



Raleigh Parks, Recreation and Cultural Resources Department

# 2017-2018 School Based Programs

Registration Begins March 13, 2017

## AFFORDABLE, QUALITY RECREATION PROGRAMS

Before School X-Press | After School X-Press  
Track Out X-Press | Teacher Workday Programs



Recreation Business Office  
2401 Wade Ave Raleigh,  
NC 27607  
919-996-4800

[parks.raleighnc.gov](http://parks.raleighnc.gov)



**RALEIGH** Parks,  
Recreation and  
Cultural Resources  
[parks.raleighnc.gov](http://parks.raleighnc.gov)

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# Key Information for Participants and Families

- The After School X-Press Program includes scheduled early release days.
- Inclement weather policies for all programs are located in School Based Programs policies section.
- Year round school students can attend the Before and After School Programs only when their track is in school. For information about the Track Out X-Press program when your child is tracked out, see page 8.
- Before and After School X-Press Programs do not cover holidays and teacher workdays. The Raleigh Parks, Recreation and Cultural Resources Department's Youth Escape School (Y.E.S.) Program is offered on select teacher workdays. Dates are listed on page 10.
- Track Out participants are required to bring two snacks, a lunch and drinks each day.
- After School participants should be provided a snack each day.



# Welcome

## to the School Based Programs of the Raleigh Parks, Recreation and Cultural Resources Department!

The Parks, Recreation and Cultural Resources Department is tentatively scheduled to provide before school and after school programs for the following Wake County schools during the 2017-2018 school year. This list is subject to change at any time based on program registration and transportation availability.



School Name	Before School Location	After School Location	Onsite or Transported
Barwell Road Elementary	Barwell Road Community Center	Barwell Road Community Center	Onsite
Brier Creek Elementary	Brier Creek Community Center	Brier Creek Community Center	Onsite
East Garner Elementary	N/A	Barwell Road Community Center	Transported
East Garner Middle	N/A	Barwell Road Community Center	Transported
Harris Creek Elementary	Harris Creek Elementary	Harris Creek Elementary	Onsite
Pleasant Grove Elementary	Pleasant Grove Elementary	Pleasant Grove Elementary	Onsite
Riverbend Elementary	Riverbend Elementary	Riverbend Elementary	Onsite
Sycamore Creek Elementary	Sycamore Creek Elementary	Sycamore Creek Elementary	Onsite
Wilburn Elementary	Marsh Creek Community Center	Marsh Creek Community Center	Transported

# Before School Program

## Before School X-Press

The before school program is a great way for your child to start the day! The morning is structured to allow for various arrival times. Activities include board games, crafts, playground time, gym games and more.

Members of the program staff have completed training in areas such as first aid, behavior management and age-appropriate activity planning. This enables them to ensure that children have a safe environment in which to play and learn.

### Program Dates

Monday, July 10, 2017 - Friday, June 29, 2018

### Hours

Program opens at 7 a.m.

## Grades K - 5

### Cost

- City resident: \$740 per participant
- Nonresident: \$920 per participant

### Locations

- Barwell Road Community Center
- Brier Creek Community Center
- Harris Creek Elementary School
- Marsh Creek Community Center
- River Bend Elementary School
- Pleasant Grove Elementary School
- Sycamore Creek Elementary School

To determine the program location your child should attend, please review the School Based Programs Selection Guide on page 5. See page 27 for map and phone numbers of all locations.



# After School Program

## After School X-Press *Grades K - 8*

The After School X-Press Program is offered at local community centers and select elementary schools. This recreation-based program gives your child a chance to explore interests in many areas, including arts and crafts, sports and fitness, nature, music and food experiences. Participants also will have time to work on homework.

Members of the program staff have completed training in areas such as first aid, behavior management and age-appropriate activity planning. This enables them to ensure that children have a safe environment in which to play and learn.

### Program Dates

Monday, July 10, 2017 - Friday, June 29, 2018

### Hours

Programs close at 6:30 p.m.

### Cost

- City resident: \$1,510 per year
- Nonresident: \$1,690 per year

### Locations

- Barwell Road Community Center
- Brier Creek Community Center
- Harris Creek Elementary
- River Bend Elementary
- Marsh Creek Community Center
- Sycamore Creek Elementary
- Pleasant Grove Elementary School

### Transportation

Parks, Recreation and Cultural Resources reserves the right to change a participant's after school location based on transportation needs. Transportation may not be available in some circumstances.



# Year Round School Programs

## Track Out X-Press *Grades K - 8*

Track Out X-Press strives to provide high quality activities and new learning opportunities at a reasonable cost for children who are tracked out of year-round or modified schools. Members of the program staff complete training in areas such as first-aid, behavior management and age-appropriate activity planning. This enables them to provide a safe environment in which children can play and learn.

The program provides a stimulating atmosphere through organized activities such as recreational games and sports, field trips and arts and crafts, as well as many learning opportunities through food experiences, science and nature activities and computer technology. Participants will receive a program T-shirt that should be worn on all field trips other than swimming pools. Participants will not have the opportunity to spend personal money from home on field trips.

### Hours

7 a.m. - 6:30 p.m.

### Locations

- Barwell Road Community Center (Track 4 only)
- Brier Creek Community Center
- Lake Lynn Community Center
- Marsh Creek Community Center

### Cost

#### All four breaks

- City resident: \$1,620
- Nonresident: \$1,800

#### Weekly

- City resident: \$160 per week
- Nonresident: \$175 per week

Fees for all Track Out weeks must be paid in full when registering after March 1, 2018.

### Track Out Weekly Registration

Track Out weekly registration information and dates are on page 15.

### Scheduling Information

#### The Track Out program will not operate on:

- Monday, July 3 - Friday, July 7, 2017
- Monday, September 4, 2017
- Friday, November 10, 2017
- Wednesday, November 22 - Friday, November 24, 2017
- Friday, December 22, 2017 - Monday, January 1, 2018
- Monday, January 15, 2018
- Friday, March 30, 2018
- Monday, May 28, 2018

## Friendly Track Out *Grades K – 8, Track 4 Only*

Friendly Track Out is designed to meet the needs of students with developmental disabilities who attend school on Track 4. Each week features structured recreation, leisure and social activities specifically for these students, in addition to field trips and inclusive activities with participants in the Track Out X-Press program.

Participants must be able to participate successfully within a 1:3 ratio of staff to participants. Some personal care assistance is provided for dressing, toileting and hygiene. Students who require more assistance or supervision may attend with a personal assistant. (Additional paperwork is required at least two weeks in advance.)

Friendly Track Out is available for Breaks 2-4. Camp Friendly is available to year-round students during the summer Track Out period (Break 1: July 10-28, 2017). See the Summer Camp brochure for information about Camp Friendly.

