



# Marshall Recreation Program

## at Scripps Ranch Swim & Racquet Club

### PARENT HANDBOOK

- ★ Creative Art Projects
- ★ Extracurricular Activities
- ★ Free Swim
- ★ Monthly In-House Movies
- ★ Group Games
- ★ Free Choice
- ★ Field Trips
- ★ Homework & Quiet Time
- ★ Age Appropriate Rooms
- ★ Friendly/Knowledgeable Staff

9875 Aviary Drive, San Diego, CA 92131  
(858)271-6222 ext. 132 Fax (858)530-1453

Monday – Friday  
Afternoons: end of school – 6:00pm  
Open to 6th–8th grade students attending Marshall Middle School



## Welcome & Program Background

Welcome to the Marshall Recreation Program (MRP). We are excited to bring a high quality program to middle schoolers in Scripps Ranch. The MRP provides an opportunity for students from Marshall Middle School to utilize some of the amenities of SRSRC after school with guidance from our staff. The MRP is a non-licensed drop-in recreational program for SRSRC members and non-members who attend Marshall Middle school.

## Philosophy & Goals

Our goal is to provide a nurturing, safe, and active environment for your child. We offer a wide variety of activities designed to meet the physical, emotional, social, and cognitive needs of the children. Our caring, experienced, and qualified staff work together in a warm, friendly environment to encourage each child's creativity, cooperation, and to foster a feeling of strong self efficacy.

## Statement of Risk Related to COVID-19

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By visiting SRSRC, you voluntarily assume all risks related to exposure to COVID-19 for you and your child.

Each individual must weigh and evaluate their comfort level with the risks associated with being around others, while taking into consideration important additional risk factors, including but not limited to, current or chronic health concerns or a weakened immune system.

## COVID-19 Related Information

Information related to COVID-19 will be highlighted in blue. Please pay special attention to these items as they may reflect differences compared to our normal program operations. All activities allowed will be based on the current COVID-19 guidelines.

## Our Staff

Our staff have experience working with youth and have undergone a background check. In addition, many of our staff have educational units in areas such as child

development, physical education, recreation, psychology, or related fields and/or have experience in recreation programs such as camps or child care programs. Staff members who drive the passenger vans have valid driver's licenses and have had their driving record reviewed.

## Supervision

The MRP is a non-licensed program. As such, children may choose freely from a number of activities and are not placed into assigned activities. Children sign themselves in and out of the program. Staff members meet the students at the school to sign in at the school and walk with students to the SRSRC Aviary facility. Staff are spread out throughout the facility to provide guidance in certain activity areas.

## Admission Forms

It is the parent's responsibility to complete the registration forms by the child's first day of attendance. Your child will not be able to attend the program until all required forms have been completed and turned in.

## Facility Access

For improved security, anyone entering the facility is checked in by the front desk staff. Each person entering the facility must give their assigned member number or non-member program participant number to the front desk staff member to ensure that only those who are allowed entry into the facility gain entry.

## Program Description

Participants may utilize different parts of the Aviary facility while they are in the MRP program. They may play tennis, go swimming, play games, engage in offered art projects, utilize our sports equipment, and much more! Field trips may be offered at an additional cost as well as special activities throughout the year, such as bar b ques, gaming trucks, etc.

## Emergency Drop-In

Emergency drop-in is offered (for an additional cost) when school is in session (provided space is available). Prior arrangements must be made with the Program Director. Emergency drop-in is not guaranteed.



### Schedule Option / Withdrawal Notice

Because of capacity and staffing requirements, the schedule that you select for your child(ren) must remain the same for the entire school year. If you would like to change your child(ren)'s schedule, a 30-day prior written request is required. Any increases to the schedule will be made as space permits upon approval from the Program Director.

A 30-day written notice is required prior to discontinuing enrollment in our program.

