



# SPARK SQUAD



## Programs Offered:

- SPARK Squad After School Program- 2-5:30pm Monday-Friday
- SPARK Squad Summer Camp- 7:30am-5:30pm Monday-Friday
- SPLASH Preschool Program- 8:30-11am Monday-Friday

Email [youthprograms@sacpa.org](mailto:youthprograms@sacpa.org), visit our website at [www.sacpa.org/spark-squad](http://www.sacpa.org/spark-squad) or call our Welcome Desk for more information about all of our youth programs, activities, and community events.

## Program Enrollment Checklist

- ✓ New Student Information Form
  - Specific Program Registration Page
  - "All About Me" Student Page
  - Code of Conduct Agreement
  - Medication Authorization Form
- ✓ Create or Update Shore Aquatic Center account
- ✓ Valid Payment Card on File w/ Deposit Paid

Shore Aquatic Center  
225 E. 5<sup>th</sup> St.  
Port Angeles, WA 98362  
(360) 775-2119  
Or (360) 477-0862

**Please read through our  
parent packet for more  
detailed information about  
our Youth Programs!**

# SHORE AQUATIC CENTER

## YOUTH PROGRAM INFORMATION

**Location:** SPARK Squad is located on the Shore Community Center side of the building adjacent to PA City Hall & police station off 5th St. You may park in the SPARK/Staff lot to pick up or drop off your child.

**After School Program Time:** 2-5:30 p.m., Monday-Friday. You will be charged a late fee of \$5 every minute after 5:30pm, if not communicated you are going to be late for pickup ahead of time. There is no SPARK Squad on federal holidays or other non-school days (Port Angeles School District), such as teacher workdays and half days. Additionally, we offer all-day camps over Winter & Spring break with separate registration closer to that time.

**Summer Camp Program Time:** 7:30am-5:30pm, Monday-Friday. There are no day camps on federal holidays.

**Drop-Off & Pick-Up Protocol:** Please use our SPARK/staff lot when dropping off or picking up your child. We use a locked doorbell system to keep our youth entry secure for everyone and separate from the public poolside. Please wait for a leader to answer the door or use the doorbell if you don't see anyone. Each child is signed in and out by a leader or supervisor to a parent/guardian or another pre-approved family member or friend noted on your registration form. For summer or day camps, we have small outings or longer day field trips during the week. Pick up and drop off changes and details will be communicated by text and/or email before and/or during the day of an outing or trip.

**Transportation:** We have a district van for transportation and limited staff. Tentatively, our stops each year for each PASD school are as follows:

Jefferson & Franklin- 5<sup>th</sup> & Chase, bus stop directly across from the SPARK lot where leader meets them and walks to the facility.

Roosevelt- 4½/5th & Chambers, leader(s) will wait with the group for the district van.

Hamilton & Dry Creek- 9<sup>th</sup> & B, below Lincoln Center. Van will pick up in 2-3 loads

Olympic Christian- Drops off directly in front of SPARK building

### Cost/Billing Details:

**After School Program:** \$365 per month or \$20/day, paid in advance of month's attendance (+\$30/month if you would like your child involved in 2x/week swim lessons).

-- If you chose 'Specific/Consistent Days of Week' billing: Card on file will be auto-billed on the 4<sup>th</sup> Friday of each month prior to your child's attendance, according to the circled days on your initial registration.

If you need to change these dates, please email [youthPrograms@sacpa.org](mailto:youthPrograms@sacpa.org) by the Monday before billing to ensure a refund.

-- If you chose 'Monthly Attendance' billing: Card on file will be auto-billed on the 4<sup>th</sup> Friday of each month prior to your child's attendance. If you need to switch to daily attendance billing, this cannot be done within the month but can be done by the Monday before billing.

**Summer Camp Program:** \$225 per week or \$50/day, must be paid 2 weeks in advance of attendance. (Example: Week 3 must be paid for by Monday of Week 1). Options are given to enroll your child(ren) in specific days per week or entire weeks throughout the summer program and can be changed before billing for that week (2 weeks in advance of attendance). A card on file is required but the option to opt out of auto-billing is available if you are consistent with paying your bill via your account, in person, or over the phone.

Please mark on your program registration forms a preferred method of payment and signature for auto-billing authorization. With each transaction in our recreation software, an email is sent with activity details, total cost, and due date. These can be requested at any time.

**Scholarships** Shore Aquatic Center offers scholarships on a sliding scale based on household income and number of family members. Please find a copy of our scholarship application on our website or at our Welcome Desk or request via email to [Lorit@sacpa.org](mailto:Lorit@sacpa.org). Complete all sections of the application and attach income verification documents such as pay stubs, tax documents, and a copy of a valid photo ID. This will be processed within 2 weeks of returning, any applicable discount noted on your account and/or registration form, and an approval or denial letter will be sent out via mail or email.

**Refunds:** For program payment, we require prior to attendance billing to ensure staffing and program costs are covered for all children. Changes to your child's original schedule can be made 2 weeks prior to billing for a refund to your card on file or user credit on your account towards other programs or payments. Billing details are always attached to program registration and emailed with transaction receipts including all dates and total cost for each activity.

