# 2013
# Summer Playground

# Parent Handbook

Concord
NORTH CAROLINA
PARKS & RECREATION

# Welcome to the City of Concord
# Parks & Recreation Summer Playground Program

The Concord Parks and Recreation's Summer Playground program is a well rounded and diverse recreational opportunity that offers challenging activities, indoor and outdoor game time, field trips, creative arts & crafts, library visits, site gatherings, weekly swimming at John F. McInnis Aquatic Center and much more! Also included are tennis lessons offered at no additional cost. These lifetime activities promote healthy minds and bodies.

Parents please take the time to read this manual so both you and your child understands the behavior standards necessary to make Summer Playground an enjoyable experience for all our participants. This manual is your tool to help you become better acquainted with our program and policies.

If you have any questions or concerns not covered in this manual before the program begins, please call 704.920.5600.

We appreciate your continued cooperation in providing an enjoyable summer for your child.

Sara Rodgers
Assistant Athletic Supervisor

## General Information for 2013

The Summer Playground program for 2013 is an eight-week program for 6 - 10 year olds. This program operates June 17 to August 9, 2013. We will be closed on July 4th.

## Program Hours

7:30 a.m. until 6:00 p.m., Monday - Friday. A late fee of $5.00 per each 15 minutes past 6:00 p.m. must be paid at that time.

## Registration Fees

$350.00/child for City of Concord residents
$450.00/child for Non-City residents
To qualify as a City resident, child or parent/legal guardian must reside within the City Limits of Concord. Program fee includes all trips and program offerings and must be paid by May 31st. No refunds will be given after May 31.

Each playground will be filled on a first-come, first-served basis. There is a limit of 60 registered children per site, making our staff to participant ratio 1 to 15.

## Program Sites

| | |
|---|---|
| Caldwell Park - 362 Georgia Avenue SW | 704.782.1917 |
| Hartsell Park - 60 Hartsell School Rd., SW | 704.920.5634 |
| Les Myers Park - 338 Lawndale Avenue | 704.782.1715 |

## Participant Forms

A parent or legal guardian must sign the Summer Playground 2013 Participant Form (trip permission, pool rules, and Discipline and Behavior Management Policy, Dress Code and Electronic Devices Policies). Copies will be made available at the time of registration, either on-line on the Parent's Page or at the Academy Center.

## Drop Off and Pick Up

Please come inside and sign the Daily Sign in/out sheet when dropping off or picking up your child(ren) each day. The sheet will be located in a designated area at each site. Be sure to inform the leader in charge when another person will be picking up your child. Persons picking up participants should be identified by the parent/legal guardian on the registration form.

## Snacks & Lunches

Snacks, water bottle and lunch, clearly labeled with child's name, should be in suitable containers. No glass bottles or breakable containers are allowed. Refrigerators are not available. Perishable items should be brought in small coolers. Vending machines are available at the recreation facilities. Please send correct change from home in a plastic baggie clearly labeled with child's name.

Morning and afternoon breaks for snack time are offered by your child's site.

Lunchtime varies between 11:30 a.m. and 1:30 p.m. depending on the day's activities. All sites participate in the **Summer Food Service Program offered by Cabarrus County Schools.** This is a program that gives your child a free, balanced meal. Summer Playground does not prepare the food or develop the menu.

**Your child must be at the site by 8:45 a.m. and inform a leader he/she would like to participate in the lunch program that day.** If your child comes to the program after 8:45 a.m. please make sure you send a lunch with him/her. Lunches are ordered on a daily basis and extra lunches are not ordered. We cannot order a lunch for you unless your child is physically at the site by 8:45 a.m. This is a rule of the Cabarrus County Schools Summer Food Service Program so please help us abide by their rule.

## Clothing and Personal Belongings

Please send your child 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 them to be able to participate.
Flip-flops or sandals are not allowed at the sites with the exception of the pool.

Participants are responsible for belongings brought to Summer Playground. *We do not allow Gameboys, Walkmans, jewelry and other valuables that are subject to theft.* **We are not responsible for lost or stolen items. Please label all personal belongings with your child's full name in permanent ink.**

## Field Trips

All trip fees are included in the registration fee. If optional activities are available to our participants you will be notified of those activities and costs involved so you can determine if your child(ren) will participate and how much extra

money to give your child. This information should be listed in the weekly newsletter available on Fridays of the preceding week.

