

2021 Summer Park - Parent Handbook

Summer Park Parent Handbook

Welcome

This Summer Park Handbook was developed as a guide for participants, parents and legal guardians. Please read, complete necessary information and sign where indicated as acknowledgement of your understanding of Summer Park policies and procedures. This handbook is part of the registration process for the Summer Park Program and is required at time of registration. All references in this Handbook to "parents" includes legal guardians.

Mission

The City of Port Washington Parks & Recreation Department is committed to providing your child(ren) with a positive, safe and fun-filled atmosphere of recreation, where rules are enforced firmly, fairly and consistently to all participants. 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 5 through 12.

Character Counts

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.

Weekly Parent Newsletter

Each parent will receive a weekly newsletter that will contain a daily listing of the week's events. This newsletter will contain a listing of the week's events, all field trips/activities away from the Summer Park Program and what times the children depart and return to the Kolbach. The newsletter will be emailed to parents on Thursday nights and will contain information for the following week.

Hours

Summer Park hours: Monday, Tuesday, Wednesday, Thursday, and Friday..... 12:00 p.m. - 4:30 p.m.

Drop-off and Pick-up

NEW DROP-OFF and PICK-UP POLICY WILL BE AVAILABLE SOON. VEHICLE INFORMATION WILL BE REQUIRED. City staff is not responsible for verifying the identity, legal authority and/or custodial status of persons who drop-off or pick-up participants. Please be guided accordingly. Parents 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 12:00 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 4:30 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.

Late Pick-up Penalty

Penalties for late pick-ups (after 4:30pm) will be assessed as follows:

First Late Pickup: Verbal warning and reminder of the pick-up rules

Second Late Pickup: Participant's loss of a day of participation

Third Late Pickup: Participants' loss of a week of participation

Fourth Late Pickup: Participants' suspension from the Summer Park Program

Check-In and Check-Out Procedures

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CHECK IN/OUT: Each day your child attends Summer Park they will need to be checked into and out of the program by a parent with a Summer Park staff member at the designated pick up/drop off area. Once they are signed in to the park, the Summer Park Program is responsible for supervising your child(ren) until they have been signed out.

SELF CHECK-IN / SELF CHECK-OUT PERMISSION: Should you wish to grant permission for your child(ren) to check themselves IN and/or OUT of Summer Park you can indicate this permission in the Required Information - SELF Check-In/Check-Out section at the end of this handbook.

Check-In Permission: "I authorize my child to check themselves into Summer Park and understand that if my child fails to check-in with a staff member that City staff will not be responsible for supervising my child."

Check-Out Permission: "I authorize my child to check themselves out during or at the end of Summer Park day; and should that occur, I further understand that City staff will not be responsible for supervising my child in any way after they do so."

Cancellation / Early Release and Pick-Up

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.

Early Release:

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.

Cancellation Due to Rain / 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.

Fieldtrips - No bussing field trips Summer of 2021

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. On days of field trips, there will be no regular Summer Park and you may need to pick up your children at another location which will be communicated in the weekly flier emailed out the week before.

Snacks and 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

Participants will not be allowed to use electronic devices while signed in at Summer Park, except in an emergency. 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.

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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 or sport sandals (i.e. chacos). 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.

Accident or Injury Policy

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

Parents, please review these positives with your child(ren). 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.

The following behaviors will not be tolerated and will result in a participant's suspension or termination from Summer Park. If such behaviors occur, parents will receive a Disciplinary Action Notice and will be expected to support and work with the Summer Park leaders:

- Profanity or vulgar language.
- Hurting others and/or oneself.
- Threatening violence.
- Stealing.
- Jeopardizing the health and safety of others.

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- 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.)

Park Leaders 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.

