

P.A.R.K.

Providing Academics and Recreation for Kids



Parks and Recreation

Parent Handbook

Welcome to Clayton County Parks and Recreation After-School Program!

Clayton County Parks & Recreation After-School Program offers supervised activities that will enhance children's educational, social, and physical development. This includes encouraging children to develop their interests, self-confidence, personal independence, and social responsibility inside & outside of the classroom.

After-School Program Goals:

- Provide a safe after-school environment.
- Introduce students to safe and fun recreational activities.
- Redefine competition as the winner is the one who's having the most fun.

Activities are planned to help your child learn while having fun. We believe that being able to have a positive learning experience is key. We also believe that the participants will enjoy themselves more if they are aware that the staff is having fun and learning as well.

In summary, the overall goal of our After-School Program is to provide youth with the positive aspects of recreation while the participants and the staff interact and learn from each other.

Let's have a great school year!
Clayton County Parks and Recreation Department

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P.A.R.K. Sites

Carl Rhodenizer Recreation Center

3499 Rex Rd.
Rex, GA 30273
Center Manager: Rakim Watson
Program Coordinator: Jalen Moore
Phone: (770) 472-8042

South Clayton Recreation Center

1837 McDonough Rd.
Hampton, GA 30228
Center Manager: Jimmy Lovett
Program Coordinator: Isaiah Cherfils
Phone: (770) 347-0200

Jim Huie Recreation Center

9045 Tara Blvd.
Jonesboro, GA 30236
Center Manager: Jessica Gilchrist
Program Coordinator: Ariona Evans
Phone: (678) 479-5133

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Virginia Burton Gray Recreation Center

1475 E Fayetteville Rd.

Hampton, GA 30228

Center Manager: Jeryl Hadley

Program Coordinator: Trinity Clark

Phone: (770) 603-4001



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Program Policies and Procedures

Participant Eligibility

Only participants transported to the facility are eligible to attend the After-School Program. To provide activities suited to the varying ages of children, participants will be grouped according to grade. Clayton County Parks and Recreation After-School Programs are available to children between the grades of K-8. Grades will be grouped as follows:

After-School Age/Grade Levels

P.A.R.K. sites accept kids ranging from 5 – 13 (Kindergarten through 8th grade). All first-time participants will need identification to register (e.g. state-issued ID, birth certificate, etc.).

Registration Policies

Parents may enroll their child(ren) beginning the second week of July until the end of the school year or the maximum number is reached. Full payment is due at the end of each week. Spaces will not be held unless full payment has been received. **Children expelled from the program for disciplinary reasons will not be given a refund.** All enrollments are on a first-come-first-serve basis.

All forms are required to be completed and submitted to the Program Staff before the week enrolled.

Payment Policies

All payments for each week at **all P.A.R.K. sites** are due by **6:30 p.m.** on the Friday prior. Payments must be made at the P.A.R.K. location in which your child is enrolled or online. If payments are not received, your child's space for the next week will not be available until proper payment has been provided.

Payments can be made by credit card or cash. When paying cash, parents must have the correct change

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Holidays and Breaks Schedule

(School Dates According to Clayton County Public Schools 2025-26 Calendar)

- Oct. 12th – 16th - Fall Break
- Nov. 23rd – 27th - Thanksgiving Break
- Dec. 21st – Jan. 1st – Semester Break
- Jan. 18th – MLK Day
- Apr. 5th – Apr. 9th – Spring Break

Check-in/Check-Out

Each child's safety is the top priority of Clayton County Parks and Recreation, therefore; policies that have been established will not change unless the Program Staff has made prior arrangements with the parent or guardian of the child. The authorized person must be on the registration form; otherwise, the participant may not be released to the individual. A parent/guardian must sign the child out. If the person coming to pick up the child is under the age of 18 the parent/guardian must sign a consent form.

A late pick-up fee of \$3.00 per minute past the program's end time will be assessed to parents who do not pick their children up by 6:30 p.m. All fees are due and payable at the time the child is picked up. If payment is not received, a hold will be placed on the account and the child(ren) will not be picked up from school or allowed to attend the program until the balance is satisfied.

Snacks

Snacks will be provided. Each child is allotted one snack. Children are not permitted to go to the vending machines unless escorted by their parent/guardian. Parents are encouraged to provide their child with a snack; if said participant displays a conflict of interest.

