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Central Recreation Center – 205 E. Main St. Thomasville, NC 27360  
Monday-Friday 2:30PM-6:00PM  
Center Director, Tommy Oliver – (o) 336-475-5520 (c) 336-590-6551

#### **BUS PICK-UP & CHILD PICK-UP:**

- Please let your child’s teacher know they will be riding the Parks and Recreation Bus. TPRD Staff will pick up your child each school day. The bus will arrive at the Recreation Center at approximately 2:30PM each day. **Pick-up is NO LATER than 6:00 PM each day. If your child is picked-up late, the parent or guardian is subject to a late pick-up fee.** Children will ONLY be released to the adults listed on their pick-up form. If someone else is picking up your child that is not on the list the parent/guardian MUST call to let staff know in advance.

#### **SNACKS/MEALS:**

- Please send **at least one snack** with your child every single day. For an “All-Day” you will need to send lunch and at least one snack. Parents will be notified in advance if the Recreation Department offers an “All-Day” program due to teacher workdays, holidays, etc.

#### **SEVERE WEATHER/SCHOOL CLOSURES**

- If school is cancelled due to inclement weather, TPRD will follow Thomasville City Schools cancellations.
- If school closes early due to weather: - Thomasville Parks and Recreation Department will NOT operate. The parent/guardian will need to arrange pick-up for their child/children from the school.

#### **LATE PAYMENTS**

- **Payments are due on the 1st of every month, if payment is not made by the 15th of the month, a \$20 late fee will be applied. Your child will not be able to return to the program until all payments are made and caught up to date.**

#### **ALLERGIES**

- In order for our staff to better serve your child, it is imperative that parents inform staff of any allergies that their child may have or had, for example, food, medication, or other substances.

#### **ACCIDENTS AND EMERGENCIES**

- We will call you or your emergency contact person to notify of a minor accident or injury.

- When there is no question that your child must be taken to the doctor or the hospital, we will call you to inform you of our course of action as soon as possible. **It is vital that you keep our staff updated in case of changes in your phone number at work and at home.**
- Thomasville Parks and Recreation does not have accident insurance on any program participants.

### **EMERGENCY SAFETY PROCEDURES**

- In case of tornado: At the Central Recreation building children and staff will immediately move to the basement of the facility and will remain there until the threat has passed. No children will be released until the threat has passed. In case of thunder and lightning storms: Staff will bring children indoors when thunder or lightning is present. Children and staff will not be outside in inclement weather.

### **BEHAVIOR GUIDELINES AND DISCIPLINE POLICY**

- Children must behave toward others and their environment in a way that demonstrates TPRD's four character values: Caring, Honesty, Respect and Responsibility.
- Children are expected to follow all directions issued by TPRD staff. If these rules are not followed children are subject to early dismissal from the program and potential suspension due to behavior.
- **The use of cell phones and other electronic devices is not permitted at any time during the After School Program.** Communication between children and families will be available with Tommy Oliver at (o) 336-475-5520 or (c)336-590-6551 or by e-mail at [tommy.oliver@thomasville-nc.gov](mailto:tommy.oliver@thomasville-nc.gov).