### Program Dates

- Fall: Monday, October 2 – Friday, October 20, 2017
- Winter: Tuesday, January 2 – Friday, January 19, 2018.  
(No program Monday, January 15, 2018.)
- Spring: Monday, March 26 – Wednesday, April 18, 2018  
(No session on Friday, March 30, 2018.)

### Hours

7 a.m. – 6:30 p.m.

### Locations

- Lake Lynn Community Center
- Marsh Creek Community Center

### Cost

- \$160.00 per week
- Nonresident fees do not apply to this program.

### Registration

Registration for all participants is required at least 2 weeks in advance to ensure program availability.

Additional information will be necessary for each participant upon registration. For more information, please call **919-996-2147**.

# School's Out Programs

## Y.E.S. Days *Grades K - 6*

Need something for your child to do on teacher workdays or school holidays? Enroll in the Youth Escape School (Y.E.S.) program! This wonderful recreational opportunity provides a safe alternative for school-age children while parents work.

Participants interact with their peers and counselors in fun-filled activities such as sports, arts and crafts, games, movies and a variety of other exciting events. Field trips may require additional fees.

Each participant must bring lunch, two snacks, and drinks.

### Program Dates

- Thursday, September 21, 2017
- Tuesday, October 31, 2017
- Wednesday, November 22, 2017
- Friday, December 22, 2017
- Thursday, December 28, 2017
- Friday, December 29, 2017
- Monday, January 22, 2018
- Monday, February 19, 2018
- Thursday, March 29, 2018
- Monday, April 2, 2018
- Tuesday, April 3, 2018
- Wednesday, April 4, 2018
- Thursday, April 5, 2018
- Friday, April 6, 2018

### Hours

7:30 a.m. - 6 p.m.

### Locations

- Abbotts Creek Community Center
- Barwell Road Community Center
- Green Road Community Center
- Jaycee Community Center
- Lake Lynn Community Center
- Laurel Hills Community Center
- Peach Road Community Center

### Cost

- City resident: \$30 per day
- Nonresident: \$45 per day

### Location Changes, Refunds

If minimum registration requirements are not met for a specific date at a location, parents/guardians will be notified at least five days in advance and given the option to change locations or receive a full refund for that date.

## Weather-Bound Program *Grades K – 6*

Bring your children to the Weather-Bound Program for a day of structured play when Wake County Public Schools are closed due to inclement weather.

Activities may include sports, crafts, games, computer games, movies and outdoor play. Children should bring a lunch, two snacks, drinks and a change of clothes each day.

### Hours

8 a.m. – 5 p.m.

### Preregistration

Preregistration is recommended. Space is limited. Please contact program location for availability and to register.

### Locations

- Abbotts Creek Community Center
- John Chavis Community Center
- Green Road Community Center
- Jaycee Community Center

Information for all locations appears on page 27.

### Cost

- City resident: \$30 a day
- Nonresident: \$45 a day



# Registration Information

## General information

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This booklet contains information needed for registration. Please read the following instructions before completing the registration form.

- Completed registration forms, payments and initial deposits must be received by the Recreation Business Office at least **one week** prior to the start of the each program. Program start dates may vary. Please contact the Recreation Business Office at 919-996-4800 to verify registration deadline and space availability.
- Any changes must be submitted in writing to [rbo.registration@raleighnc.gov](mailto:rbo.registration@raleighnc.gov) or Recreation Business Office 2401 Wade Ave, Raleigh NC 27607 and may delay processing of your registration.

## Online Registration

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**Online registration will begin March 13, 2017 and end on June 30, 2017**

Online registration will be available at [reclink.raleighnc.gov](http://reclink.raleighnc.gov). Your family login and pin will be needed to access your online account.

\*\*\*If you are existing, you already have a LOGIN ID/PIN\*\*\*

To register online, you must set up a family account in advance:

1. Go to **[reclink.raleighnc.gov](http://reclink.raleighnc.gov)**
2. Click "Login" in the upper right corner. (Note: If you don't know your login information and are an existing client, click "Forgot Login Id and/or PIN").

3. Click "Create a New Account" if you are a new customer. Your login and pin will be emailed to you.
4. Browse and select your school based programs.
5. Complete all registration information.
6. Submit the payment information for your initial deposit (AMEX, MasterCard, or VISA). Note that this payment information will not remain on file.
7. Review your receipt for accuracy

For help, please call RecLink Support at **919-996-2153**.

## Walk In Registration

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**Walk-in registration will begin March 20, 2017.** Program availability may be limited

Registration forms will be available online, at the Recreation Business Office or at any community center beginning March 20, 2017. All walk-in registration will be processed only at the Recreation Business Office located at 2401 Wade Ave, Raleigh, NC 27607. Note: Families

may choose a payment plan option but the initial deposit is due at the time of registration.

### Drop-off address:

Recreation Business Office  
2401 Wade Ave  
Raleigh, NC 27607

## Payment and Payment Options

**A \$5.00 deposit per program (barcode) per participant is due at the time of registration.** If the payment is not remitted your registration will not be processed.

**Parks, Recreation and Cultural Resources is unable to process automatic payments on your behalf.** It is your responsibility to make your payments each month.

Check or money order (payable to the City of Raleigh), credit card, (AMEX, VISA

or MasterCard) or cash (walk-in only) are acceptable forms of payment.

Payments may be mailed or dropped off with registration forms (Do not mail or drop off cash)

You may also make payments online at [reclink.raleighnc.gov](https://reclink.raleighnc.gov). You can access an existing online account with your family login and pin.

Some participants may be eligible for financial assistance. For information about eligibility requirements and additional form that you will need to complete, please call **919-996-4839**.

## Registration after Programming Starts

To register after programming starts, submit a completed registration form, deposit per participant or full payment to the Recreation Business Office at least one week prior to the

date you want to begin participating in the program. Call the Recreation Business Office at **919-996-4800** to verify availability.

## Changes to Registration and Withdrawals

All requests for withdrawal, transfers or revisions must be received in writing at least 14 days prior in advance of the program. Requests should be submitted to [rbo.registration@raleighnc.gov](mailto:rbo.registration@raleighnc.gov) or faxed to **919-996-1741**.

When you withdraw, your space will be released. Those on the waiting list will have the option

to register for this space. Withdrawing and re-enrolling does not guarantee availability. If no space is available, your registration will be placed on the waiting list. If you withdraw or are withdrawn due to non-payment and wish to register again, you will be required to pay the \$25.00 reinstatement fee per participant.

