

# Summer Programs

## Important Information

### **Attendance Requirements**

Parents must designate the adults who are authorized to pick-up their child by completing the Participant Emergency Form. Children will be released only to the authorized adults listed on the Participant Emergency Form. Changes to who is authorized to pick-up a child must be made in writing – see the staff for such changes. On each occasion, the authorized adult must “sign-out” when picking up the child. Please be prepared to show photo identification when picking up a child. If a child walks to and from the program (Teens on the Go only), the parent must give written permission on the Participant Emergency Form for the child to leave the program unattended at the end of the day. Any child arriving late or leaving early must be signed in/out with the staff. Failure to do so may result in dismissal from the program.

### **Proper Attire**

Participants should wear appropriate clothing for active activities and arts and crafts. If it is not appropriate for school, it is not appropriate for camp. For safety reasons, participants must wear athletic shoes that completely enclose the foot (NO backless shoes). Children not properly attired will not be able to participate. You may provide a smock or old shirt for messy activities. All clothing should be marked for easy identification. Parents will be notified in advance when towels and bathing suits are required (boys – lined suits / girls – one piece- or full coverage two piece bathing suit). Please keep in mind that some locations may not be air-conditioned during the summer. It is suggested that all children wear sun block to programs and bring their own product with them to reapply throughout the day. The child’s name should be printed on the container. If a child needs assistance with applying sun block, a Topic Basic Care Product Application Form must be received from the parent/guardian granting permission to the staff to help with applying.

### **Field trips**

Please inform the staff if your child is not attending a field trip, the bus will not wait for late arrivals. All participants attending field trips are required to wear the t-shirt provided at the beginning of the program.

### **Food and Drinks**

Participants attending an all day program are required to bring a lunch, snack, and sufficient liquids for each day. Keep in mind that refrigeration and microwaves are not available for lunches or drinks.

### **Personal Hygiene, Illness and Medications**

All children **must** be toilet trained. If a child becomes ill at the program, they must be picked up immediately. Medications must be administered/self-administered with staff supervision. Children are not allowed to administer/self-administer any medications without the proper Recreation & Parks medication form – **NO EXCEPTIONS**. Written permission of a physician with a photograph of the child must be attached to the form – **NO EXCEPTIONS**. Do not put medication in lunch boxes or backpacks without notification to staff and completed forms.

### **Late Pick-Up from Programs or Bus Stops**

Children must be picked up promptly at the end of each registered program day. A late fee of \$1.00 per minute, per child will be charged for each 1-minute increment that a child is not picked up after the registered program ending time. Repeated occurrences of late pick-up may result in termination from the program. The 1<sup>st</sup> occurrence is considered a warning (if under 30 minutes). After the 1<sup>st</sup> occurrence, any occurrence will result in the Registration Office sending a bill for the late fee. Failure to pay this bill promptly may result in dismissal from the program.

### **Lost and Found**

Do not send or bring any personal items such as video games, music players, or other valuables as children are encouraged to actively participate in the activities offered. We recognize that most children carry cell phones; we are not responsible for lost or stolen items. We do not have a location available to store lost and found items after the end of the program. All items must be claimed before the end of the program.

### **Guidelines for Discipline**

- Children must listen and follow all instructions given by staff at all times.
- Treat other children, all staff, equipment and facilities with respect & care.
- Any participant found to be in possession of any drug, alcohol, tobacco product or weapon would be immediately dismissed from the program. NO refund will be issued.
- Any action that causes injury to another child, or may have caused injury had the staff not intervened, may result in immediate dismissal from the program. The safety of children is paramount and we want everyone to have an enjoyable experience.

### **Consequences**

Depending on the seriousness of the offense(s), any or all of the below listed consequences may be necessary. A refund will not be issued for dismissal from the camp. If a child is dismissed from one camp, he/she may not attend any other Recreation and Parks Summer camps for the remainder of the summer.

- |                                       |                        |                                     |
|---------------------------------------|------------------------|-------------------------------------|
| 1. Verbal Warning                     | 3. Parent Notification | 5. Dismissal from Program           |
| 2. Redirections/Removal from Activity | 4. Suspension          | 6. Re-entry meeting for next summer |