

PORT WASHINGTON PARK & RECREATION DEPARTMENT
2018 SUMMER PARK
PARENT HANDBOOK

Welcome to our 2018 Summer Park season! The following information relates to our activities and policies.

Attached is a Registration & Medical Emergency Form. This form is extremely important, and must be completed and turned in before Friday, June 8, 2018, so that your participating child(ren) may be treated in case of an accident, illness or emergency. Without a completed and signed form, your child is not officially registered and may not participate in Summer Park activities. A separate form is required for each child.

The City of Port Washington Parks & Recreation Department is committed to promoting safe activities and providing qualified staff. It is our policy, in the event of serious injury or illness, to contact Port Washington EMS/Fire Department, and if necessary, to have them transport the participant to the nearest hospital or medical facility for treatment.

Our goal is to provide your child(ren) with a safe and fun-filled summer of activities while at the Summer Park Program. **Please note that this program is not designed or intended to be a daycare, nor should it be perceived as such.** Rather, our program is an afternoon alternative of outdoor fun and structured activities for children ages 6 through 12.

The City of Port Washington, Port Washington - Saukville School District, and the Village of Saukville have united in CHARACTER COUNTS! an exciting program developed to promote character within each other and within the community.

CHARACTER COUNTS! strengthens young lives through character education. It's a national initiative in partnership with schools, communities, businesses, and other organizations helping millions of youth and adults develop universal values.

CHARACTER COUNTS! is two things: An educational framework for teaching universal values and a national coalition of organizations that support each other.

The values of CHARACTER COUNTS! will be included in Summer Park Programs.

GENERAL POLICIES

HOURS & PICK-UP POLICY:

Drop off and Pick-up: Please take note of our Summer Park hours:

Monday, Tuesday, Wednesday, Thursday, and Friday : 12:30 p.m. - 5:00 p.m.

Parents¹ please make sure that a leader is present and on duty before leaving your child(ren) at the park. Leaders are not on duty until 12:30 p.m. and will not be available to start the day's activities or supervise children until that time. Our leaders are there early to prepare for the day. Please be considerate of this time.

Parents are expected to pick up their child(ren) immediately upon the conclusion of Summer Park sessions at 5:00 p.m. Just as leaders arrive early to prepare for the day, they also remain after Summer Park closes to clean up and plan for the next day's activities. Again, please be considerate and pick up your child(ren) on time.

Parents may give written authorization for their child(ren) to sign themselves out during or at the end of the Summer Park day, but should that occur City staff will not be responsible for supervising the participant in any way after he/she does so.

Note: City staff is not responsible for verifying the identity, legal authority and/or custodial status of persons who drop off or pick up your child(ren). Please be guided accordingly.

PENALTIES FOR LATE PICK-UPS WILL BE ASSESSED AS FOLLOWS:

- **FIRST TIME** - a verbal warning and reminder of the pick-up rules.
- **SECOND TIME** - child(ren)'s loss of a day of participation.
- **THIRD TIME** - child(ren)'s loss of a week of participation.
- **FOURTH TIME** - child(ren)'s suspension from the Summer Park Program.

SIGN IN/OUT SHEET: Your child(ren) will need to sign in to the park once they arrive and sign out of the park upon leaving. Once they are signed in to the park, the Summer Park Program is responsible for supervising your child(ren) until they have signed out.

WEEKLY FLYER: Each park site will have a weekly newsletter that will contain a daily listing of the week's events. It will include all field trips and activities away from the Summer Park Program and what times the buses depart and return to the park site. The newsletter will be available on Fridays for parents to pick up. It will be located near the daily sign in/out sheet.

[¹NOTE: All references in this Handbook to "parents" includes legal guardians.]

SAFETY/EARLY PICK-UP: In the event of adverse weather or other hazardous conditions occurring after Summer Park has been opened for the day, we reserve the right to close the

Summer Park at any time if we feel your child(ren) is at risk. It is your responsibility to ensure that you have an authorized person available to pick up your child(ren), if it becomes necessary to cancel Summer Park activities.

RAIN DAYS/EXCESSIVE HEAT: When there are inclement weather conditions or warnings such as severe weather, rain or very high temperatures, Summer Park will be closed for the day. A sign will be posted at the park and/or you may call the Parks & Recreation Department office at (262) 284-5881 or visit the Facebook page at: www.facebook.com/PortWashingtonParksAndRec for cancellation information.

FIELD TRIPS: All trips will be announced in advance. Permission slips will be available to be signed by a parent or guardian and **must be returned three (3) days in advance of the trip** or your child(ren) will not be permitted to go along on the trip.

SNACKS & DRINKS: Participants may bring a packed lunch or snack if they wish; however, Parks & Recreation Department staff is not responsible for ensuring that your child(ren) consumes such food or beverages, or for allergic reactions or unhealthful effects experienced by your child(ren) due to the consumption of food or beverages provided by participants or others.

MEDICATION: Leaders are not responsible for and will not be distributing, holding, or carrying prescribed or over-the-counter medications of any kind.

ELECTRONIC DEVICES: Any electronic devices (e.g., cell phones, hand-held games, etc.) brought to the Summer Park will be the sole responsibility of each participant. Leaders will not hold or monitor these items. The Park & Recreation Department will not be responsible for any lost items. Except in an emergency, participants will not be allowed to use electronic devices while signed in at Summer Park.