## Questions?

For information about school based programs, contact Youth Programs at **919-996-6165** or email [youth.programs@raleighnc.gov](mailto:youth.programs@raleighnc.gov)

For information related to registration call the Recreation Business Office at **919-996-4800** or email [rbo.registration@raleighnc.gov](mailto:rbo.registration@raleighnc.gov)

## School Based Programs Program Selection Guide

This guide will provide you barcode numbers you will need to register your child(ren) online for School Based Programs via ReLink. For questions or more information before you register online call the Recreation Business Office at **919-996-4800**.

I need to register my child(ren) for the following programs:

- Before School (Go To Section 1)
- After School (Go To Section 1)
- Track Out (Go To Section 2)
- Friendly Track Out (Go To Section 3)
- Y.E.S Days (Go To Section 4)

### Section 1–Before School and After School

Find your child’s school below and locate the barcode numbers you will need to register online

#### Barwell Road Elementary School–Continuous Improvement Calendar/Track 4 modified

**Program Location–Barwell Road Community Center**

- Before School–Barcode Code #204598
- After School–Barcode Code #205846

#### Brier Creek Elementary School–Year Round Calendar

**Program Location–Brier Creek Community Center**

Before School

- Track 1–Barcode Code #204599
- Track 2–Barcode Code #204600
- Track 3–Barcode Code #204601
- Track 4–Barcode Code #204602

After School

- Track 1–Barcode Code #205830
- Track 2–Barcode Code #205834
- Track 3–Barcode Code #205835
- Track 4–Barcode Code #205836

#### East Garner Elementary School–Traditional Calendar

**Program Location–Barwell Road Community Center**

- After School–Barcode Code #205845

#### East Garner Middle School–Traditional Calendar

**Program Location–Barwell Road Community Center**

- After School–Barcode Code #205845

### Harris Creek Elementary School–Year Round Calendar

#### Program Location–Harris Creek Elementary School

##### Before School

- |   |   |
|---|---|
| <input type="checkbox"/> Track 1–Barcode Code #204590 | <input type="checkbox"/> Track 3–Barcode Code #204592 |
| <input type="checkbox"/> Track 2–Barcode Code #204591 | <input type="checkbox"/> Track 4–Barcode Code #204593 |

##### After School

- |   |   |
|---|---|
| <input type="checkbox"/> Track 1–Barcode Code #205831 | <input type="checkbox"/> Track 3–Barcode Code #205832 |
| <input type="checkbox"/> Track 2–Barcode Code #205838 | <input type="checkbox"/> Track 4–Barcode Code #205837 |

### Pleasant Grove Elementary School–Traditional Calendar

#### Program Location–Pleasant Grove Elementary School

- |   |  |
|---|--|
| <input type="checkbox"/> Before School–Barcode Code #204604 | <input type="checkbox"/> After School–Barcode Code #205833 |
|---|--|

### River Bend Elementary School–Traditional Calendar

#### Program Location–River Bend Elementary School

- |   |  |
|---|--|
| <input type="checkbox"/> Before School–Barcode Code #204594 | <input type="checkbox"/> After School–Barcode Code #205827 |
|---|--|

### Sycamore Creek Elementary School–Year Round Calendar

#### Program Location–Sycamore Creek Elementary School

##### Before School

- |   |   |
|---|---|
| <input type="checkbox"/> Track 1–Barcode Code #204605 | <input type="checkbox"/> Track 3–Barcode Code #204607 |
| <input type="checkbox"/> Track 2–Barcode Code #204606 | <input type="checkbox"/> Track 4–Barcode Code #204608 |

##### After School

- |   |   |
|---|---|
| <input type="checkbox"/> Track 1–Barcode Code #205840 | <input type="checkbox"/> Track 3–Barcode Code #205842 |
| <input type="checkbox"/> Track 2–Barcode Code #205841 | <input type="checkbox"/> Track 4–Barcode Code #205844 |

### Wilburn Elementary School–Track 4 only

#### Program Location–Marsh Creek Community Center

- |   |  |
|---|--|
| <input type="checkbox"/> Before School–Barcode Code #204603 | <input type="checkbox"/> After School–Barcode Code #205843 |
|---|--|

***Your school is not listed above?*** Transportation must be provided by the parent/guardian. Call the Registration Business Office at **919-996-4800** for more information.

**Continue to Section 2 for Track Out**

## Section 2–Track Out

Find your preferred Track Out location below and Locate the Barcode Numbers you will need to register online

### Track Out X-Press

Barwell Road Community Center	Brier Creek Community Center	Lake Lynn Community Center	Marsh Creek Community Center
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#### Track 1

##### I want to attend every week

n/a	<input type="checkbox"/> Barcode #205847	<input type="checkbox"/> Barcode #205861	<input type="checkbox"/> Barcode #205875
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##### I only want to attend certain weeks

n/a	<input type="checkbox"/> 9/11-9/15/17 Barcode #205848 <input type="checkbox"/> 9/18-9/22/17 Barcode #205849 <input type="checkbox"/> 9/25-9/29/17 Barcode #205850 <input type="checkbox"/> 12/4-12/8/17 Barcode #205851 <input type="checkbox"/> 12/11-12/15/17 Barcode #205852 <input type="checkbox"/> 12/18-12/21/17 Barcode #205853 <input type="checkbox"/> 3/5-3/9/18 Barcode #205854 <input type="checkbox"/> 3/12-3/16/18 Barcode #205855 <input type="checkbox"/> 3/19-3/23/18 Barcode #205856 <input type="checkbox"/> 6/8/18 Barcode #205857 <input type="checkbox"/> 6/11-6/15/18 Barcode #205858 <input type="checkbox"/> 6/18-6/22/18 Barcode #205859 <input type="checkbox"/> 6/25-6/29/18 Barcode #205860	<input type="checkbox"/> 9/11-9/15/17 Barcode #205862 <input type="checkbox"/> 9/18-9/22/17 Barcode #205863 <input type="checkbox"/> 9/25-9/29/17 Barcode #205864 <input type="checkbox"/> 12/4-12/8/17 Barcode #205865 <input type="checkbox"/> 12/11-12/15/17 Barcode #205866 <input type="checkbox"/> 12/18-12/21/17 Barcode #205867 <input type="checkbox"/> 3/5-3/9/18 Barcode #205868 <input type="checkbox"/> 3/12-3/16/18 Barcode #205869 <input type="checkbox"/> 3/19-3/23/18 Barcode #205870 <input type="checkbox"/> 6/8/18 Barcode #205871 <input type="checkbox"/> 6/11-6/15/18 Barcode #205872 <input type="checkbox"/> 6/18-6/22/18 Barcode #205873 <input type="checkbox"/> 6/25-6/29/18 Barcode #205874	<input type="checkbox"/> 9/11-9/15/17 Barcode #205876 <input type="checkbox"/> 9/18-9/22/17 Barcode #206877 <input type="checkbox"/> 9/25-9/29/17 Barcode #205878 <input type="checkbox"/> 12/4-12/8/17 Barcode #205879 <input type="checkbox"/> 12/11-12/15/17 Barcode #208880 <input type="checkbox"/> 12/18-12/21/17 Barcode #205881 <input type="checkbox"/> 3/5-3/9/18 Barcode #205883 <input type="checkbox"/> 3/12-3/16/18 Barcode #205884 <input type="checkbox"/> 3/19-3/23/18 Barcode #205885 <input type="checkbox"/> 6/8/18 Barcode #205887 <input type="checkbox"/> 6/11-6/15/18 Barcode #205889 <input type="checkbox"/> 6/18-6/22/18 Barcode #205890 <input type="checkbox"/> 6/25-6/29/18 Barcode #205891
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Barwell Road  
Community CenterBrier Creek  
Community CenterLake Lynn  
Community CenterMarsh Creek  
Community Center**Track 2****I want to attend every week**

