



## MERRILL PARK AND RECREATION SUMMER PLAYGROUND PROGRAM

### PARENT HANDBOOK

**WE WILL BE LIMITING THE PROGRAM TO 80 CHILDREN THIS YEAR. NO EXCEPTIONS. FIRST DAY OF REGISTRATION WILL BE AT THE CHILDREN'S FESTIVAL ON SATURDAY MARCH 30 FROM 10:00 – 2:00 AT THE SMITH CENTER.**

Welcome to the 2019 Summer Playground season! The City of Merrill Park and Recreation Department is excited for another great summer! There are some changes this year – please make sure you read the entire book, as the Summer Playground Program will follow ALL the rules printed in this book.

Also included in this book is a registration and medical emergency form. This form is extremely important and must be completed and turned in before your child(ren)'s attendance at the Summer Playground Program so that your participating child(ren) may be treated in case of an accident, illness, or emergency. Without a completed and signed form and payment, your child is NOT officially registered and may not participate in playground activities. A separate form is required for each child.

The Merrill Park and 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 the Merrill 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 Playground 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 alternative of outdoor fun and structured activities for children **entering** grades K – 5. **(NOTE: we will not be taking 6<sup>th</sup> grade students this year. If your child has finished the 5<sup>th</sup> grade he or she will be too old for the program).**

PLEASE READ AND SIGN ALL FORMS. YOUR CHILD WILL NOT BE PERMITTED TO START UNTIL ALL PAPERWORK IS DONE AND HANDED IN.

## **GENERAL POLICIES**

### **HOURS AND PICK-UP POLICY:**

Drop off and Pick-up will be at the MARC by the SHELTER HOUSE BY BALLFIELD unless it is raining than drop off and pick up will be at the Smith Center. We are asking that parents sign their child in – sometimes the leaders need to speak with a parent or a note needs to go home with the parent.

Hours: Monday through Friday – 7:30 a.m. – 4:30 p.m.

PARENTS PLEASE MAKE SURE THAT A LEADER IS PRESENT AND ON DUTY BEFORE LEAVING YOUR CHILD(REN) AT THE PLAYGROUND. LEADERS ARE NOT ON DUTY UNTIL 7:30 A.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 or authorized designee are expected to pick up their child(ren) immediately upon the conclusion of Summer Playground sessions at 4:30 p.m. Just as leaders arrive early to prepare for the day they also remain after playground closes to clean up and plan for the next day's activities. Again, PLEASE BE CONSIDERATE AND PICK 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 Playground Program day, but should that occur the staff will not be responsible for supervising the participant in any way after he/she does so.

NOTE: If someone other than the persons that you have authorized to pick up your child(ren) you must notify the leaders that someone else will be picking up your child.

### **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 participation
- **FOURTH TIME** – child(ren)'s suspension from the Summer Playground 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 Playground Program is responsible for supervising your child(ren) until they have signed out.

**SUMMER CALENDAR:** A summer calendar of field trips will be handed out on the first day of summer playground. There will be 4 groups of 20, your child will remain in their group all summer. ALL field trip forms have to be filled out and given to the leaders the Monday prior to the trip – NO SAME DAY REGISTRATION FORMS WILL BE ACCEPTED – PARENTS WILL BE CALLED TO PICK UP THEIR CHILD. We have to do this so our leaders can be prepared and we know how many children will be going. Calendars are subject to change and parents will be notified through a letter – PLEASE READ ANY NOTES THAT COME HOME WITH YOUR CHILD.

**FIELD TRIPS:** All trips will be announced in advance. Permission slips must be filled out by a parent or guardian and must be returned to the leaders on Monday mornings, if your child will not be there on Monday, please fill it out and return it on the last day you will attend. (So if they will not be there Monday, turn your slip in on Friday)

**LUNCH/SNACKS/DRINKS:** Participants must bring their own lunch, drinks and snacks. We do require all children to bring a water bottle with their name on it. They will be able to refill their bottle throughout the day. We will have snack time in the morning and they can also bring one for the afternoon. If your child forgot their lunch there will be a \$5.00 charge for a lunch for your child – it will consist of a sandwich, juice, chips and yogurt. **We will only do this three times for your child and after that we will be calling the parents and they will have to bring a lunch and snack for their child.**

**MEDICATION:** All medication forms are in the office; you must pick one up and fill it out before bringing any medications to the program. All medications have to be given to a leader; we do NOT want children holding on to their medication.