Spending money for snacks and souvenirs is your child's responsibility. The leaders are NOT responsible for their money or how much they spend on field trips. Please put your child's money in a plastic baggie clearly labeled with his/her name on it.

Please be considerate of the scheduled departure times listed in the weekly newsletter. **We will be unable to delay the group on scheduled field trips if you are late getting your child to the site.**

*It is MANDATORY that participants wear their playground t-shirt on all field trips.*

## Parent's Page on Website

The Parent's Page, found at www.concordparksandrec.org includes the Parent Manual, participation forms and each week's newsletter. It can be accessed by clicking on the *Programs/Activities* button at the top of the home page, then scrolling down to the *Summer Camps* button. Parent's access to the Parent's Page is by the password: **ready2play**

## Weekly Newsletter

Each 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 camp and what times the buses depart and return to the site. The newsletter will be available on Fridays for parents to pick up. It should be located in close proximity to the daily sign in/out sheet. It will also be available on the Parent's Page at www.concordparksandrec.org

## Swimming

Each site will swim at the John F. McInnis Aquatic Center twice a week. Certified lifeguards and the program leaders will supervise during swim time.

All participants will be given a swim test the first day of swimming. Those who are able to swim the length of the pool will receive a colored armband designating the ability to swim and play in the deep area of the pool. Participants who were not able to swim the length the first day are given the opportunity to test again when they chose. If you chose for your child(ren) not to be allowed in the water, please let us know in writing.

If your child is sensitive to the sun, ***please send sunscreen for swimming days.*** Don't forget to label sunscreen and towels with your child's name.

## Sunscreen

Please send sunscreen for you camper daily. We are not responsible for providing or applying sunscreen. Campers are responsible for applying their own sunscreen. Only if a spray bottle form is provided will a leader assist in spraying on sunscreen. Campers should be able to rub in their own sunscreen as we will not assist them.

## Miscellaneous

Campers for Summer Playground should be potty trained, able to tie their shoes, and dressed ready to play each day. Summer Playground is an action packed camp full of a variety of games, activities and trips. Our leaders are not responsible for changing the clothing of any participants, or changing under garments or diapers. Please send your camper prepared each day as we fill our schedule with as much fun as possible on a daily basis and need to stay on schedule to be respectful to the time of you as parents, and the vendors we travel to.

## Medication

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

"In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D. C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

"I agree to release and hold harmless the City of Concord and its staff from any and all claims for personal injury, property loss or any other loss that may arise out of or during participation in this program."

# Discipline and Behavior Management

## Positives for Summer Playground Participants

Parents, please review these positives with your children. In order to insure the care, welfare, and safety of all Playground participants, they will be expected to follow the following basic rules:

- Use your manners and treat staff and fellow participants with respect.
- Obey your leaders and follow their instructions.
- Keep your hands, feet, and objects to yourself.
- Respect the property of other participants and that of your site.
- Always stay with your group.
- Be responsible for personal property brought to Summer Playground.
- 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, laugh with your Leaders....have a great summer at Summer Playground.

## Negatives for Summer Playground Participants

To ensure the safety of all Playground participants, certain inappropriate behavior cannot be tolerated. The following are behaviors, which will result in a participant's suspension or termination from the program:

- Profanity or vulgar language will not be tolerated.
- Hurting others and oneself will not be tolerated.
- Threatening violence will not be tolerated.
- Stealing will not be tolerated.
- Jeopardizing the health and safety of others will not be tolerated.
- Disturbing programs and special events with inconsiderate behavior will not be tolerated.
- Destruction of property will not be tolerated.
- Weapons of any kind will not be tolerated.
- The presence of drugs, narcotics, alcohol or tobacco will not be tolerated.