n/a

 Barcode #205893 Barcode #205937 Barcode #205920**I only want to attend certain weeks**

n/a

 8/21-8/25/17  
Barcode #205895 8/21-8/25/17  
Barcode #205938 8/21-8/25/17  
Barcode #205922 8/28-9/1/17  
Barcode #205897 8/28-9/1/17  
Barcode #205939 8/28-9/1/17  
Barcode #205923 9/5-9/8/17  
Barcode #205899 9/5-9/8/17  
Barcode #205940 9/5-9/8/17  
Barcode #205924 11/13-11/17/17  
Barcode #205901 11/13-11/17/17  
Barcode #205941 11/13-11/17/17  
Barcode #205925 11/20-11/21/17  
Barcode #205903 11/20-11/21/17  
Barcode #205942 11/20-11/21/17  
Barcode #205926 11/27-12/1/17  
Barcode #205905 11/27-12/1/17  
Barcode #205943 11/27-12/1/17  
Barcode #205927 2/12-2/16/18  
Barcode #205906 2/12-2/16/18  
Barcode #205944 2/12-2/16/18  
Barcode #205928 2/19-2/23/18  
Barcode #205907 2/19-2/23/18  
Barcode #205945 2/19-2/23/18  
Barcode #205929 2/26-3/2/18  
Barcode #205908 2/26-3/2/18  
Barcode #205947 2/26-3/2/18  
Barcode #205930 5/11/18  
Barcode #205910 5/11/18  
Barcode #205948 5/11/18  
Barcode #205931 5/14-5/18/18  
Barcode #205911 5/14-5/18/18  
Barcode #205949 5/14-5/18/18  
Barcode #205932 5/21-5/25/18  
Barcode #205912 5/21-5/25/18  
Barcode #205950 5/21-5/25/18  
Barcode #205933 5/29-6/1/18  
Barcode #205913 5/29-6/1/18  
Barcode #205951 5/29-6/1/18  
Barcode #205935 6/4-6/7/18  
Barcode #205915 6/4-6/7/18  
Barcode #205952 6/4-6/7/18  
Barcode #205936

Barwell Road Community Center	Brier Creek Community Center	Lake Lynn Community Center	Marsh Creek Community Center
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### Track 3

#### I want to attend every week

n/a	<input type="checkbox"/> Barcode #205958	<input type="checkbox"/> Barcode #205990	<input type="checkbox"/> Barcode #206014
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#### I only want to attend certain weeks

n/a	<input type="checkbox"/> 7/31-8/4/17 Barcode #205960 <input type="checkbox"/> 8/7-8/11/17 Barcode #250961 <input type="checkbox"/> 8/14-8/18/17 Barcode #250963  <input type="checkbox"/> 10/23-10/27/17 Barcode #205964 <input type="checkbox"/> 10/30-11/3/17 Barcode #205966 <input type="checkbox"/> 11/6-11/9/17 Barcode #205968  <input type="checkbox"/> 1/22-1/26/18 Barcode #205971 <input type="checkbox"/> 1/29-2/2/18 Barcode #205972 <input type="checkbox"/> 2/5-2/9/18 Barcode #205975  <input type="checkbox"/> 4/19-4/20/18 Barcode #205978 <input type="checkbox"/> 4/23-4/27/18 Barcode #205980 <input type="checkbox"/> 4/30-5/4/18 Barcode #205981 <input type="checkbox"/> 5/7-5/10/18 Barcode #205984	<input type="checkbox"/> 7/31-8/4/17 Barcode #205992 <input type="checkbox"/> 8/7-8/11/17 Barcode #205993 <input type="checkbox"/> 8/14-8/18/17 Barcode #205994  <input type="checkbox"/> 10/23-10/27/17 Barcode #205997 <input type="checkbox"/> 10/30-11/3/17 Barcode #205998 <input type="checkbox"/> 11/6-11/9/17 Barcode #206000  <input type="checkbox"/> 1/22-1/26/18 Barcode #206002 <input type="checkbox"/> 1/29-2/2/18 Barcode #206003 <input type="checkbox"/> 2/5-2/9/18 Barcode #206005  <input type="checkbox"/> 4/19-4/20/18 Barcode #206006 <input type="checkbox"/> 4/23-4/27/18 Barcode #206008 <input type="checkbox"/> 4/30-5/4/18 Barcode #206009 <input type="checkbox"/> 5/7-5/10/18 Barcode #206010	<input type="checkbox"/> 7/31-8/4/17 Barcode #206016 <input type="checkbox"/> 8/7-8/11/17 Barcode #206017 <input type="checkbox"/> 8/14-8/18/17 Barcode #206021  <input type="checkbox"/> 10/23-10/27/17 Barcode #206023 <input type="checkbox"/> 10/30-11/3/17 Barcode #206024 <input type="checkbox"/> 11/6-11/9/17 Barcode #206025  <input type="checkbox"/> 1/22-1/26/18 Barcode #206026 <input type="checkbox"/> 1/29-2/2/18 Barcode #206028 <input type="checkbox"/> 2/5-2/9/18 Barcode #206029  <input type="checkbox"/> 4/19-4/20/18 Barcode #206032 <input type="checkbox"/> 4/23-4/27/18 Barcode #206033 <input type="checkbox"/> 4/30-5/4/18 Barcode #206034 <input type="checkbox"/> 5/7-5/10/18 Barcode #206036
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Barwell Road  
Community Center

Brier Creek  
Community Center

Lake Lynn  
Community Center

Marsh Creek  
Community Center

## Track 4

### I want to attend every week

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Barcode #206041 | <input type="checkbox"/> Barcode #206063 | <input type="checkbox"/> Barcode #206077 | <input type="checkbox"/> Barcode #206091 |
|--|--|--|--|