**ELECTRONIC DEVICES:** Any electronic devices (e.g., cell phones, hand-held games, etc.) will be collected at the beginning of the day and will be returned to the child at the time they check out. NO EXCEPTIONS!!!!!!

**CLOTHING AND PERSONAL BELONGINGS:** Please dress your child for the weather, mornings are sometimes a little cooler out so sweatshirts and sweatpants may not be a bad idea. We will be playing games and sporting activities so please send along socks and tennis shoes. Participants are responsible for belongings brought to the Playground Program. We are not responsible for lost or stolen items. Please label all your child's personal belongings.

**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. We will remind children throughout the day to apply it.

**CRAFTS:** New this year – Joy Annis will be doing all craft projects with the groups. All children will participate in the projects. Joy will be running one craft project a week with each group. We will be doing 4 groups of 20 kids in each group.

**DISCIPLINE:** Any disruptive, violent, or threatening behavior will be dealt with swiftly and 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 the Summer Playground Program. We will not tolerate language or actions that are inappropriate or harmful.

### **DISCIPLINE AND BEHAVIOR POLICY**

#### *Positives for Summer Playground Participants*

Parents, please review these positives with your child (ren). In order to promote the care, welfare, and safety of all Playground Program 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 the Playground Program*
- ✓ *Always stay with your group*
- ✓ *Be responsible for personal property brought to the Playground Program*
- ✓ *Be on your best behavior daily and on field trips and during special events and programs*
- ✓ *Have tons of fun, make new friends, enjoy the field trips and laugh with leaders.....have a great summer at the Merrill Parks and Recreation Summer Playground Program.*

#### *Negatives for Summer Playground Program*

To promote the safety of all 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 the Playground Program. Here are some examples of, but not limited to:

- ✓ *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*
- ✓ *Bullying (any unwanted aggressive behavior including threats, rumors, excluding others from a group, etc.)*
- ✓ *If your child is not following directions or rules and not respecting the leaders, parents will be called to pick up child for the day.*

If such behaviors occur, parents will receive a Disciplinary Action Notice and will work with the Summer Playground leaders to correct these actions.

## **DISCIPLINE AND BEHAVIOR POLICY – CONTINUED**

It is our goal to keep participants in the Summer Playground Program safe and enjoy their experience throughout the summer. In order to promote their safety, this Discipline and Behavior Policy has been developed. 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:

**\*\*ALL INCIDENTS WILL BE DOCUMENTED BY THE LEADERS AND KEPT IN A FILE.**

- **FIRST OFFENSE** - a verbal warning and reminder of the behavioral rules.
- **SECOND OFFENSE** – or repeated disobedience will result in a Disciplinary Action; disciplinary action will be up to the leader in charge of the group. (No field trip that week or not being able to go to Council grounds, etc.) 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 OFFENSE** – or repeated disruptive behavior will result in a one week suspension from the Playground Program. Parents will be notified by the Playground Program Coordinator. A written suspension form will be filled out and must be signed by the parent at pick-up.
- **FOURTH OFFENSE**– automatic expulsion from the Playground Program. All enrollment and participation fees paid will be forfeited. Parents will be contacted by the Merrill Park and Recreation office. Parents can request a conference with the Parks and Recreation staff if they wish.
- **SERIOUS OFFENSE** – if your child is caught stealing, possessing weapons of any kind, profanity, causing harm to another child or to a leader your child will be immediately released from the program. (It will not matter if this is the first time offense, actions will result in automatic expulsion). **NO REFUND WILL BE GIVEN.**

**\*\*\*If your child refuses to listen to our leaders and if our leaders have to consistently remind them of the rules your child will be sent home for the day. This is a program, not a daycare and it is disruptive to the overall program when they have to focus their time on one child.**

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

**PARENT OR LEGAL GUARDIAN/PARTICIPANT SIGNATURE PAGE**  
**MERRILL PARK AND RECREATION SUMMER PLAYGROUND PROGRAM**

*(SEPARATE SIGNATURE PAGE FOR EACH PARTICIPANT REQUIRED)*

Dear Participants and Parents or Legal Guardian:

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 Playground Program. Our goal is to create a positive and safe atmosphere, where rules are enforced firmly, fairly, and consistently to all participants.

We ask that you familiarize yourself with this handbook by reading it, you are required to sign this page to acknowledge that you are aware of our policies and procedure. This form is part of the registration process for the Playground Program and must be returned as a condition of enrollment. Children may not attend the program until ALL forms are handed in.

