



DERBY RECREATION
COMMISSION

Before and After School Information 2017-18





Dear Parents and Students,

Enclosed you will find a packet of information concerning our Before and After School guidelines. Please take a moment to speak with your student to help our staff maintain a safe and cooperative atmosphere that all patrons can enjoy.

The DRC is offering bus service from the Derby Recreation Center to the Derby North Middle school in the morning and back to the Derby Recreation Center in the afternoon.

Every person that utilizes the Center must have a membership or purchase a day pass. Certain age restrictions apply in activity areas. Scholarships are available , please refer to the information sheet attached.

Youth Membership Fees

One month pass	\$12.00
One month auto-pay	\$9.00
One year pass	\$75.00
One daily pass	\$4.00
DRC/DNMS Bus Pass auto-pay	\$48.00
DRC/DNMS Bus daily pass	\$3.00

Children 7 years or younger, must be accompanied by an adult while in the Center.

Before and after school, students will enter through the front door and check-in at the Guest Services counter. **Students should line up for check in, in front of the Kids Club. All students will be required to go directly to the gymnasium.** *The lounge is considered a quiet area, only students getting a snack will be allowed to utilize this area.* Students must check in with DRC staff supervising the gymnasium area to have access to the lounge. This rule will be strictly enforced, the front entrance and lounge are semi quiet business areas.

Please keep the attached forms for easy reference throughout the upcoming school year. **Parents and students asked to sign the Behavior and Discipline Policy, these are kept on file at the DRC. Students must be accompanied by their parent/guardian to purchase their initial membership at the DRC or OAC.**

We hope to see you soon. Please don't hesitate to contact us at the DRC at 788-3781 or at the OAC at 529-2677 if you have questions.





Before and After School Behavior and Conduct

Courtesy and proper conduct must be maintained at all times

Check In

- A Youth membership or a \$4 day pass will be required to be on the DRC property.
- Students will be required to enter their check-in number or show a day pass to verify membership status.
- Students will have access to gymnasium and pool with their DRC membership. All Center rules and age requirements apply.
- Students are not allowed to wander back and forth from the DRC property to off site locations. Students who leave the DRC property are not allowed to return without written permission from parents.

Entrances

- Before and after school, students should enter and exit through the front entrance of the DRC, and line up for check-in at the Guest Services desk, in front of the Kids Club. **Students will be required to go directly to the gymnasium after check in.**
- All students waiting to be picked up must remain in the gymnasium area until their ride arrives or in the designated pick up area located to the east of the front entrance. **Students can only wait in the pick up area if their rides are expected within 5 minutes.**
- The front entrance is a **NO** parking zone, patrons will not be allowed to park and get out of their cars in the front drive area; when picking up students, drive to the east end of the drive to the designated pick up area.
- Students are not allowed to congregate or loiter in front of the building or entrances.
- Skate boards, bicycles, etc. are not allowed on sidewalks, patio or entrances. **Bike rack will be available near the front entrance. Bikes must be locked to rack.**

Hallways

- Always walk to the right side of the halls.
- Running, pushing, shoving and yelling are completely unacceptable, as this type of activity may endanger student safety as well as the safety of others.
- Students should talk in a voice level that does not disrupt business operations.
- Wandering the halls of the Recreation Center will not be allowed.
- Students will be asked to lower their voice levels or be asked to go to the appropriate activity areas.
- The studio hallway will be restricted before and after school.

Lounge

- The lounge is a business entrance for the Derby Recreation Commission, **this area will be restricted during before and after school hours.**
- **Voice levels should be conducive to the operation of DRC business.**
- Students will only be allowed to use the lobby area to get a snack after checking with DRC staff supervising the gymnasium area.
- DRC staff will coordinate students in the lounge area. There will not be more than 10 students in the vending area at one time.
- The 2nd floor mezzanine area is restricted during before and after school hours. Students will not be allowed in this area during these hours.

Gymnasium

- This will be the main area that students will congregate throughout the school year.
- Students should place all coats and backpacks in the designated area in the gymnasium.
- After using vending machines, students will return to the North bleachers in the gymnasium designated for food & drinks. **They must remain in this area with food and drinks.**
- Trash receptacles will be in this area for their convenience.
- **DO NOT ask staff or patrons for money.**

Restrooms

- **Locker rooms are available for restroom needs.** Front restroom and 2nd floor restrooms are not available to students during before and after school hours.
- Students will not be allowed to congregate or loiter in the locker rooms.
- No more than three students will be allowed to occupy the restroom at one time.