Additional Health and Safety Procedures 2021

Much like the pandemic itself our policies regarding our procedures in dealing with the Covid-19 pandemic are fluid and may be changed or updated as we receive more information from our public health department and the CDC

Group sizes – we have limited our park program to a maximum of 75 children, the 75 children will be split into 5 smaller groups that will each be led by a park leader, while a Head Park Leader will oversee the full program each day. This is to ensure we are minimizing contact and able to follow social distancing guidelines.

Daily Health Screening –

All participants, parents, staff, and volunteers will need to run through the below Health Screening before attending the program/event. If the answer to any of the questions is YES, you cannot attend the program/event. If screening for a program you will also need to report your symptoms to the program supervisor so we can follow the proper steps.

Port Washington Recreation Department Program and Event Health Screening Tool -

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- Do you currently have or have you had a fever with in the past 24 hours?
- Do you currently have or have you had chills or body aches with in the last 24 hours?
- Do you have a sore throat or dry cough?
- When you take a breath, is there any chest tightness or congestion?
- Have you had diarrhea in the past 24 hours?
- Are you experiencing any upper respiratory symptoms?
- Have you recently had contact with anyone suspected of or has tested positive for covid-19?
- Have you experienced a loss of taste or smell?

If the answer to any of these questions is yes, your child cannot attend program. Your child will be able to return to program when the following criteria have been met:

- No sign of fever for 3 days (without medication).
- All coughing and breathing complications have subsided.
- Any vomiting or diarrhea has stopped for 2 days.

Positive Covid-19 Test Policy

If a participant or household member tests positive for Covid-19 all children from those families will not be allowed to attend Park program for 2 weeks. We ask that this be reported to our Recreation Coordinator, Beth Sherwood at bsherwood@cpwwi.org, so that we can handle the situation swiftly and appropriately. We will report the case to the Ozaukee County Health department and the Wisconsin DCF and proceed by following the guidelines from those departments.

If your child falls ill while at program you will be notified immediately and asked to pick up your child ASAP. The ill child will be isolated from the group and made to feel comfortable while they wait to be picked up. They will not be allowed to return to program until the above criteria have been met.

Check in and pick up procedures

In order to minimize contact and help stop the spread of infectious diseases we have changed some of our check in and check out procedures.

- Our staff will do all physical checking in and checking out of participants to minimize the handling of materials.
- If you child walks or bikes to park we ask that you call or text the Park phone at (262) 689-3065 if your child does not pass the health screen.
- We ask that parents/guardians to not enter the park area, including the park shelter, with their children, if your child needs assistance organizing their belongings for the day a staff member will assist them. Parents/guardians are only permitted in the drop off/pick up zone.
- If your child arrives at park and does not appear to be in good health they will not be permitted to attend park that day.

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- One of our Head Park Leaders will attend to you at a designated pick up zone at the park. This will be on Whitefish Rd. We ask that parents form an orderly line and maintain the recommended 6 ft space between one another.

Our cleaning policies

To ensure that we are doing everything we can to prevent the spread of communicable disease we will be following a specific set of procedures to disinfect our equipment and spaces used during park program.

- Table tops, door handles, and other frequently used surfaces will be disinfected at the start of program, routinely throughout the day as needed, and at the end of program before staff leave the park.
- All equipment and supplies will be sanitized after each use.
- Tables will be sanitized before and after our scheduled snack time.

Hand washing and hand sanitizer

Regular and thorough hand washing is a necessary part of keeping everyone healthy and safe over the course of our 8 week program. Because of this, all children at program and our staff will be required to wash or sanitize their hands after each activity and before and after eating, sneezing, and touching their face. We will be providing hand sanitizer and hand soap at the park to ensure this is possible. Children are also allowed to bring their own sanitizer from home to use as long as it meets the CDC recommendation of 60% alcohol or more.

Personal Protective Equipment

Our staff will be provided with masks to wear to the program daily as well as any other personal protective equipment that may be necessary. Hand sanitizer, hand soap, and paper toweling will be available for staff and children to use throughout their time at the park.