2022-2023 Annual Non-Refundable Registration Fee per Participant	
Member	Non-Member
\$100	\$325

2022-2023 Monthly Fee per Participant From end of school day until 6:00pm		
Days	Member	Non-Member
2 days per week	\$215	\$265
3 days per week	\$270	\$335
5 days per week	\$375	\$460

2022-2023 Emergency Care Daily Cost per Participant		
Days	Member	Non-Member
Per Day	\$25	\$35

### Program Holidays

The MRP is CLOSED on the days in which children do not have school. Our program follows school holidays and is only offered on days in which school is in session. During days in which school is not in session due to a holiday or professional growth day, many times Mini-Camps, Winter Camps, or Spring Camps may be offered. These camps are separate and are accredited through the American Camp Association. Therefore, utilizing camps on

non-school days is a separate, additional cost. Sign up is based on a first come first serve basis and is available online at [www.srsrcc.com](http://www.srsrcc.com).

### Holidays/Non-Operational Days

SRSRC Marshall Recreation Program does not operate on the following holidays/ San Diego Unified School District school breaks, as well as non-instructional days/school closures:

- Labor Day
- Veterans' Day Observance
- Thanksgiving Break
- Winter Break
- Martin Luther King, Jr. Day
- Lincoln Day Observance
- Washington Day Observance
- Spring Break
- Memorial Day
- Summer Break
- Non-Instructional Days
- School Closures

### Tuition Policy

You will receive a bill prior to the following month of programming for your child's monthly fees, which is due by the 20th of each month. The amount billed is based on the schedule option you have chosen for your child(ren). A late fee of \$15 may be applied to your account if a payment is received after the 20th of the month.

### Non-Member Credit Card Charge Authorization

Non-members are required to complete a Recurring Credit Card Payment Authorization form. The monthly account balance will be deducted between the 5th and the 8th of each month. Additionally, the annual non-refundable registration fee will be collected at the time of enrollment using the credit card information provided. Non-member registration is not complete until this authorization form is on file and the annual non-refundable registration fee is collected.

A non-member account will be created specifically for sending program-related invoices. This account does not grant membership privileges at SRSRC.



### Past Due Accounts

Should your account (including online registration account for other programs) become past due, you will be notified in writing that you must bring your account current within 14 calendar days of the notification. SRSRC reserves the right to delay enrollment, suspend from the program, or dismiss from the program any participant of the program who is listed under a past due account. A member utilizing the program, while having delinquent membership fees, also is cause for termination from the service. SRSRC reserves the right to discontinue services at any time when the account is not current. All information retained in our systems may be used in collections activities.

### Absences

When your child will not be attending on a day that they usually attend, we request that you notify the director as a courtesy so that we may plan activity offerings and staffing accordingly. Please contact the director by 10:00am. Since we staff based on the number of children enrolled, we can not give refunds, credits, or exchanges for days your child is absent. As a drop-in recreation program, we do not call to verify absences.

### Return Check Policy

If a check for tuition, yearly registration, field trips, or related fees is returned due to insufficient funds, the payee must pay all bank charges, and a fee of \$15 will be added to your account.

### SRSRC Tax ID

The tax ID number for SRSRC and the Marshall Recreation Program is 95-2860134.

### Sibling and Member Priority Registration

SRSRC members have priority in the MRP. To be considered as a member, your child must be listed on your active membership account. Membership accounts must be under the parent/legal guardian with the child listed on the parent's/legal guardian's account. This priority system is also used for the waiting list system. You may add your child to the waiting list at [www.srsrc.com](http://www.srsrc.com).

The Priority Status is as follows based on program

capacity:

1. Current MRP participants.
2. Siblings of MRP participants.
3. Current All Around Fun Program participants and Children's Center School Age participants.
4. MEMBERS not currently enrolled in a licensed SRSRC child care program.\*
5. NON-MEMBERS not currently enrolled in a licensed SRSRC child care program.\*

\*Camps do not qualify as licensed SRSRC child care programs.

### Annual Enrollment

Program participants must re-enroll annually. Notice will be sent out when it is time to do so along with a response deadline. If no response is received by the stated deadline, your child's spot in the program will be made available to another family.

### Non-Discrimination Clause

The MRP does not discriminate against any race, creed, religion, gender, and/or sex.

### Homework

Monday, Tuesday, Wednesday, and Thursday, 45 minutes is allotted for homework time. During homework time, the staff will be more than happy to assist your child with homework questions. Due to the staff-to-student ratio, one on one time is limited. In the event your child does not have any homework, we will have quiet activities such as reading to keep them engaged or participants may bring books to read. If children need more time to work on their homework, they are welcome to do so during any point while they are signed into the MRP.