**E-Pact:** Upon registration, parents will receive an email with a link to our medical and emergency contact information network. Each child needs to have a completed and up-to-date E-Pact online profile for management to access in the case of an emergency, for allergy and intolerance information, behavioral notes or diagnosis, parenting plans, restraining or protection orders, and other important permissions and waivers. If your child has attended our program in the past, you may get a "reconfirm" email to update their information.

**Daily Activities:** SPARK will include group games, leadership and team-building activities, quiet reading time, arts & crafts, science experiments, free play time, and swimming! During our after school program we offer homework time with leader help. However, this does not mean our leaders are teachers or tutors; we cannot guarantee each child's homework is finished and will not sign off on any homework sheets, reading logs, packets, etc.

**Swimming:** Enrolled students will have 30-minute group lessons 2 days/week (Mon/Wed or Tues/Thurs depending on planned attendance. Each child is tested and placed at an appropriate level upon registration if they haven't recently been in lessons. Also, every Friday we have open swim time with the SPARK leaders! SAC provides lesson goggles but does not provide swimsuits and towels for each SPARK Squad kiddo. All children need their own swimsuit and towel and encourage parents to write their child's name on each item so when staff wash and dry after swim time they can easily be put back in their personal cubby for next time. Our facility on poolside closes for SPARK lessons and also free swim time for the safety and privacy of your children while in the program. They change together in the locker room with leader supervision and are also given the option to get into their suits in our more private universal changing rooms if they feel uncomfortable.

**Snacks:** A healthy snack will be provided each day when the kids arrive or after swim lessons. Additionally, we do provide gluten and dairy-free options. Please note any allergies or preferences on your registration form- we keep a list on the refrigerator.

**Lunch:** During our summer all-day camp, we participate in the USDA Summer Food Service Program. We provide each child with a healthy, approved meal pattern including milk, fruits & vegetables, grains/bread, & meat or other protein alternate. Please note any allergies/intolerances or preferences on your registration form for each child. We will provide dairy and gluten-free alternatives when noted. Please DO NOT send your child with any nut products. We are a 'Peanut-Free Zone" due to serious allergies. NO EXCEPTIONS. If your child has any peanut products, we must throw them away.

**Behavior Expectations:** SPARK Squad strives to maintain a positive, healthy environment for both staff and children. Included at the end of this packet is our SPARK Squad Code of Conduct agreement. Please read and talk about these expectations and guidelines of appropriate behavior while in our program. Each student and parent are required to sign this document.

**Behavior Documentation:** Leaders and Coordinators document all (within reason) behavior that is not within the expectations laid out in our Code of Conduct document. Our policy is to first give a verbal warning, one written warning/behavior documentation along with a consequence such as lost free time, etc., then a parent call, email or meeting if needed determined by the coordinators depending on the incident and severity of the recent behavior/issue. Parent-to-staff communication is crucial and very

important to us to keep open conversations about your child(ren)'s day at SPARK Squad in order to notice trends of behavior, creating a plan that works for them, and avoiding any conversation about having to leave the program.

### What your child needs:

- Well-fitting, appropriate swimsuit
- Towel
- Sweatshirt/Jacket for outside play
- Appropriate shoes for the weather, active play, or walking field trips
- Reusable water bottle (not required)

Each child has access to their own cubby in our SPARK Squad area where they will keep these items.

### What your child does NOT need:

- Personal belongings from home including but not limited to: Toys, candy/gum, stuffed animals, playing cards, jewelry, purses, etc. Lost and found items can only be kept here for one month.

\*\* We are not responsible for lost or stolen items including the items above and other things your child might need such as personal hairbrushes, glasses/sunglasses, shampoos and conditioners, swimsuits, towels, shoes, coats, bags, winter items like hats and gloves, umbrellas, etc. Musical instruments will be kept in the SPARK office until parent pick-up, but we are not responsible for your child's instrument if lost, stolen, or damaged.

- Electronic devices. Please encourage your child to keep their personal laptops (whether they are school-distributed or not), music devices, and phones either at home or kept in their backpack while at SPARK Squad. Leader policy is to take these things until parent pick up to avoid being damaged or stolen.

### The precautions we are taking to protect your family during COVID-19:

- Staff members & students are no longer required to wear masks, per state guidelines. However, we support whatever you and your child feel comfortable with but no longer provide extra face coverings.
- Our staff members continue to do frequent cleaning and disinfecting of all spaces and objects that are used during the week.
- Reminders of handwashing for staff and children throughout the day.

Please continue to stay familiar with the symptoms of COVID-19 & keep your child at home if they have any symptoms or been exposed to someone COVID-19 positive.

### Contacts:

Jessica Amiot- Youth Program Coordinator  
(360)477-0862 *during program hours*  
[youthprograms@sacpa.org](mailto:youthprograms@sacpa.org)  
(360)775- 2119