



**NELSON COUNTY  
PARKS & RECREATION**

**AFTER SCHOOL  
PROGRAM  
2026 - 2027**

**PARENT HANDBOOK**

**(434)263-7130**

**[WWW.NELSONCOUNTYRECREATION.COM](http://WWW.NELSONCOUNTYRECREATION.COM)**

# Welcome

## ***NCPR After School Program***

Dear Parent or Guardian,

Thank you for your interest in the newly established Nelson County Parks and Recreation After School Program. We are excited to launch this program for the first time through our department. We strive to build on the success of previous programs partnering with Nelson County Public Schools and will add our own twist to make it a fun and enjoyable experience for all participants, staff and families.

Over this past year, we have been working with NCPS in this transition to provide an after school program at Tye River Elementary and Rockfish River Elementary suitable for all families. Our goal is to provide a safe and enriching environment for children to grow, learn, and advance their social well-being through recreation. We strive to provide activities that will support teamwork, social growth, engagement and creative learning experiences.

In this handbook, you will find information regarding all details of the program. We ask that you please thoroughly read through and familiarize your family with the information and expectations.

Should you have any further questions, we invite you to reach out to our office by contacting us.

Email: [recreation@nelsoncounty.org](mailto:recreation@nelsoncounty.org)

Call Us: (434)263-7130

Stop By And See Us:

The Nelson Center

8445 Thomas Nelson Hwy

Lovingston, VA 22949

Monday - Friday: 9am - 4pm

Sincerely,

Nelson County Parks and Recreation

**Nelson County After School program is an out of school time childcare program exempt from licensure under Section 22.1-289.030 B.6 as written in the Code of Virginia.**

# Contents

## ***Where can I find that info?***

Welcome.....	1
Program - Program Overview and Details.....	3
Program - Staffing and On-Site Info.....	4
Enrollment Info - Eligibility & Enrollment Process.....	5
Payment - Fee Structure & Payment methods.....	6
Attendance - Attendance & Pick Up Policy.....	7
Wellness - Well-Being Policy for Kids and Staff.....	8
Behavior Policy - Participant Expectations.....	9
Behavior Policy - Disciplinary Actions.....	10

# Program Info

## ***Program Overview & Details***

### Site Location Information

#### **Tye River Elementary School**

5198 Thomas Nelson Hwy  
Arrington, VA 22922

#### **Rockfish River Elementary School**

200 Chapel Hollow Rd  
Afton, VA 22920

#### **Nelson County Parks and Recreation (Main Office)**

The Nelson Center  
8445 Thomas Nelson Hwy  
Lovingson, VA 22949

### Program Hours

NCPR After School program is offered daily when Nelson County Public Schools are in session from school dismissal until last pick up no later than 6:00pm.

The program will not operate on out of school days, inclement weather closures or holiday breaks.

In the event of inclement weather forcing NCPS to close school early, the program will not be offered. Please complete the Inclement Weather Alternate Transportation Form to provide your preferred pick up or bus transportation plan on these days. This form will be shared with the school office.

### Daily Schedule Information

Each day, our program will offer gym and/or playground play time, afternoon snack time, quiet time for homework and/or reading, creative time to include crafts, drama or musical activities, and other group or self-directed activities.

### Pick Up Locations

Each site will have a designated primary use space as assigned by Nelson County Public Schools. This space will be the location for evening pick ups. Exact location within each school will be communicated to parents prior to the start of the school year and in the instance of a location change.

# Program Info

## ***Staffing and On-Site Info***

### Who we are

Nelson County Parks and Recreation After School Program will be under the supervision of trained NCPR staff members. All staff are subject to criminal background checks and will be being put through proper training before being allowed on site. Staff will be knowledgeable and responsible for conducting of emergency preparedness procedures. Staff will use a positive approach to behavior management and will promote a healthy and safe environment for the well-being of all participants and families.

All on-site staff will be under the direct supervision of the Childcare Coordinator and/or the Director of Parks and Recreation.

### Snacks

**Parents, you will be responsible for sending an afternoon snack for your child to enjoy while attending the after school program.** NCPR will have a limited supply of snacks on site in the instance of a child not having one. Excessive need of on site snacks will result in a parent meeting to discuss the situation.

Children are not permitted to trade or share snacks with other participants. If your child has a food allergy, please note the condition on the appropriate section of the registration form.

### Personal Belongings

Children will be given an individual personal space to store personal belongings (book bags, lunch boxes, jackets, etc.) during the hours of After School. NCPR is not responsible for lost or stolen belongings. Electronic devices (cell phones, tablets, etc.) will not be permitted for use during the program unless authorized by NCPR staff and communicated with families prior to any special occasion. Please check with your NCPR staff concerning electronics.

### Activities

Our After School program is recreation based and will consist of games, craft time, indoor and outdoor play time, and more!

### Special Guests

Periodically throughout the year we may schedule special community organization guests to visit each site for fun and engaging activities. Prior notice will be communicated regarding special guest dates and planned activities.