### I only want to attend certain weeks

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> 7/10-7/14/17<br>Barcode #206044   | <input type="checkbox"/> 7/10-7/14/17<br>Barcode #206064   | <input type="checkbox"/> 7/10-7/14/17<br>Barcode #206078   | <input type="checkbox"/> 7/10-7/14/17<br>Barcode #206092   |
| <input type="checkbox"/> 7/17-7/21/17<br>Barcode #206046   | <input type="checkbox"/> 7/17-7/21/17<br>Barcode #206065   | <input type="checkbox"/> 7/17-7/21/17<br>Barcode #206079   | <input type="checkbox"/> 7/17-7/21/17<br>Barcode #206093   |
| <input type="checkbox"/> 7/24-7/28/17<br>Barcode #206047   | <input type="checkbox"/> 7/24-7/28/17<br>Barcode #206066   | <input type="checkbox"/> 7/24-7/28/17<br>Barcode #206080   | <input type="checkbox"/> 7/24-7/28/17<br>Barcode #206094   |
| <input type="checkbox"/> 10/2-10/6/17<br>Barcode #206048   | <input type="checkbox"/> 10/2-10/6/17<br>Barcode #206067   | <input type="checkbox"/> 10/2-10/6/17<br>Barcode #206081   | <input type="checkbox"/> 10/2-10/6/17<br>Barcode #206099   |
| <input type="checkbox"/> 10/9-10/13/17<br>Barcode #206051  | <input type="checkbox"/> 10/9-10/13/17<br>Barcode #206068  | <input type="checkbox"/> 10/9-10/13/17<br>Barcode #206082  | <input type="checkbox"/> 10/9-10/13/17<br>Barcode #206100  |
| <input type="checkbox"/> 10/16-10/20/17<br>Barcode #206053 | <input type="checkbox"/> 10/16-10/20/17<br>Barcode #206069 | <input type="checkbox"/> 10/16-10/20/17<br>Barcode #206083 | <input type="checkbox"/> 10/16-10/20/17<br>Barcode #206101 |
| <input type="checkbox"/> 1/2-1/5/18<br>Barcode #206054     | <input type="checkbox"/> 1/2-1/5/18<br>Barcode #206070     | <input type="checkbox"/> 1/2-1/5/18<br>Barcode #206084     | <input type="checkbox"/> 1/2-1/5/18<br>Barcode #206102     |
| <input type="checkbox"/> 1/8-1/12/18<br>Barcode #206055    | <input type="checkbox"/> 1/8-1/12/18<br>Barcode #206071    | <input type="checkbox"/> 1/8-1/12/18<br>Barcode #206085    | <input type="checkbox"/> 1/8-1/12/18<br>Barcode #206103    |
| <input type="checkbox"/> 1/16-1/19/18<br>Barcode #206056   | <input type="checkbox"/> 1/16-1/19/18<br>Barcode #206072   | <input type="checkbox"/> 1/16-1/19/18<br>Barcode #206086   | <input type="checkbox"/> 1/16-1/19/18<br>Barcode #206104   |
| <input type="checkbox"/> 3/26-3/29/18<br>Barcode #206057   | <input type="checkbox"/> 3/26-3/29/18<br>Barcode #206073   | <input type="checkbox"/> 3/26-3/29/18<br>Barcode #206087   | <input type="checkbox"/> 3/26-3/29/18<br>Barcode #206105   |
| <input type="checkbox"/> 4/2-4/6/18<br>Barcode #206059     | <input type="checkbox"/> 4/2-4/6/18<br>Barcode #206074     | <input type="checkbox"/> 4/2-4/6/18<br>Barcode #206088     | <input type="checkbox"/> 4/2-4/6/18<br>Barcode #206106     |
| <input type="checkbox"/> 4/9-4/13/18<br>Barcode #206060    | <input type="checkbox"/> 4/9-4/13/18<br>Barcode #206075    | <input type="checkbox"/> 4/9-4/13/18<br>Barcode #206089    | <input type="checkbox"/> 4/9-4/13/18<br>Barcode #206107    |
| <input type="checkbox"/> 4/16-4/18/18<br>Barcode #206061   | <input type="checkbox"/> 4/16-4/18/18<br>Barcode #206076   | <input type="checkbox"/> 4/16-4/18/18<br>Barcode #206090   | <input type="checkbox"/> 4/16-4/18/18<br>Barcode #206108   |

Continue to Section 3 for Friendly Track Out

## Section 3

# Friendly Track Out

Find your preferred Track Out location below and Locate the Barcode Numbers you will need to register online. Please call 919-996-2147 for more information regarding the program.

Lake Lynn Community Center

Marsh Creek Community Center

### Track 4

#### I only want to attend certain weeks

- 10/2-10/6/17  
Barcode #204611
- 10/9-10/13/17  
Barcode #204612
- 10/16-10/20/17  
Barcode #204613
- 1/2-1/5/18  
Barcode #204614
- 1/8-1/12/18  
Barcode #204615
- 1/16-1/19/18  
Barcode #204616
- 3/26-3/29/18  
Barcode #204617
- 4/2-4/6/18  
Barcode #204618
- 4/9-4/13/18  
Barcode #204619
- 4/16-4/18/18  
Barcode #204620

- 10/2-10/6/17  
Barcode #204621
- 10/9-10/13/17  
Barcode #204622
- 10/16-10/20/17  
Barcode #204623
- 1/2-1/5/18  
Barcode #204624
- 1/8-1/12/18  
Barcode #204625
- 1/16-1/19/18  
Barcode #204626
- 3/26-3/29/18  
Barcode #204627
- 4/2-4/6/18  
Barcode #204628
- 4/9-4/13/18  
Barcode #204629
- 4/16-4/18/18  
Barcode #204630

Continue to Section 4 for Y.E.S Days

## Section 4

### Y.E.S. Days

Find your preferred Y.E.S. location below and Locate the Barcode Numbers you will need to register online

