Guidelines:

1. The first week that your child(ren) will attend must be paid at the time of registration.
2. Payments will be made automatically by credit card for the remaining registered weeks. Credit cards will be charged on the Monday two weeks preceding the week of service.
3. If payments are not received by the due date your child could be withdrawn from the program.

Refunds & Cancellation: Cancellations must be made by two weeks prior to your scheduled week to receive a refund.

Fees

Early Arrivals & Late Pick-ups: It is expected that you will not drop your child off at ROCKS prior to 7:30 a.m. and that your child will be picked up by 5:00 p.m. A fee of \$5 for every 5 minutes your child is at the building outside of the advertised time will be charged at the time of pick-up.

3. Daily Guidelines

Arrival/Early

Program guidelines require a staff member to be present when signing your child in and out. If your child is arriving later than 8:30 a.m. or leaving before 4:30 p.m., please locate and sign in/out with a staff person.

Authorized Release/Emergency Contacts

The ROCKS program staff will not release children to anyone who is not listed on the Authorized release form. To add or delete those authorized to pick-up your child, complete a "change of release form" (no changes via phone are allowed).

Transportation

Parents are responsible for transporting children to the site in the morning and picking up in the afternoon. During Wednesday trips, transportation will be provided to and from the trip destination by bus. Recreation staff will supervise children as they walk from the Fridley Middle School to Commons Park.

Breakfast, Lunch & Snacks

Parents will need to provide two snacks each day (refrigeration is not available). Fridley Schools Nutritional Services provides FREE breakfast and lunch as part of the summer meal program. Please include any allergies your child has when registering. You can also update your household information anytime using our online registration system.

Personal Belongings

Please use discretion in the value of items that you bring to the program. We recommend that all items be labeled with your child's name. The ROCKS program is not responsible for the loss or damage of personal belongings. Trading cards, electronics and other toys that cause distraction from organized activities should remain at home.

Cell Phones

We recommend that cell phones stay at home, if your child brings a phone it will be stowed away and only made available during approved breaks.

Proper Clothing

Children should be adequately dressed for indoor and outdoor activities during the time they are at ROCKS. Children will be going outside everyday (except during inclement weather) and should bring sunscreen. This is an active program; therefore, children must wear tennis shoes or sandals that strap on, flip flops are not allowed.

Communication

Please check the table each day when dropping off your child(ren). We will have weekly newsletters, reminders, and schedules at the check-in table each day.

Open Swim

We will attend open swim at Fridley Middle School once per week. Please check your weekly ROCKS update for details and send a swimsuit and towel with your child on the scheduled dates.

Wednesdays Special Events & Field Trips

Each week we will have a new and different activity or field trip on Wednesdays. Activities and trips are subject to change.

Wk	Date	Event/Field Trip	Wk	Date	Event/Field Trip
1	Jun 14	No trip/event	5	Jul 19	MN Zoo
2	Jun 21	Outdoor Adventure School	6	Jul 26	Jolly Pops Concert
3	Jun 28	Stages Theatre & Playground	7	Aug 2	Bunker Beach Water Park
ROCKS will be closed July 3 - 7.			8	Aug 9	Nickel Jamboree
4	Jul 12	Wet & Wild Water Party	9	Aug 16	Anoka Aquatic Center

4. Illness/Medical Emergencies

Absence

If a child will be absent from the program for any reason, please notify us by calling or texting the On-site Coordinator. No refunds will be given if your child misses the program due to illness.

Illness

A child should not attend if they display any of the following symptoms:

- Fever of 100 degrees
- Vomiting
- Severe Cold
- Diarrhea
- Undiagnosed rash
- Untreated eye infection
- Head lice or nits

A child must be free from symptoms and/or on medication for **24 hours prior** to returning to the program. The child should not attend if they is in the communicable stages of an illness or is unable to participate in regular activities. For the safety and well-being of participants and staff, parents/participants must notify the Recreation Office at 763-572-3570 of the situation at the time of diagnosis. Participants will be notified (subject's name will not be disclosed) of the situation so that appropriate precautions may be taken.

Symptoms relating to COVID-19

Our programs follow the current CDC and Minnesota Department of Health guidelines. Parents/ Guardians will be required to agree to COVID-19 Specific Park and Recreation Activity Waiver at the time of registration. The current guidelines will be emailed to participants with the Welcome information and can also be found here

www.health.state.mn.us/diseases/coronavirus/schools

If a child displays any symptoms of illness:

1. A parent/guardian will be notified. If the parent cannot be reached, the emergency contacts listed on the emergency form will be called.