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Participant Illnesses/ Accidents

In the event the participant becomes ill or has an accident, the Program Staff will notify the guardian. Due to the large concentration of children, there are circumstances when the Program Staff will ask that children do not attend or must be picked up early from the program. These instances include but are not limited to; a participant who has two or more episodes of diarrhea, a participant who is running a fever of 100 degrees or more, a participant who has thrown up more than once, or a combination of any of the above symptoms. If your child is suffering from any of these or other symptoms (such as pink eye or any other contagious illnesses) please call the P.A.R.K. site to alert the staff. For minor accidents/illnesses, the program staff will provide appropriate first aid.

Participant Emergencies

For participant emergencies, the Program Staff will notify the parent or guardian of the situation. If the parent/guardian is unavailable or cannot be reached the Program Staff will seek emergency medical treatment from qualified medical professionals. In the event an emergency medical treatment is necessary, the physician is authorized to provide necessary medical care as needed unless otherwise indicated on the child's Health History Form. If the parent or guardian was unable to be reached, the Program Staff will notify the emergency contact.

Participant Medication

If a participant is required to take any form of medication during the day, the Health History Form should contain the information. The parent/guardian of the participant should provide the Program Coordinator or Center Manager with the medication in a clearly labeled container with the exact direction for administration. Asthma inhalers and injectable medication must be provided by the parent/guardian and will be under the direct supervision of the Program Coordinator. Staff will have a copy of each child's medical needs as noted in the Health History Form. **Participants will self-administer inhalers, injectable medication, and apply sunscreen and bug spray when needed unless the parent has made prior arrangements with the Program Coordinator.**

Parental Concerns

If the Parent/Guardian has concerns, suggestions, or complaints please see the Supervisor on Duty and complete the Parent Concern Form. The Supervisor on Duty will address the concern within 48 hours.

Mandated Reporters

If any member of our staff suspects abuse or neglect it will be immediately reported to the Clayton County Department of Children and Family Services and law enforcement will be notified.

Participant Discipline

There will be times during the After-School Program when it becomes necessary to administer discipline to a participant. The methods of discipline used by this program are to:

- a. Speak individually to the participant
- b. Remove the participant from the activity for a short time
- c. Time-Out
- d. Have the Supervisor on Duty talk with the participant.
- e. Parents will be notified immediately in the event of extreme misbehavior.

If the child meets with the Supervisor on Duty, a discipline Report will be filed and must be signed by the parent at the end of the day. If any child accrues two discipline Reports in the same week, the parent will be called to pick the child up early from the After-School Program. Therefore, we ask that parents speak with the child and let them know the importance of following the instructions given by the Program staff.

Staff will never:

1. Use physical punishment
2. Be verbally abusive
3. Force, withhold or substitute food
4. Give any child the authority to punish another child
5. Place a child out of visual/hearing site, in the dark, or an unventilated place

If a child brings a weapon to the After-School Program, intentionally harms others, vandalizes property, or displays other extreme behavior, he/she will be dismissed from the program and a refund will not be given.

This After-School Program is a community of many people working together. If a child threatens the safety or well-being of other participants, the child will not be allowed to return to Clayton County Parks and Recreation After-School Program.

Communicable Diseases

(This chart does not reflect all communicable diseases.)

Disease	Guidelines to Return to Center
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (Pink Eye)	24 hours after the start of treatment (If drainage and tearing have stopped)
Ringworm	After medication, wash clothing and bedding
Diarrhea-Gastro Enteritis	24 hours after the last episode or after 1 normal bowel movement
Rubella	At least 7 days and 24 hours after symptoms end
Hepatitis A	At least 7 days after onset of jaundice
Impetigo	24 hours after treatment has started
Fever of 101* F or higher	24 hours after the temperature has returned to normal
Influenza	24 hours after symptoms have subsided
Measles	At least 4 days after onset of rash
Lice	24 hours after treatment has begun
Roseola	After illness has subsided
Scabies	24 hours after the start of treatment
Strep Throat	48 hours after the start of treatment
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis	A written note from a physician
Mumps	14 days after swelling begins
SARS-CoV-2 (also known as COVID-19)	Negative test result.