



MERRILL PARKS AND RECREATION SUMMER PLAYGROUND PROGRAM

COVID PLAN

PARENT HANDBOOK

WE WILL BE LIMITING THE PROGRAM TO 100 CHILDREN THIS SUMMER. NO EXCEPTIONS.

Welcome to the Summer Playground season! With a lot of extra work and careful planning we are hopeful that we will be able to have 10 great weeks of summer! There will be some changes this summer so 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 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 Parks 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.

IF IT IS RAINING OR STORMING IN THE MORNING. SUMMER PLAYGROUND WILL BE POSTPONED UNTIL THE RAIN OR STORMS HAVE STOPPED. IF IT HAS NOT STOPPED BY NOON, SUMMER PLAYGROUND WILL BE CANCELLED FOR THE DAY. UPDATES FOR START TIMES FOR RAIN DAYS WILL BE ON FACEBOOK. WE WILL NOT BE UTILIZING THE SMITH CENTER FOR RAIN DAYS AS THERE WILL NOT BE ENOUGH ROOM TO SOCIAL DISTANCE, DUE TO CURRENT COVID-19 NUMBERS BUT SUBJECT TO CHANGE PER HEALTH GUIDELINES.

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

GENERAL POLICIES

<u>DATES:</u>	<u>LOCATION</u>	<u>TIME</u>
JUNE 7, 14, 21, 28 & JULY 6	OTT'S	7:30 – 3:00
		Friday 7:30 – 2:00
	STANGE	7:30 – 3:00
		Friday 7:30 – 2:00
JULY 12, 19, 26, AUG 2 & 9	OTT'S	7:30 – 3:00
		Friday 7:30 – 2:00
	STANGE	7:30 – 3:00
		Friday 7:30 – 2:00

Drop off and daily rules:

- A. Leaders will meet the child at the car. Parents will not be allowed out of their vehicle.
- B. Temperatures will be checked at their vehicle. Temperatures will also be checked at lunch and prior to going home at the end of the day.
- C. Masks will be required when indoor events or riding the bus.
- D. Social distancing will be enforced when outside.
- E. No toys, games or anything will be allowed from home.
- F. You will be asked every morning if you have been exposed to COVID. If you have you will be sent home.
- G. If your child becomes sick at summer playground, he or she will be isolated until the child is picked up. Any child that was in the same group of that child will also be sent home until the sick child is tested and test results come back. If positive the child will have to remain out until 10 days are up and the sick child is not allowed to come back until they go 24 hours without any medication or symptoms. Subject to change depending on health recommendations.
- H. Only fifty kids will be allowed at one park, once at the park the children will be separated into groups and will remain in their groups all week.
- I. Leaders must wear a mask during the day if indoors.
- J. Each group will be doing some volunteer work each week.
- K. Cleaning supplies will be supplied at every park

- L. Cleaning schedules will be posted at each park.
- M. Daily log sheets will be kept at all the parks with information on who participated in what events. To allow for accurate contact tracing in the event of a positive case.
- N. We will provide hand sanitizer at each park. Leaders will distribute at different times of the day. Bathroom breaks, after projects, etc.
- O. Each child will be assigned a bag of supplies at the beginning of the summer, they will utilize their bag throughout the summer.
- P. Leaders will have temperature checks throughout the day also.

Parents please do not drop off your child without a leader being present. Parents can give written authorization for the child to walk home at the end of the day. NOTE: If someone other than the persons that you have authorized to pick up your child 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.

SUMMER CALENDAR:

The only field trips will be in town trips. Calendars are subject to change, please read notes that come home.

FIELD TRIPS:

Permission slips must be signed for all field trips. The one enclosed is for the entire summer so that you will not have to fill one out weekly.

LUNCH/SNACKS/DRINKS:

Participants must bring their own lunch, drinks and snacks. **NO SHARING WITH ANY OTHER CHILD.** Bring water bottles, water fountains will NOT be available. If your child forgets their lunch there will be a \$5.00 charge for a lunch and if they forget their water bottles there will be a \$2.00 charge for a water bottle.

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 medications.

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 events, walks and other things so please have your child bring socks and tennis shoes. Please label all of your child's items.

SUNSCREEN:

Please send sunscreen for your child. We are not responsible for providing sunscreen. If it is a spray sunscreen we can help apply it. Lotion sunscreen must be applied by the child.

CRAFTS:

Joy Annis will be bringing a craft to each group this summer. She will choose different days to deliver the crafts

DISCIPLINE:

Any disruptive, violent, or threatening behavior will be dealt with swiftly and appropriately. Please take the time to read the discipline and behavior policy below with your child. 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.

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*
- ✓ *Have tons of fun, make new friends, enjoy the field trips and laugh with leaders....have a great summer at the Merrill Park 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 participants suspension or termination from Summer Playground. 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 that 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

It is our goal to keep all 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 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

Coodinator. 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 Parks and Recreation office. Parents can request a conference with Parks and Recreation staff if they wish.
- **SERIOUS OFFENSE** – if your child is caught stealing, possessing a weapon 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 Parks 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 PARKS 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 procedures. 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 – 5TH GRADE ONLY
(2021/2022 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: _____

Emergency Contact Person: _____ Relationship to child _____

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

I give the Merrill Parks 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:

RESIDENT: Weekly cost will be \$35.00 per week, which must be paid on Monday mornings prior to your child participating in Summer Playground. NO EXCEPTIONS.

NON-RESIDENT OF THE CITY OF MERRILL: Weekly cost will be \$45.00 per week, which must be paid on Monday mornings prior to your child participating in Summer Playground. NO EXCEPTIONS.

****FIRST WEEK OF SUMMER PLAYGROUND HAS TO BE PAID WITH REGISTRATION**

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: _____

PERMISSION SLIPS

I/we do hereby give our permission for our child _____ to attend the ___ **AQUATIC CENTER TRIP** _____ with the summer playground. I/we do understand that NO claims for damage, lost articles or any other mishaps shall be filed against the City of Merrill Signed in good faith on ____/____/____
Parent/Guardian Signature: _____

I/we do hereby give our permission for our child _____ to attend the ___ **COUNCIL GROUNDS TRIP** _____ with the summer playground. I/we do understand that NO claims for damage, lost articles or any other mishaps shall be filed against the City of Merrill Signed in good faith on ____/____/____
Parent/Guardian Signature: _____

I/we do hereby give our permission for our child _____ to attend the ___ **BOWLING at LINCOLN LANES** _____ with the summer playground. I/we do understand that NO claims for damage, lost articles or any other mishaps shall be filed against the City of Merrill Signed in good faith on ____/____/____
Parent/Guardian Signature: _____

I/we do hereby give our permission for our child _____ to attend the ___ **COSMO** _____ with the summer playground. I/we do understand that NO claims for damage, lost articles or any other mishaps shall be filed against the City of Merrill Signed in good faith on ____/____/____
Parent/Guardian Signature: _____

I/we do hereby give our permission for our child _____ to attend the ___ **MINI GOLF and ICE CREAM** _____ with the summer playground. I/we do understand that NO claims for damage, lost articles or any other mishaps shall be filed against the City of Merrill Signed in good faith on ____/____/____
Parent/Guardian Signature: _____