### Sign-In & Transportation

The program participants walk from Marshall Middle School with staff members. Participants have 15 minutes from the time the release bell rings to sign into the program at lunch area A. After 15 minutes, the signed in participants and staff members will walk together to SRSRC. The MRP and SRSRC is not responsible for any participants who are not signed in at this time, and is not responsible for transporting individuals to SRSRC who have not signed in by this time.



On some days, we will utilize one of our passenger vans to pick up backpacks and musical instruments, so that program participants do not have to walk with these items. On days when there is rainy weather, or very hot weather, we may utilize our SRSRC passenger vans to transport program participants to SRSRC. However, our program is based on walking back to SRSRC, so all participants should plan for walking on all days. Any transportation by our passenger vans will be done by staff who have the appropriate driver's license and who have had their driving history reviewed.

### Sign-Out & Late Pick-up Policy

Participants may sign themselves out at any time. We do prefer that they show us a text notifying us that the parent has arrived in the parking lot if a parent is not within the sight of staff at the time of pick up.

At 6:00pm the MRP ends. Any participants still at the facility will sign themselves out of the program. Members of SRSRC may stay and continue to use the facilities. Non-members must be picked up.

### Field Trips

On some minimum days, we may provide an optional field trip for the participants at a reasonable additional cost. Field trips are scheduled and posted in advance. Space is limited by our van capacity, so early sign-up is recommended to reserve your space. You will be able to sign-up and make payment at the front office. If your child is not attending the field trip, the normal daily activities will take place. If your child(ren) have had recent behavioral issues and received behavior reports prior to a field trip, we reserve the right to deny them field trip privileges.

### Snacks / Lunches

**Snack is NOT provided by SRSRC.** Parents may choose to provide their child with snacks for the afternoon program time. Snacks may be available for purchase in the front office.

The center does not provide lunches or any other lunch items. Parents are responsible for providing a nutritious, non-perishable lunch with all the necessary eating utensils everyday their child attends on a minimum day.

We will not refrigerate or heat up food, since this takes a staff member away from the group.

If a child does not have lunch on a minimum day, we will provide one at an additional cost. It may consist of a Lunchable and a small snack. The fee for providing a lunch is \$10 for anytime a lunch is not brought on a minimum day.

### Daily Illness Screenings

SRSRC reserves the right to check participants' temperatures daily prior to attending programs. Children and staff who have a temperature of 100\* or above will not be admitted. Any child or staff member who exhibits signs or symptoms of illness will not be allowed at the school age programs. In the event that a thermometer is not available, SRSRC may utilize a symptom checklist.

It is the parent's/guardian's responsibility to HAVE A BACK-UP PLAN in the event that the child must remain home or be picked up from the program due to illness. If a child must be picked up due to illness, the parent is responsible for having the child **picked up within 30 minutes.**

### SRSRC Precautions

SRSRC is taking precautions to help prevent the spread of illness. These include, but are not limited to, additional hand washing, frequent cleaning of commonly touched surfaces, providing a variety of schedule options, and reinforcing good habits with the children (hand washing, covering your cough, refraining from sharing food, etc.).

### Resources to learn about COVID-19

- ★ State of California - <https://covid19.ca.gov/>
- ★ San Diego County - <https://www.sandiegocounty.gov/coronavirus.html>
- ★ Centers for Disease Control and Prevention (CDC) - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>



### Illnesses & Absences

All absences should be reported to the program staff on the morning of the day your child will not be attending. For the protection of students, their families, and our staff members, do not send your child to the program if they have experienced any symptoms of illness in the past 24 hours. Call the center the same day to inform the staff of your child's symptoms and to report the absence.

**Your child should be kept home if they have had any symptoms of any communicable disease in the previous 24 hours (rash, red and watery eyes, etc.). If your child has had any symptoms related to COVID-19 (fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, sore throat, nausea, vomiting, diarrhea, congestion or runny nose, and/or a new loss of taste or smell) they will not be allowed to enter the facility.**

It is recommended that those with symptoms of COVID-19 immediately get tested. Anyone with COVID-19 may not enter the center until they meet the criteria for return. We will follow the guidance as set by the California Department of Public Health for childcare. SRSRC reserves the right to implement a stricter set of criteria.