CLOTHING AND PERSONAL BELONGINGS: Please send your child(ren) dressed in cool, comfortable clothing that can get dirty (such as shorts and a shirt), socks and tennis shoes. We play games and sporting activities that require running and physical activity, and we want all kids to be able to participate. Flip-flops or sandals are not allowed at the park sites with the exception of the pool. Participants are responsible for belongings brought to Summer Park. **We are not responsible for lost or stolen items. Please label all personal belongings with your child(ren)'s full name, in permanent ink.**

SUNSCREEN: Please send sunscreen for your child(ren) daily. We are not responsible for providing or applying sunscreen. Participants are responsible for applying their own sunscreen as we will not be able to assist them.

ACCIDENTS OR INJURIES: It is our policy, in the event of serious injury or illness, to contact Port Washington EMS/Fire Department, and if necessary, to have them transport the

participant to the nearest hospital or medical facility for treatment. Parents will be called if an injury requires immediate parental attention after first calling EMS. All accidents and injuries will be documented with an accident report. Parents will be asked to sign the report and a copy of the report is retained in our accident file. If a participant cause's injury to another, both parties' parents will be notified.

DISCIPLINE: Any disruptive, violent or threatening behavior will be dealt with appropriately. Please take time to read the Discipline and Behavior Policy below with your child(ren). If problematic behavior is not corrected, it may be cause for dismissal from Summer Park. We will not tolerate language or actions that are inappropriate or harmful.

DISCIPLINE AND BEHAVIOR POLICY

Positives for Summer Park Participants

Parents, please review these positives with your child(ren). In order to promote the care, welfare, and safety of all Summer Park participants, they will be expected to follow these basic rules:

- Use your manners and treat staff and fellow participants with respect.
- Listen to and obey your leaders and follow their instructions.
- Keep your hands, feet, and objects to yourself.
- Respect the property of other participants and that of Summer Park.
- Always stay with your group.
- Be responsible for personal property brought to Summer Park.
- Be on your best behavior on field trips and during special events and programs.
- Have tons of fun, make new friends, enjoy the field trips and laugh with your leaders....have a great summer at Summer Park.

Negatives for Summer Park Participants

To promote the safety of all Summer Park participants, inappropriate behavior will not be tolerated. The following behaviors will not be tolerated and will result in a participant's suspension or termination from Summer Park:

- Profanity or vulgar language.
- Hurting others and/or oneself.
- Threatening violence.
- Stealing.
- Jeopardizing the health and safety of others.
- Disturbing programs and special events with inconsiderate behavior.
- Destruction of property.
- Weapons of any kind.
- The presence of drugs, drug paraphernalia, alcohol or tobacco.
- Bullying (any unwanted aggressive behavior including threats, rumors, excluding others from a group, etc.)

If such behaviors occur, parents will receive a Disciplinary Action Notice and will be expected to support and work with the Summer Park leaders.

DISCIPLINE AND BEHAVIOR POLICY – (CONTINUED)

It is our goal to keep participants in the Summer Park Program safe throughout the summer. In order to promote their safety, this Discipline and Behavior Policy has been developed. Leaders at each park site will determine what rules are necessary for their park. They will strive to prevent problems by keeping participants busy with organized activities. Additionally, leaders will use alternatives to deter unwanted actions and encourage appropriate behavior. Our policy for disciplinary measures is as follows:

- **FIRST INFRACTION** - a verbal warning and reminder of the behavioral rules.
- **SECOND INFRACTION** - or repeated disobedience will result in a Disciplinary Action Notice. Parents will be notified by the leader in charge and will have to sign the Notice at the time of pick-up. The Notice will detail how the leader in charge will handle the next infraction.
- **THIRD INFRACTION** - or repeated disruptive behavior will result in a one week suspension from the Summer Park. Parents will be notified by the Summer Park Program Coordinator. A written suspension form will be filled out and must be signed by the parent at pick-up.
- **FOURTH or ANY “SERIOUS” INFRACTION - automatic expulsion** from the Summer Park Program. All enrollment and participation fees paid will be forfeited. Parents will be contacted by the Summer Park Program Coordinator for a conference.

We consider any of the following to be a **“SERIOUS” INFRACTION**: Stealing; possessing weapons of any kind; possessing drugs, drug paraphernalia, alcohol or tobacco products; profanity; causing harm to another child(ren) or to a leader; and two (2) or more of the Third Infractions, described above.

The City of Port Washington Parks & Recreation Department reserves the right to terminate a participant from the Summer Park Program if there is a discipline problem. Refunds will not be given for participants required to leave the Summer Park Program for disciplinary reasons.

PARENT OR LEGAL GUARDIAN/PARTICIPANT SIGNATURE PAGE
PORT WASHINGTON PARKS & RECREATION DEPARTMENT
2018 SUMMER PARK PROGRAM

Dear Participants and Parent(s) or Legal Guardian(s):

This Handbook was developed as a guide for participants, parents and legal guardians, and to answer commonly asked questions that come up during the course of the Summer Park Program. Our goal is to create a positive and safe atmosphere of recreation, where rules are enforced firmly, fairly, and consistently to all participants.

We ask that you familiarize yourself with this Handbook by reading it, and ask that you sign this page to acknowledge that you are aware of our policies and procedures. This form is part of the registration process for the Summer Park Program and must be returned as a condition of enrollment no later than Friday, June 8, 2018.

Signing below confirms that parents, legal guardians and participants have read, understand and agree to the contents of this Handbook.

Signature of Parent or Legal Guardian

Date

Signature of Participant

Date

Print Name of Participant

Age of Participant

By signing below, I authorize my child(ren) to sign themselves out during or at the end of the Summer Park day; and should that occur, I further understand that City staff will not be responsible for supervising my child(ren) in any way after he/she/they does so.

Signature of Parent or Legal Guardian

Date