Abbotts Creek	Barwell Road	Green Road	Jaycee	Lake Lynn	Laurel Hills	Peach Road
<input type="checkbox"/> 9/21/17 #207599	<input type="checkbox"/> 9/21/17 #207529	<input type="checkbox"/> 9/21/17 #207535	<input type="checkbox"/> 9/21/17 #207565	<input type="checkbox"/> 9/21/17 #207577	<input type="checkbox"/> 9/21/17 #207553	<input type="checkbox"/> 9/21/17 #207587
<input type="checkbox"/> 10/31/17 #207618	<input type="checkbox"/> 10/31/17 #207614	<input type="checkbox"/> 10/31/17 #207536	<input type="checkbox"/> 10/31/17 #207566	<input type="checkbox"/> 10/31/17 #207580	<input type="checkbox"/> 10/31/17 #207551	<input type="checkbox"/> 10/31/17 #207588
<input type="checkbox"/> 11/22/17 #207602	<input type="checkbox"/> 11/22/17 #207628	<input type="checkbox"/> 11/22/17 #207537	<input type="checkbox"/> 11/22/17 #207568	<input type="checkbox"/> 11/22/17 #207581	<input type="checkbox"/> 11/22/17 #207556	<input type="checkbox"/> 11/22/17 #207589
<input type="checkbox"/> 12/22/17 #207603	<input type="checkbox"/> 12/22/17 #207621	<input type="checkbox"/> 12/22/17 #207538	<input type="checkbox"/> 12/22/17 #207569	<input type="checkbox"/> 12/22/17 #207582	<input type="checkbox"/> 12/22/17 #207559	<input type="checkbox"/> 12/22/17 #207590
<input type="checkbox"/> 12/28/17 #207604	<input type="checkbox"/> 12/28/17 #207622	<input type="checkbox"/> 12/28/17 #207539	<input type="checkbox"/> 12/28/17 #207632	<input type="checkbox"/> 12/28/17 #207626	<input type="checkbox"/> 12/28/17 #207560	<input type="checkbox"/> 12/28/17 #207591
<input type="checkbox"/> 12/29/17 #207605	<input type="checkbox"/> 12/29/17 #207623	<input type="checkbox"/> 12/29/17 #207540	<input type="checkbox"/> 12/29/17 #207633	<input type="checkbox"/> 12/29/17 #207578	<input type="checkbox"/> 12/29/17 #207561	<input type="checkbox"/> 12/29/17 #207592
<input type="checkbox"/> 1/22/18 #207606	<input type="checkbox"/> 1/22/18 #207624	<input type="checkbox"/> 1/22/18 #207514	<input type="checkbox"/> 1/22/18 #207634	<input type="checkbox"/> 1/22/18 #207579	<input type="checkbox"/> 1/22/18 #207563	<input type="checkbox"/> 1/22/18 #207593
<input type="checkbox"/> 2/19/18 #207594	<input type="checkbox"/> 2/19/18 #207615	<input type="checkbox"/> 2/19/18 #207542	<input type="checkbox"/> 2/19/18 #207635	<input type="checkbox"/> 2/19/18 #207627	<input type="checkbox"/> 2/19/18 #207564	<input type="checkbox"/> 2/19/18 #207642
<input type="checkbox"/> 3/29/18 #207607	<input type="checkbox"/> 3/29/18 #207616	<input type="checkbox"/> 3/29/18 #207543	<input type="checkbox"/> 3/29/18 #207636	<input type="checkbox"/> 3/29/18 #207576	<input type="checkbox"/> 3/29/18 #207567	<input type="checkbox"/> 3/29/18 #207643
<input type="checkbox"/> 4/2/18 #207595	<input type="checkbox"/> 4/2/18 #207617	<input type="checkbox"/> 4/2/18 #207544	<input type="checkbox"/> 4/2/18 #207637	<input type="checkbox"/> 4/2/18 #207583	<input type="checkbox"/> 4/2/18 #207570	<input type="checkbox"/> 4/2/18 #207644
<input type="checkbox"/> 4/3/18 #207608	<input type="checkbox"/> 4/3/18 #207618	<input type="checkbox"/> 4/3/18 #207545	<input type="checkbox"/> 4/3/18 #207638	<input type="checkbox"/> 4/3/18 #207584	<input type="checkbox"/> 4/3/18 #207571	<input type="checkbox"/> 4/3/18 #607645
<input type="checkbox"/> 4/4/18 #207609	<input type="checkbox"/> 4/4/18 #207530	<input type="checkbox"/> 4/4/18 #207546	<input type="checkbox"/> 4/4/18 #207639	<input type="checkbox"/> 4/4/18 #207585	<input type="checkbox"/> 4/4/18 #207572	<input type="checkbox"/> 4/4/18 #207646
<input type="checkbox"/> 4/5/18 #207625	<input type="checkbox"/> 4/5/18 #207532	<input type="checkbox"/> 4/5/18 #207547	<input type="checkbox"/> 4/5/18 #207640	<input type="checkbox"/> 4/5/18 #207586	<input type="checkbox"/> 4/5/18 #207573	<input type="checkbox"/> 4/5/18 #207647
<input type="checkbox"/> 4/6/18- #207610	<input type="checkbox"/> 4/6/18- #207533	<input type="checkbox"/> 4/6/18- #207548	<input type="checkbox"/> 4/6/18 #207641	<input type="checkbox"/> 4/6/18 #207619	<input type="checkbox"/> 4/6/18 #207574	<input type="checkbox"/> 4/6/18 #207648

## 2017-2018 School Based Programs Policies

Please read carefully.

### 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.

### 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 the 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 quiet reprimand/verbal warning.
2. If behavior persists after verbal warning, a Behavior Action Plan will be implemented to identify specific behaviors and 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. (No refunds will be given for the days suspended). The parent/guardian may be requested to pick up the participant within an hour of the initial contact to 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 may be suspended or dismissed from the program immediately.
7. Participants will not be disciplined in camp for behavior that occurred outside of camp hours, even at parental requests.
8. 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 other participants by not disclosing personal information with social media such as Facebook, Twitter, etc. Departmental staff are not permitted to share personal information or pictures about any participants or staff with social media such as Facebook, Twitter, Instagram, Snap Chat etc. 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, religious, 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 allowed (examples: cell phones, MP3 players, gaming 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. If 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.

## Field Trips

Raleigh Parks, Recreation, and Cultural Resources will transport participants offsite in vehicles provided by or contracted by the City of Raleigh. If a program participant arrives at the program after the scheduled departure for a field trip, it is the responsibility of the parent/guardian to either:

- Transport the participant to the field trip location and sign-in the participant with a City of Raleigh program staff member at the field trip site, or;
- Transport the participant to the program site once the program returns from the field trip location and sign-in.

Buses will leave the program location at the advertised scheduled time and will not be delayed to wait for participants to arrive to the program site.

Participants cannot be left at the program location without program staff present. Refunds will not be awarded if participant misses a field trip. The City of Raleigh Parks, Recreation, and Cultural Resources Department does not accept responsibility for a program participant until they are signed in with program staff.

If a parent/guardian needs to pick up a participant while on a field trip, it is the responsibility of the parent/guardian to pick up the participant at the field trip location. Confirmation of the early release is required prior to participant being released.