Children sent home with a fever due a suspected communicable illness will not be able to return without a physician's note indicating the child is not contagious. The child must be fever-free without the use of fever-reducing medication for a full 24 hours. Returning students may have their temperature taken upon arrival to ensure the child is fever-free. **\*WE GO BY OUR THERMOMETER.** (Non-negotiable).

If your child has been exposed to, has contracted, or displays signs of a highly contagious disease (such as COVID-19, strep throat, viral infection, pinworms, lice, measles, mumps, chicken pox, scarlet fever, red, watery or mucus filled eyes, etc.) you are required to notify the Director immediately so that the staff can post a note (your child's name will not be disclosed) alerting other parents that their child may have been exposed to a contagious disease.

A child who is prescribed antibiotics for an illness may return after at least 24 hours of antibiotics and a doctor's clearance in addition to meeting all other criteria outlined in this section and as outlined by their physician.

Children may also be sent home or excluded from the program even without fever if they are unable to participate in program activities comfortably. SRSRC reserves the right to send a child home if we feel it is in the best interest of the child.

It is the parent's/guardian's responsibility to HAVE A BACK-UP PLAN in the event that the child must remain home or be picked up from the program due to illness. If a child must be picked up due to illness, the parent is responsible for having the child picked up within 30 minutes.

If a child becomes ill while at the program, SRSRC reserves the right to have the child wear a mask until they are picked up.

**This guidance may change pending changes in guidance from relevant governmental agencies.**

### Lice Policy

THE MARSHALL RECREATION PROGRAM IS A NIT-FREE FACILITY. Please notify the center immediately if your child has been exposed to or has lice so that we can address the issue as promptly and efficiently as possible. (Daily head checks and proper cleaning.) Early detection is key to getting rid of lice and nits quickly. If live lice and/or nits are found your child will be sent home and can return after becoming nit free. A check on the hair by the staff/director will be required for return.

### Emergency Injuries

For emergency injuries requiring medical attention or when serious illness occurs, the parent/guardian will be called immediately to pick up their child. The paramedics may be called for emergency treatment if deemed necessary. Accident/Incident reports from the supervising staff member or director will be written up and given to the parent.





### Administration of Medication/Sunscreen

We can not administer medicine without a Doctor's written prescription and directions. Please give your child's prescription medication to the director. The prescription bottle must show: name of child, prescription number, name of the doctor, and how many times a day the medication is to be given. Also, we must know when the medication was last administered. Along with all of the above information, the parent must fill out a "Medicine Administration Form" that the director will gladly provide you.

Over the counter Medication such as Tylenol, Cough Syrup, or Pepto-Bismol, does not require a written physician's prescription. We will be more than happy to administer the above such medications as long as we have obtained the required written permission to do so on file. For the MRP, approved over the counter medications can be noted on the child's Health History Form.

### Accident/Incident/Behavior Reports

Accident/Incident Reports for non-emergency injuries will be written up by the supervising staff member or Program Director and will be given to the parent. Behavior forms will be used to help document good behavior, as well as document behavior of concern which we feel the parents should be made aware of.

### Discipline Policy

No corporal or physical punishment of any kind is allowed. Behavioral issues are dealt with by first talking with the child. If the inappropriate behavior continues, the child will be removed from the activity. The staff member will monitor the child and return the child to the group when it is appropriate.

Repeated misconduct during program hours is unsafe and disrupts the experience of other children. We will enforce the three-step disciplinary procedure if a child repeats the same misbehavior after the staff member has already followed the procedure as mentioned above or if the child intentionally hits, harms, or endangers another child, staff member, or self (Staff and/or Program Director's discretion).

1. A detailed Incident/Behavior Report is given to parents and a copy is kept in the child's file.
2. After three Incident/Behavior Reports have been filed, a conference may be called between the Program Director/Staff and the child's parents. The child may be placed on a suspension from participation in the program or may be removed from the program entirely.
3. A child who returns from suspension and demonstrates continued disruptive behavior will be removed from the program entirely.
4. A child removed from the program may be ineligible for other SRSRC programs (including, but not limited to, licensed child care, drop-in babysitting, and camps) for 12 months. Prior to becoming eligible to return to an SRSRC program, the parents must meet with the child care director or program director of the program for which they wish to enroll their child.