Activity Areas

- Students are welcome and encouraged to utilize all the activity areas. All center age requirements and rules apply.
- There are many programs and activities available for students. Check with the Center Coordinator for more information.





DRC/DNMS Bus Packages

\$48 per month (auto-pay) or a \$3 daily pass. Scholarships are not available.

Bus schedule:

AM Leaves DRC Tuesdays - Fridays at 7:35am; Mondays at 8:35am

PM Leaves DNMS at 3:40pm; early release leaves at 11:40am

Procedures:

Students are required to be on the bus 5 minutes prior to the times listed above.

Students missing the bus will need to notify their parents for pick up. The bus will not return for late students.

AM riders are required to check in at the DRC guest services before getting on the bus. All passengers must have a Bus Package or purchase a daily ride for \$3.

PM riders are required to check in at the DRC guest services when they arrive at the DRC. All passengers must have a Bus Package or purchase a daily ride for \$3.

Students staying at the DRC before or after school are required to have a DRC membership or a day pass.

We encourage all parents to review these rules with their student and help instill in their student the importance of safe, orderly and respectful bus behavior.

Students should follow directions of their bus driver.

Students should be on the bus 5 minutes prior to departure.

Students will go directly to a seat when entering the bus and keep the aisles and exits clear.

Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat.

Students will not eat, drink, chew gum or bring tobacco, alcohol, drugs or any controlled substances on the bus.

Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.

Students may carry only objects that can be held in their laps.

Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.

Students will not extend head, arms or objects out of the bus windows.

Students will be totally silent at railroad crossings.

Students will stay seated until time to get off the bus. The driver will signal when to get up from the bus seat if you are at your stop.

Use classroom voices until unloading (loading) process is complete.

Students will help keep their bus clean and in good, safe condition.

Disciplinary Action Procedures:

First warning – student is asked to follow all safe riding procedures and corrective action is required by the student.

Second warning – parents are called and corrective action is required by the student.

Final warning – parents are called and student is suspended from the DRC and riding the bus for 30 days.

Derby Recreation Center Staff has absolute authority to enforce all rules, and will evict any participant from the program or facility who does not behave in the appropriate manner.





Behavior and Discipline Policy

The DRC behavior and discipline policy is based on mutual respect among staff, students, parents and patrons. The purpose of this discipline policy is to ensure a safe and orderly environment through well-defined policies and procedures that support a consistent and positive environment. Students and patrons have the responsibility to respect other students, staff and Center patrons, to comply with DRC rules and policies, and to be ready to accept the consequences of their actions if they violate these rules and policies.

Suspension

Authorized DRC staff may suspend students or patrons for any of the following:

1. Willful violation of any DRC rule or policy.
2. Conduct or actions which disrupt, impede or interfere with DRC operations.
3. Conduct which endangers the safety, infringes upon or invades the rights of others.
4. Disobedience of an order given by a DRC official.

*****This list is not intended to be all-inclusive.*****

All individuals involved in any altercation will immediately be suspended for a period of five business days. DRC Administration will review the occurrence in its entirety during this period and determine the appropriate length of suspension for all individuals involved. Administrative discretion may be used in assigning any disciplinary consequences for behavior.

Violations may result in short-term or long term suspensions. If a person is suspended from the Derby Recreation Commission, that applies to all Derby Recreation Commission Facilities and Programs, including sports leagues and classes facilitated outside of DRC facilities.

When a person is suspended from the facility, he/she is not to return to any DRC facility or program until the suspension period is over. He/she may not be present on DRC property or off-site programs during the time of the suspension. Violation of this policy may be considered criminal trespassing and will be handled by the Derby Police Department or Sedgwick County Sheriffs Office.





Behavior and Discipline Policy

Parent Signature Form

I have read and discussed the DRC rules and procedures with my child. I understand that these rules and procedures are for the purpose of promoting a safe, positive and productive environment for all DRC patrons.

Student's Name: _____
(Please print)

Parent/guardian's Name: _____
(Please print)

Parent/guardian's phone number
Home _____
Cell _____
Work _____

PLEASE SIGN AND RETURN THIS FORM TO THE DRC OR THE OAC

(child's signature) (date)

(parent signature) (date)