## 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 allowed to share lunches or snacks.
- 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 camp staff of a child's food allergies or dietary restrictions and discuss possible accommodations.

## Inclement Weather Policy

Listed below are inclement weather procedures to protect the safety of all participants and staff members. Refunds or credits will not be given for inclement weather.

During all inclement weather events, families registered for School Based programs (After School X-Press, Before School X-Press, and Track Out X-Press) will:

- Receive a notification when operational status changes via the emergency notification system.
- Operational Status can also be obtained by:
  - visiting the City of Raleigh Parks and Recreation Department Website [parks.raleighnc.gov](http://parks.raleighnc.gov) and click on "Park Status"
  - calling the Youth Programs Office at **919-996-6165**.

## 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 program director as soon as possible. Please do not bring the participant back to the program until the program director has been contacted.

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

## Inclusion Services

Inclusion Services supports access to typical programs by offering reasonable and appropriate resources to participants with disabilities or medical conditions who register for those programs. Resources may include but are not limited to: gathering participant-specific information from parent/guardian/service provider; providing supportive materials; providing program or site-specific training; and/or providing additional staffing for the program. Participants who indicate a disability or medical condition AND request an accommodation will be contacted by Inclusion Services for follow-up. Additional forms may be requested for Inclusion Services to better understand the participant's needs. Participants who indicate a disability or medical condition and do NOT request an accommodation will NOT be contacted by Inclusion

## 2017-2018 School Based Programs Policies (cont.)

Services. Participants requiring a more intensive level of support may consider having their own personal assistant attend the program. (Assistants, volunteers, therapists, or other providers are required to complete a background check and information forms before attending the program).

To ensure that adequate resources are in place for the participant, registration should be received at least two weeks prior to the start date of the program. Please contact Inclusion Services at **919-996-2147** for more information or to request an accommodation.

### 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.

### Movies

Movies may be shown while participants are in Raleigh Parks, Recreation, and Cultural Resources Programs. Before movies are shown the title of the movie will be communicated to parent/guardians. All movies shown are rated G or PG.

### Non-Discrimination

The City of Raleigh Parks, Recreation, and Cultural Resources Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with the Director of the Raleigh Parks, Recreation, and Cultural Resources Department or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

### Participant Release

The Security Key Tag Identification Process is in place to properly identify individuals that have the parent/legal guardian permission to sign-out a participant from any 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 proper form of identification, such as a key tag and photo ID, each time a participant is released.

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** or **RBO.Registration@Raleighnc.gov**.

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 proper photo identification.

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.

### Payment

If the required payment is not provided with the registration forms, the participant's registration will not be processed. We will attempt to notify you by telephone or email and you will have until the end of following business day to remit payment.

### Personal Care

The City of Raleigh Parks, Recreation, and Cultural Resources Department does not provide personal care for program participants. 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.

### Photography/Video Waiver

Pictures or video clips may be taken by the Department of any program participant while involved in City of Raleigh Parks, Recreation, and Cultural Resources activities and may be used for marketing materials or staff training. Photos or video clips may be used in program activities. Participant's names will not be published when photo or video clips are used. Some program areas are permitted to have social media sites. These sites are controlled by PRCR staff.

## Release and Indemnity Agreement

Participating in the selected recreational programs involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures, contact with and actions of other participants, slips/trips/falls and musculoskeletal injuries, among others. The parent/guardian chooses to allow participation in the selected programs despite the risks.

By completing and submitting the registration form, the parent/guardian acknowledges all risks of injury, illness or death and affirms that he or she has assumed all responsibility for any injury, illness or death. The parent/guardian also agrees on behalf of himself or herself and the participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program.

In return for the opportunity to participate in this program, the parent/guardian agrees for himself or herself and for heirs, assigns, executors and administrators to release, waive and discharge any legal rights to seek payment or relief of any kind from the City of Raleigh, its employees or its agents for injury, illness or death resulting from this program.

The person who registers a participant for a program agrees that he or she is a parent or a legal guardian or is otherwise responsible for the participant whose application is submitted and releases, waives and discharges any legal rights that may be asserted on behalf of the participant's participation in the program. The person who registers a participant also agrees not to sue the City, its employees or its agents and agrees to indemnify the City for all claims, damages, losses or expenses, including attorney's fees, if a suit is filed concerning an injury, illness or death resulting from participation in the program.

## Refunds

All refund/withdrawal/transfer/credit requests received in writing 14 days or more in advance of the start date of the program/rental/team placement are entitled to:

- 100% refund/credit/transfer if the department cancels program or facility rental
- 100% credit or transfer of fees to another program at the time of withdrawal
- 85% refund based on the total cost of program
- 85% credit/transfer/refund of rental eligible fees

Refund/credit/transfer/withdrawal request received less than 14 days prior to the start date of the program/rental/team placement will not be granted.

- Refunds for medical reasons requested prior to the start of program/rental/team placement will be granted at 100%; subject to verification.
- Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability.
- A credit may be used by any family member on the same registration account.
- **Non-attendance/non-participation in a program does not entitle a patron to a refund.**

## Sunscreen and Insect Repellent

If needed, parent/guardian should apply these products to participants before they come to the program each day. Please supply any sunscreen and/or insect repellent that the participant may need during any program. Staff will provide frequent opportunities for participants to reapply over the course of the day. Staff or siblings may assist participants in applying sunscreen only to exposed skin that the participant cannot reach on their own. Spray or mist type sunscreen and/or insect repellent are recommended. These products are not to be shared with other campers. Participants in Specialized Recreation camps may be assisted in applying sunscreen and/or insect repellent, as provided and directed by the parent/guardian.

## Swimming Information (for applicable camps)

Raleigh Parks, Recreation, and Cultural Resources staff conduct swim tests for all program participants and issue lifejackets to non-swimmers. To swim without a lifejacket, a swimmer must be able to swim one length of the pool (approximately 25 yds. or 75 ft.) on their front and tread water for 30 seconds. All non-swimmers will be required to wear a lifejacket or parents/guardians can request that staff not allow the participant to participate in the swim test and automatically place the participant in a lifejacket. Staff reserves the right to place a participant in a life jacket in the interest of a participant's safety. All participants, regardless of swimming ability, will wear lifejackets when participating in water activities including swimming in lakes, rivers, or the ocean.