# Enrollment Info

## ***Eligibility & Enrollment Process***

### Student Eligibility

NCPR After School is open to all elementary aged children enrolled at Tye River Elementary School or Rockfish River Elementary School in grades K to 5<sup>th</sup> Grade.

### Registration Process

- Parents or Legal Guardians must complete the current year Registration Form and submit it to Nelson County Parks and Recreation.
- **A \$50 non-refundable registration fee is required at the time of registration.**
- **Registration must be completed no later than 7 days prior to the start of the school year to be able to begin the program on the first day of school.**
- Participants registering after the start of the school year must register at least 7 days prior to the planned start date.
- Registrations are accepted on a first-come first served basis.
- **Space will be limited at each site.** Registrations beyond the site's enrollment limit will be placed on a waiting list.
  - Potential participants placed on a waiting list will be accepted as capacity allows.
- Once enrolled, payments can be made online through our NCPR MyRec software account. The balance on your account will update once the weekly bill has processed.

# Payment Info

## ***Fee Structure & Payment Methods***

### Rates & Fees

- A \$50 non-refundable Registration Fee will be required at time of registration.
- Payments will be due weekly throughout the school year.
  - Enrollment Options Include:
    - Partial: 1-3 days per week
    - Full: 4-5 days per week
  - Weekly bills will be processed each Friday for the following week.
  - If paying with cash or check, you will have through Wednesday to pay for that week.
  - **Payments not received by 11:59pm on Wednesday following the bill process will be assessed a \$10 late fee per participant.**
  - Falling more than two weeks behind on payment may result in temporary dismissal from the program until the balance is paid in full.
- Payments will not be prorated due to shortened weeks or non-attendance.
  - No payment will be charged during the full week closures over Winter Break or during Spring Break.
- All payments MUST come through the NCPR main office. No payments will be accepted on site or through the schools.

Fee Structure Per Participant		
Enrollment Plan	Days Per Week	Weekly Fee
Partial Enrollment	1-3 Days / Week	\$45.00
Full Enrollment	4-5 Days / Week	\$65.00

### Payment Methods

- Auto-Debit: Payments can be automatically made with your debit or credit card each week when the bill is processed on Fridays.
  - If the card is declined and the bill is not paid by 11:59pm the following Wednesday, a \$10 late fee will be assessed. If a card is declined 3 times, you will be removed from the auto-debit program.
  - You are responsible for updating your payment method with NCPR office staff if you receive a new card in order to prevent a declined payment.
- Online: [www.nelsoncountyrecreation.com](http://www.nelsoncountyrecreation.com)
- Call: (434)263-7130
- Stop In: The Nelson Center

# Attendance

## ***Attendance and Pick Up Policy***

### Program Attendance Policy

Parents must notify NCPR if a child will be absent from the program on a regularly scheduled day. You may call or email NCPR office staff anytime prior to 2:30pm. This allows us time to notify on-site staff to prevent interrupting school office staff when the child does not show up for the program.

### Pick Up Policy

To ensure the safety of all of our participants, we require that parents/authorized persons sign out their child each day of attendance.

- Persons allowed to pick up a child: Parents, Legal Guardians, Authorized Pick-Up persons listed by parent/guardian on the registration form.
  - Parents / Legal Guardians are able to add/remove authorized pick-up persons throughout the year by updating the registration form with the NCPR office and site staff.
- Pick-up persons WILL BE required to show valid photo ID when picking up children until staff are able to recognize pick up person.
- Pick-up persons must come in to the facility to sign each child out. No child will be released by staff without a signature and time of pick up by pick-up person.

### Late Pick Up Policy

All After School sites close promptly at 6pm. Each participant must be picked up no later than 6pm. Please arrive on time or make arrangements for on-time pick up.

- Participants not picked up by 6pm will be assessed a late pick up fee of \$5 plus \$1 for each additional minute. (Ex.: 6:15 will be a \$20 late fee.)
  - Late pick up fee must be paid through the NCPR office. No on-site payments are accepted.
- Late Pick Up Fees MUST be paid within 3 business days. Failure to pay Late Pick Up Fees within 3 business days will result in an additional \$10 late fee.
- If a participant is not picked up by 6:05pm, on-site staff will begin to contact the parents, guardians and emergency contacts. If no contact has been made by 6:20pm, staff will contact the Nelson County Sheriff's Office.

### Late Pick Up Penalties

- 1<sup>st</sup> time: Late pick up fee assessed
- 2<sup>nd</sup> time: Late pick up fee assessed, written warning
- 3<sup>rd</sup> time: Late pick up fee assessed, 3-day suspension from program
- 4<sup>th</sup> time: Late pick up fee assessed, 1 week suspension from program
- 5<sup>th</sup> time: Late pick up fee assessed, Termination from program.