We will not be providing masks to the children in our park program. If you would like for your child to wear a mask while at program you will need to provide that for them, and children will be responsible for the proper use of this mask including putting on and taking off their mask, storing the mask when not in use, and sanitizing the mask between uses. At no point can children share a mask.

Activities and Field trips

We will be doing our best to modify activities to adhere to social distancing guidelines. This includes:

- Smaller groups of children, as stated previously.
- Adjustments to games to limit physical interaction
- Sanitization of all equipment and surfaces

Given the current public health situation we will not be busing the children to other locations for field trips. We will be taking the children on "Walking Field Trips" and "At the Park Field Trips".

Snacks

We will not be providing snacks to the kids, however children are allowed to pack a snack to have while at program. We will have a planned designated snack time when children can enjoy their snack to ensure that all children are able to properly wash their hands before and after eating.

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Water Bottles

It is extremely important that all children pack a water bottle this year for summer park. They will not be permitted to drink from the water fountain at this time, however they will be able to fill their water bottle. We require that this water bottle be labeled with the child's name.

Personal belongings

We ask that during this time children only bring necessary items with them to the park. This includes:

- A backpack
- Water bottle
- Snack
- Change of clothes (especially on our Tuesday water days)
- A jacket or sweatshirt
- Towel or suit (if necessary)

All of these items are required to be labeled with the child's name. We ask that any other items not be brought with your child to the park. If your child needs a special accommodation, I.E. a fidget cube, this will need to be cleared by our Recreation Coordinator.

Playground usage

During this time the Summer Park program will be limiting the use of the playground during our program, this is to limit any possible interactions between the public and the children in our program.

These policies and procedures will continually be evaluated and are subject to change throughout the summer as health concerns pertaining to the COVID-19 pandemic change and the staff and a city of Port Washington see fit.

I have read and understand the additional health and safety procedures for the 2021 Summer Park Program: _____

Required Information

Summer Park registration requires the parent to read handbook and complete the Participant Information below.

The Summer Park Handbook can be viewed, downloaded and or printed from our website:

portwashington.recdesk.com/Community/Page?pageId=16382#SummerPark

Participant Info

**Participants Name
(Required):** _____

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Please check off all allergies here:

None Bees Peanuts Tree Nuts

Other

If Other, please explain: _____

SELF Sign-In / Sign-Out Permission

Should you wish to grant permission for your child to check themselves IN and/or OUT of Summer Park please indicate your permission here:

CHECK-IN Permission ONLY: I authorize my child to sign themselves into Summer Park and understand that if my child fails to sign-In using the Daily Sign-In Sheet that City staff will not be responsible for supervising my child.

CHECK-OUT Permission ONLY: I authorize my child to sign themselves out during or at the end of Summer Park day; and should that occur, I further understand that City staff will not be responsible for supervising my child in any way after they do so.

CHECK-IN AND CHECK-OUT Permission: I authorize my child to check themselves IN AND OUT of Summer Park and understand that if my child fails to check in with Summer Park staff that the City Staff will not be responsible for supervising my child; I also understand that should my child check themselves out of Summer Park the City Staff will not be responsible for supervising my child in any way after they do so.

NO PERMISSION: I do not authorize my child to CHECK-IN or CHECK-OUT of program by themselves.

ALTERNATE CONTACT #1

NAME (Required): _____

RELATIONSHIP TO PARTICIPANT: _____

PHONE (Required): () - _____

ALTERNATE CONTACT #2

NAME (Required): _____

RELATIONSHIP to Participant (Required): _____

PHONE (Required): () - _____

VEHICLE INFO #1

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Model: _____

Make: _____

Color: _____

License Plate: _____

VEHICLE INFO #2

Model: _____

Make: _____

Color: _____

License Plate: _____

Parent/Guardian Signature

Parent/Guardian Signature: signing here confirms that parents, legal guardians and participants have read, understand and agree to the contents of this Handbook.

**Parent/Guardian Signature
(Required):** _____