## Waitlist Notification

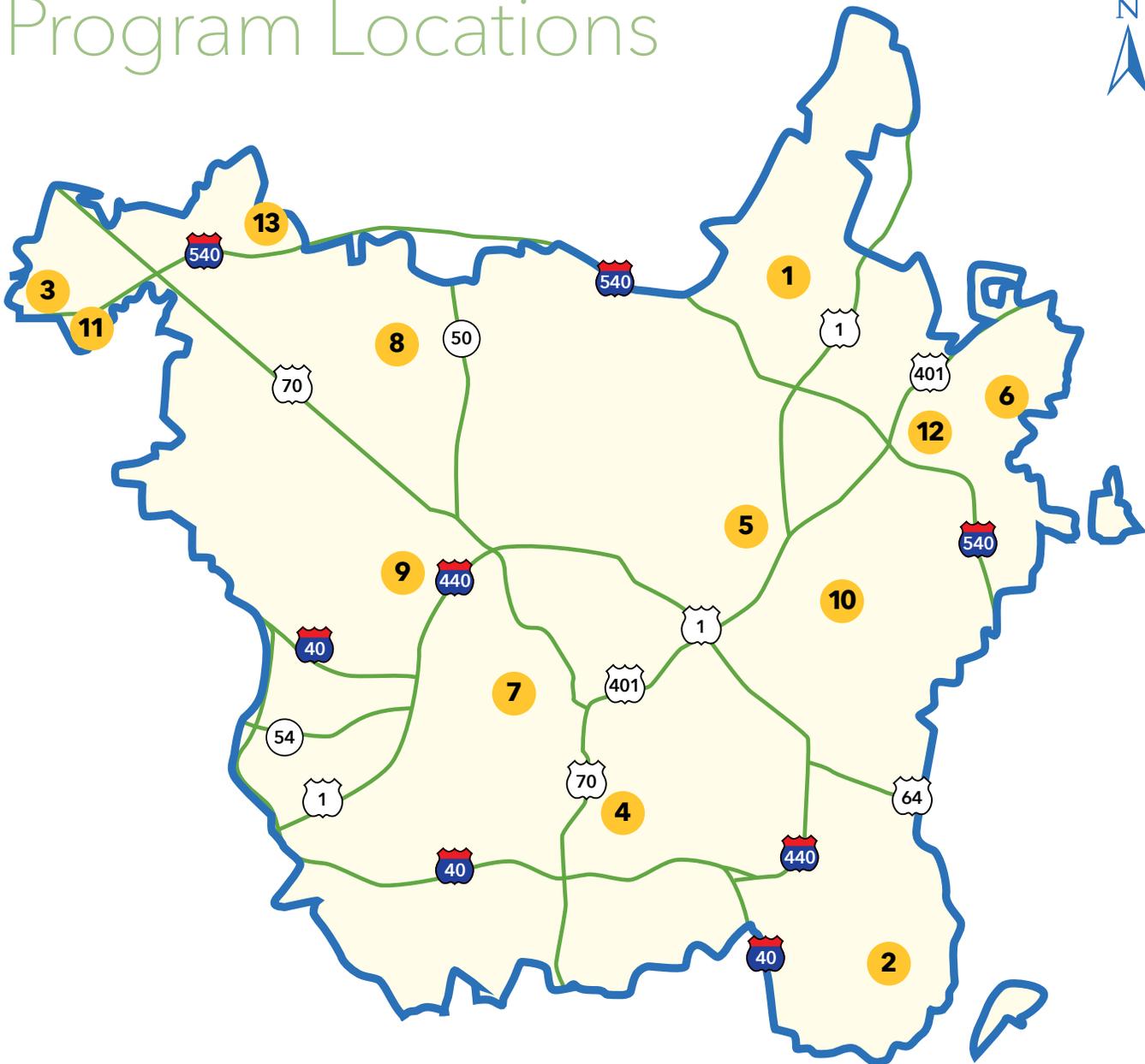
If your participant clears the waitlist, you will be notified by telephone and/or email. You will have until the end of the following business day to accept and remit payment for the requested program. Your acceptance must be confirmed in writing. If notification is not received with the specified time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

## Withdrawal and Transfers

All withdrawals and transfers must be received in writing 14 days or more in advance of the start date of the program. Non-attendance or non-participation in a program does not entitle a patron to a credit of the registration fee.



# Raleigh Parks, Recreation and Cultural Resources Program Locations



<b>1</b> Abbotts Creek Community Center	9950 Durant Road	Raleigh 27614	(919) 996-2270
<b>2</b> Barwell Road Community Center	5057 Barwell Park Drive	Raleigh 27610	(919) 996-5994
<b>3</b> Brier Creek Community Center	10810 Globe Road	Raleigh 27617	(919) 420-2340
<b>4</b> John Chavis Community Center	505 MLK Jr. Boulevard	Raleigh 27601	(919) 831-6989
<b>5</b> Green Road Community Center	4201 Green Road	Raleigh 27604	(919) 872-4140
<b>6</b> Harris Creek Before and After School	3829 Forestville Road	Raleigh 27616	(919) 996-6165
<b>7</b> Jaycee Community Center	2405 Wade Avenue	Raleigh 27607	(919) 996-6833
<b>8</b> Lake Lynn Community Center	7921 Ray Road	Raleigh 27613	(919) 870-2911
<b>9</b> Laurel Hills Community Center	3808 Edwards Mill Road	Raleigh 27612	(919) 420-2383
<b>10</b> Marsh Creek Community Center	3050 New Hope Road	Raleigh 27604	(919) 996-4920
<b>11</b> Pleasant Grove Elementary School	3605 Pleasant Grove Church Rd.	Cary 27560	(919) 420-2340
<b>12</b> Riverbend Before and After School	6710 Perry Creek Rd	Raleigh 27617	(919) 996-6165
<b>13</b> Sycamore Creek After School	10921 Leesville Rd	Raleigh 27613	(919) 870-2911



Attn: Recreation Business Office  
 Pullen Arts Center, P&R 6501  
 2401 Wade Ave.  
 Raleigh, NC 27607  
 parks.raleighnc.gov

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Raleigh Parks, Recreation and Cultural Resources Department

# 2017-2018 School Based Programs

Registration Begins March 13, 2017

## **AFFORDABLE, QUALITY RECREATION PROGRAMS**

Before School X-Press | After School X-Press

Track Out X-Press | Teacher Workday Programs

### **Our Staff**

Our staff members believe that working with your child is fun. It's not just about rules of the game, abilities or athletic skills. It's about HEART. It's about FEELINGS. It's about making a positive difference in YOUR child's life!

Members of our full-time program staff have four-year college degrees and vast experience working with youth. This educational background and work experience allow our staff to provide your child with well-rounded and diverse activities.

### **Energy, Passion, Knowledge**

Members of the Raleigh Parks, Recreation and Cultural Resources staff:

- Are ready to have fun and provide a positive example for kids!
- Demonstrate tremendous energy and passion for working with youth!
- Have extensive knowledge in programming activities for kids!

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