# Wellness

## ***Well-Being Policy For Kids and Staff***

### Sick Policy

Ensuring the safety and well-being of every child in our program is a top priority. If your child was absent from school, they are not permitted to attend the After School program. We reserve the right to temporarily deny admittance to any child who displays obvious signs of illness or request that the child leave as soon as possible if symptoms arise during the program. If a student is vomiting due to illness or has a fever above 100, they must be fever free and not have vomited for 24 hours before he/she can return to our program. We understand parents/guardians have work commitments, however maintaining a strict wellness policy is crucial for the health of all participating children as well as staff.

### Food Allergies

Any child with a doctor-diagnosed food allergy must have a completed Allergy Form on file with NCPR and include immediate steps to take in case of a suspected or confirmed allergic reaction.

### Medication Policy

NCPR Staff are not permitted to administer short term or long term medications. We will only hold and administer medications for life threatening illnesses and emergencies (EpiPens, Inhalers, etc.). Families must fill out the Allergy Action Plan form as well as provide an up to date doctor's note and instructions for these medications which are to be provided in the original labeled container. If medications are kept on site, they will be stored in a locked box.

### Dress Policy

We are a recreational based program, we ask that children dress appropriately and comfortably to move and play during scheduled activities. Children are required to wear school appropriate clothing to our program along with closed toe shoes. Children arriving in crocs, slides, sandals, flipflops, or similar footwear, may be required to sit out of some activities.

### Incidents and Injuries

If an incident or injury occurs during the program, an incident or injury form will be completed by on-site staff members detailing the incident. The completed form will be available for the parent or guardian to sign upon arrival. In the event the incident is of serious nature, staff will immediately contact parents / guardians, emergency contacts, or authorized pick ups in that order. If medical attention is immediately needed, staff will call 9-1-1.

### Child Abuse and Neglect

Staff are trained in recognizing and reporting child abuse and neglect. Any suspected cases will be reported to the Nelson County Department of Social Services. Staff are mandated reports as required under the Code of Virginia section 63.2-1509 A.5.

# Behavior Policy

## ***Participant Expectations***

Nelson County Parks and Recreation is committed to providing a safe, positive and respectful environment for participants. Parents and participants are expected to follow the “Code of Conduct” and “Rules To Play By” as well as all applicable After School Rules and Regulations. Please immediately report concerns to NCPR staff of any uncomfortable or threatening situations you or your child may experience in our program. Our department makes every effort to promptly resolve any inappropriate behavior.

### Code of Conduct

- Be respectful, courteous, and considerate of others at all times.
- Communicate in any inappropriate manner. Refrain from using abusive or foul language/gestures, or harassing actions.
- Be responsible for your actions and understand that irresponsible behavior will result in disciplinary actions.
- Never jeopardize the health and safety of others.
- Be respectful of the property of others and the program site.

### Rules To Play By

- Be a Good Listener
- Leave valuables at home
- Be a good sport
- Be attentive
- Be friendly and respectful
- Make new friends
- Respect the property of others
- Play with good sportsmanship

**And most importantly, HAVE FUN!**

As a participant, I will:

- Follow the program “Code of Conduct” and “Rules To Play By”
- Follow directions and cooperate with staff
- Be nice, not bully, tease, bite, hit or fight with others. I will respect all.
- Use program equipment, supplies and facilities in a safe and respectful manner.

As a parent, I will:

- Serve as a good role model and example for my child.
- Teach my child to follow program policies.
- Provide staff with all requested information in a timely manner
- Assure my child has reliable transportation to be picked up on time.
- Promptly communicate any questions or concerns with NCPR staff.
- Show respect for staff and other participants.

# Behavior Policy

## ***Disciplinary Actions***

All children will be held to the same standard to ensure equal expectations. In the event of any inappropriate behavior, NCPR will take appropriate actions based on the severity of each incident.

These actions may include, but are not limited to:

- Alternate behavior management techniques: Positive reinforcement, etc.
- Redirection
- Written Discipline Reports
- Call to Parents
- Parent Conference
- Suspension and/or dismissal from the program

Disciplinary actions for parents who display inappropriate behavior may include, but are not limited to:

- Warning: verbal or written
- Report to Nelson County Public Schools regarding behavior on school property
- Suspension and/or dismissal of your child from the program
- Suspension of parent from all NCPR activities

### Discipline Policy

1<sup>st</sup> & 2<sup>nd</sup> report: Warning

3<sup>rd</sup> report: Parent Conference

4<sup>th</sup> report: Suspension or Dismissal from the Program

\*Your child may be suspended or dismissed from the program at any time if serious infractions of policy and procedures occur. This decision will be at the discretion of the following persons: After School site staff and Director of Parks and Recreation.

The following actions may result in immediate disciplinary actions:

- Use of Profanity
- Inappropriate touching
- Disregard for program rules or staff direction
- Displaying obscene gestures or inappropriate attire
- Possession of alcohol, drugs, paraphernalia, or weapons
- Defacing property
- Theft or unauthorized possession of other participants, school or facility property
- Acts or threats of violence or bodily harm directed towards participants or staff