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 Playground Program Day; and should that occur, I further understand that Merrill Park and Recreation Staff will not be responsible for supervising my children in any way after he/she/they sign out.

\_\_\_\_\_  
Signature of Parent or legal Guardian

\_\_\_\_\_  
Date

CITY OF MERRILL – MERRILL PARK AND RECREATION  
SUMMER PLAYGROUND  
PARTICIPANT INFORMATION – GRADES K – 5<sup>TH</sup> GRADE ONLY  
(2019/2020 school year)

Name of Child: \_\_\_\_\_ Male: \_\_\_ Female: \_\_\_

D.O.B. \_\_\_/\_\_\_/\_\_\_ Grade: \_\_\_\_\_ School Attending: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dad's Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Work Place: \_\_\_\_\_

Mom's Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Work Place: \_\_\_\_\_

Email Address: \_\_\_\_\_

WE WILL BE DOING REMIND ME 101 AGAIN; WILL BE SENDING INFO HOME

Emergency Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**DISMISSAL AGREEMENT:**

Please Check appropriate space:

\_\_\_\_\_ I give permission for city staff to allow my child to leave the program unescorted at this time: \_\_\_\_\_

\_\_\_\_\_ Escorted from the program by parent/guardian, emergency contact or authorized individual: Name: \_\_\_\_\_

**ALLERGIES:** \_\_\_\_\_

Chronic or recurring illness: \_\_\_\_\_

Does the Merrill Summer Playground Staff have your permission to remove a wood tick from your child? \_\_\_\_\_ yes \_\_\_\_\_ no

Does the Merrill Summer Playground Staff have your permission to put bug spray on your child? \_\_\_\_\_ yes \_\_\_\_\_ no

Is your child taking any medications: \_\_\_\_\_ yes \_\_\_\_\_ no if yes, what? \_\_\_\_\_

Does your child need: Inhaler \_\_\_\_yes \_\_\_\_no Epi-Pen \_\_\_\_yes \_\_\_\_no

If your child is required to take any medications during the day time hours you will need to fill out a prescription medication form.

Please circle your child's swimming ability: (Please be honest)

Non-swimmer          Beginner                  Intermediate                  Advanced

We do have life jackets at the Aquatic Center, do you want your child to wear one:

\_\_\_\_yes \_\_\_\_no

THE MERRILL PARK AND RECREATION DEPARTMENT RECOMMENDS AQUATIC SHIRTS FOR YOUNGER CHILDREN. THESE SHIRTS ARE GREAT ESPECIALLY FOR CHILDREN WHO BURN EASILY.

I give the Merrill Park and Recreation Department permission to publish my child's picture in the paper or on the Merrill Park and Recreation website or Facebook. \_\_\_\_yes \_\_\_\_no

PAYMENT OPTIONS:

June 3 weeks 6/10/19-6/24/19 Resident \$97.50 Non-Resident \$112.50 \_\_\_\_\_

July 5 weeks 7/1/19-7/29/19 Resident \$162.50 Non-Resident \$187.50 \_\_\_\_\_

Aug. 3 weeks 8/5/19- 8/19/19 Resident \$97.50 Non-Resident \$112.50 \_\_\_\_\_

Payment in full for entire summer for resident \$325.00 (save \$32.50) \_\_\_\_\_

Payment in full for entire summer for non-resident \$375.00(save \$37.50) \_\_\_\_\_

TOTAL \_\_\_\_\_

Children's Festival Discount if signing up for the ENTIRE summer -\$25.00

TOTAL \_\_\_\_\_

Aquatic Pass: FAMILY: R - \$100 or NR - \$130 (\$10 Discount until April 14) \_\_\_\_\_

SINGLE: R - \$50 or NR - \$80 (\$5 discount until April 14) \_\_\_\_\_

TOTAL \_\_\_\_\_

ONCE THE PROGRAM BEGINS THERE IS NO REFUND ON THE PROGRAM. THIS IS A PROGRAM, NOT A DAYCARE AND THEREFORE YOU WILL NOT BE ABLE TO CLAIM THIS ON TAXES.

*\*\*\*If it is brought to our attention that any information is incorrect on this form (misinformation on age, grade, etc.) your child will no longer be able to attend summer playground and you will not be refunded any money.*

I have read through the packet and understand all the information. By signing this form, I agree to comply with all policies and rules within the packet. I also agree to inform my child of the information they need to know.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