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

# Discipline and Behavior Management Policy

It is our goal to keep all the participants in our program safe throughout the summer. In order to ensure their safety, the following Discipline and Behavior Management Policy has been developed. Leaders at each site will determine what rules are necessary for their playground. They, of course, will work to prevent problems by keeping participants busy at all times with organized activities. Additionally, leaders will use many alternatives to deter unwanted actions and encourage appropriate behavior. Our policy for disciplinary measures is as follows:

**FIRST INFRACTION** of the Summer Playgrounds rules:

-**verbal warning** and reminder of established rules

**SECOND INFRACTION** of the rules or repeated disobedience within a brief time frame:

-**loss of privileges:** such as, "sitting out" time from an activity

-parents notified by the leader in charge. A Disciplinary Action Notice will be filled out and presented to the parent for his/her signature at the time of pickup. The Notice will spell out in detail how the leader in charge will handle the next infraction.

**THIRD INFRACTION** or repeated disruptive behavior:

-**suspension** from Summer Playgrounds.

-Parents notified by the leader in charge. A written suspension form will be filled out and signed by the parent at pickup.

**SERIOUS INFRACTION**

-**automatic expulsion** from the program. All money paid will be forfeited. Parents will be contacted for a parent conference.

We consider the following to be a **SERIOUS INFRACTION**: Stealing, having weapons of any kind, having the presence of drugs, narcotics, alcohol or tobacco products, repeating profanity, harm to another camper or leader and a **second offense to the Third Infraction.**

The City of Concord Parks & Recreation Department retains the right to have a participant leave our program if there is a discipline problem. Refunds will not be given for children asked to leave the program for disciplinary reasons.

# City of Concord Parks and Recreation
## Summer Playground
## Disciplinary Action Notice

Participant's Name _____ Site _____

Date _____ Place Infraction Occurred _____

Head Leader _____ Site Phone # _____

Infraction description_____

_____

_____

_____

_____

_____

_____

_____

Action Taken _____

_____

Next Step _____

_____

NOTICE TO PARENTS: Your child has committed an infraction of the Summer Playground Discipline and Behavior Management Policy. We are requesting your help in solving this problem. Please discuss this incident with your child so it will not happen again. Contact us at the phone number above if you have any additional concerns.

_____ _____

Leader signature Parent signature

Parent comments: _____

_____

# Rules of the John F. McInnis Aquatic Center

1. All persons must take a soap and water shower before entering the water.
2. Please lock all belongings in the lockers provided in the locker rooms. The City of Concord is not responsible for lost or stolen items.
3. No street clothes will be allowed in the pool.
4. All persons must wear appropriate swimming attire when in and around the pool. This includes but is not limited to the following: No thong bathing suits, no sheer or otherwise transparent short or tops, no shorts with buttons, snaps, metal zippers or threads hanging. All suits must be of appropriate size to adequately cover the necessary areas. Persons not adhering to this policy will be asked to leave until appropriate swimwear can be obtained. Only light colored lightweight t-shirts will be allowed OVER a bathing suit to offer sun protection.
5. No persons shall use the pool unless a lifeguard is on duty.
6. All patrons will respond to lifeguard instructions immediately upon hearing the whistle. Failure to follow the lifeguard's instructions will result in suspension for 1 year.
7. No persons with open cuts, sores or bandages as well as anyone with a communicable disease will be allowed to swim.
8. No eyeglasses shall be worn in the pool unless they are of unbreakable material, necessary for safety and approved by the pool manager.
9. No diving or jumping into the pool at any time. Intentional infractions will result in suspension of 1 year.
10. No playing on ropes.
11. Please put all trash in the containers provided.
12. No glass or other object that might cause injury are allowed in the pool area.
13. Abusive or foul language will not be tolerated. Suspension of 1 year.

14. Inflatable floats will be allowed however the lifeguard on duty has the final decision regarding placement and supervision of such floats.

15. Employees only are allowed in the office.

16. All children 8 and under will be accompanied by an adult when in and around the pool.

17. No smoking in or around the pool area. Smoking will be permitted on the front lawn of the facility only.

18. No person under the influence of narcotics or alcohol will be permitted in or around the pool.

19. Sunbathers must be 6 feet from the edge of the pool.

20. No animals are allowed in the pool area.

Anyone suspended from City of Concord Parks and Recreation facility and caught on any City property during the period of suspension will have the suspension time doubled and be subject to arrest.