Please note, when possible, we will schedule a meeting with the parents about the child's inappropriate behavior, so together we can work on redirecting the behavior and developing a plan of correction prior to suspension or being dropped from the program. Some actions may merit skipping steps in the procedure due to severity of behavioral issues.

It is expected that verbal warnings will be given in an appropriate manner. Consistency of enforcement is essential for this disciplinary procedure to be effective. Children are not expected to be subjected to this procedure for minor infractions, although continuous aggressive or disruptive behavior to even a minor extent must merit a verbal warning. The MRP reserves the right to ask the parent/guardian to make alternative arrangements for the afternoon activities of your child.

### Items From Home

Toys from home, as well as valuables should not be brought to the Program. Cell phones may be brought to the MRP and be used during allotted times. If we see toys or valuables outside of the child's backpack, or cell phones being used in a disruptive or inappropriate manner, we reserve the right to ask them to put the



object away. Toys related to weapons such as; guns, knives, swords, rifles, etc. will not be tolerated. The MRP is not responsible for lost, damaged, or stolen possessions of any kind. We encourage you to label all clothing and possessions and leave valuables at home. We have a Lost & Found located in the TV Room and in the front lobby area. Please check these locations first if your child is missing anything.

### Lost & Found

The Aviary location maintains a general Lost & Found bin on the kitchen patio and at the pool. Smaller and more valuable items may be found at the Front Office Lost & Found. Please check the Lost & Found for any missing items as these bins get cleaned out periodically and unclaimed items get donated.

### Swim, Tennis, Other Lessons

If your child is enrolled in tennis, swim or any other lessons that the Club may provide, please let us know. Your child may sign himself/herself out to attend their lesson. Program staff are not responsible for delivering program participants to their lessons.

### Program Attire

Please have your child dress in comfortable clothing and wear or bring tennis shoes daily, so they can participate in all activities safely. Please pack a swimsuit and towel for your child for swimming activities.

### Swimming

All children that go swimming must bring a swimsuit and towel. We will provide sunscreen, but if you prefer your child to use a specific sunscreen, please pack that with your child's swimming gear. If your child will need assistance applying sunscreen, we would be more than happy to assist them provided we have a sunscreen waiver on file for your child. Program participants may only go swimming when there is an SRSRC lifeguard on duty.

### Birthdays / Special Occasions

Parents are welcome to send cupcakes, cake slices, cookies or any other treats to share with their child's classmates on birthdays or special occasions. If you choose to do this, you must make sure that you can

accommodate all participants in the program. Please let us know in advance that you will bring a treat (some children in our program may have dietary restrictions).

### Media

Scripps Ranch Swim & Racquet Club may take pictures and/or video of participants and activities for the website [www.srsrc.com](http://www.srsrc.com), promotional materials, camp/program projects, and/or for publicity purposes. Please contact the director in writing if you would like to withdraw your photo/media permission. A new withdrawal request must be submitted at the start of each school year or program session.

### Child Abuse

The staff is required by law to report suspected child abuse to the proper authorities. The telephone number of the Child Protective Services is (619) 560-2191. The Family Stress Center (619) 691-1331 assists families with stressful times and provides suggestions for parenting techniques.

### Hiring Staff to Babysit

On occasion, parents might ask an MRP staff member to babysit. Scripps Ranch Swim & Racquet Club MRP does not authorize or take responsibility for any services that Scripps Ranch Swim & Racquet Club employees might provide outside of Scripps Ranch Swim & Racquet Club employment.

### Program/Parent Communication

We encourage communication between the program staff and parents. Please let the staff know if your child is on medication, had a difficult morning, or any other information that you feel is relevant. The staff will make every effort to communicate with the parents regarding their child(ren)'s day. We will send out email reminders regarding the program.

### Final Note

If at any time you have any questions or suggestions regarding the program, please contact the Program Director. If you have any questions, or want more information on a policy in this handbook, please see the Program Director.





**Jonathan Oates**

**Marshall Recreation Program / Camp Director**

**(858)271-6222 ext. 132**

**jon@SRSRC.com**

**PLEASE SIGN AND RETURN THE  
FOLLOWING PAGE**