Until the parent/guardian arrives:

- A. The child will be kept as comfortable as possible.
 - B. The child will be separated from the other children, but within sight and hearing of the program staff.
2. If neither a parent nor the emergency contacts can be reached, or if a parent is delayed in picking up the child:
 - A. Staff will continue to assess the child's condition.
 - B. If the staff feels the child's condition warrants medical attention, the child's source of health care will be notified or 911 will be called. The ROCKS Program staff are not allowed to transport children.

Emergencies

The ROCKS program staff will take whatever emergency measures are judged necessary for the care and protection of your child while they are under their supervision. In case of a medical emergency, 911 will be called. In some medical situations, the ROCKS staff will need to contact emergency medical services before the parent, the child's physician, and/or other adults acting on the parents' behalf, is notified. Any expenses incurred will be the responsibility of the child's family.

Medication

If your child requires daily or emergency medication, you may send it with them. The ROCKS staff will remind children to take medication during the ROCKS program only if a current medication form is on file with the program. Forms are available from the On-site Coordinator. Medication must be sent in an original labeled bottle. Your pharmacist may divide the prescription if you wish. All medication must be given to the On-site Coordinator upon arrival.

5. Social Contract/Discipline Procedures

Staff Responsibilities

1. Provide a positive, safe, and caring environment for all participants.
2. Provide an educational and recreational environment conducive to the physical, intellectual, emotional, and social development of each child.
3. Communicate regularly with the parent/guardian concerning the child.

Parent/Guardian Responsibilities

1. Escort child to the ROCKS program area and sign child in and out.
2. Drop off child no earlier than 7:30 a.m. and pick up child no later than 5:00 p.m. A fee of \$5 per child will be charged for every 5 minutes the child is picked up late or dropped off early.
3. Notify the staff and/or the Recreation Office of absences and family situations that may affect the child's experience at ROCKS.
4. Notify the On-site Coordinator, in writing, of any changes of personal information (address, phone, etc.).
5. Timely payments for registered weeks of enrollment.
6. Know the contents of the Parent Handbook and abide by the policies of the ROCKS program.

Child's Responsibilities

1. Follow the Fridley Recreation Code of Conduct
 - a. Show respect to all participants and program staff.
 - b. Take direction from program staff/supervisors.
 - c. Refrain from using verbal threats, disrespectful language, bullying, bullying-like behavior or other harassing behavior.
 - d. Refrain from any form of aggression, including lack of self-control with anger, blatant disrespect, or absolute refusal of staff person in charge, or causing bodily harm to self, other participants, or program staff/supervisors.
 - e. Refrain from damaging equipment, supplies, and facilities.
2. Put belongings away neatly in the designated spaces when entering the program area.
3. Always show respect for other people and keep hands to oneself.
4. Always show respect for others' property.
5. Be polite in words and actions – no put-downs or foul language.
6. Participate in planned activities.
7. Remain with the group at all times under the supervision of Parks and Recreation staff.
8. Pick up area before moving to another activity.
9. Use equipment safely.
10. Walk quietly and orderly in the halls. Run only when it is part of an activity or safely outside.

Behavior Plan- The goal of discipline and guidance techniques in our program is to help children develop safe and appropriate ways of interacting with others and the environment. With this goal in mind, we need to know that the parent and child understand that inappropriate behavior will not be tolerated. The program staff will use the following steps to address inappropriate behavior.

Step 1: Redirection to correct the behavior and explanation of why it is not acceptable.

Step 2: If behavior continues, staff will issue a natural and logical consequence (loss of privileges, time-out, apologies, etc.). Following the consequence staff will speak to the child and decide what actions should be taken to correct the behavior. A written report will be filled out. Copies will be shown to the parent and kept on file.

Step 3: If corrective techniques are unsuccessful, parent will be called for a conference concerning the child's behavior.

Step 4: If corrective techniques are still unsuccessful, you will be asked to withdraw your child from the program.

A behavioral situation may occur where a parent may need to pick up their child from the program. If it appears a child may hurt themselves or others, the Recreation staff may restrain the child. The program reserves the right to suspend a child from the program without warning if that child poses physical or emotional harm to other participants or themselves.

Immediate removal from program activity is warranted if the participant physically attempts to cause injury to himself or others, or leaves the designated program area with the intent to run away or hide from staff.