



SUMMER RECREATION

Youth Program

ABSTRACT

Our mission is to provide participants with enriching activities that support physical, social and emotional growth and wellness.

Wrangell Parks and Recreation
2019

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Welcome

Welcome to the Summer Recreation Program Policies Handbook. We encourage parents, guardians, and participants to review the handbook in detail and ask clarifying questions as necessary. We hope to enhance our relationship with families by working together and communicating challenges and successes on a regular basis. These policies are meant to clearly outline our routines, procedures, and expectations, which will promote the mission and goals of our program and your participant's overall success this summer. However, this is NOT an all-inclusive policy and procedure manual and items are subject to change. If you have questions regarding any aspect of our program, we encourage you to call our administrative staff for clarity. Family involvement and clear and consistent communication is the key to success in the Summer Recreation Program.

Introduction

The Summer Recreation Program is a 9-week program, operating on weekdays, which offers activities for participants, ages 6-11. The program begins in early June. Activities are both structured and unstructured (open play). Each participant is given the opportunity to develop their physical, social, intellectual, and emotional well-being, as well as, express their individual creativity. The program includes activities such as swimming, gardening, arts and crafts, fishing, biking, hiking, horseback riding, golfing, skating, survival safety and forest explorers.

Mission

Wrangell Parks & Recreation Mission Statement

To support active lifestyles through a variety of health, wellness, and wilderness opportunities.

Summer Recreation Mission Statement

To provide participants with enriching activities that support physical, social, and emotional growth and wellness.

Goals

1. To provide a safe and healthy environment for our participants.
2. To treat all participants as unique individuals, with something special to offer.
3. To foster an environment of learning, through experiential educational opportunities.
4. To encourage kindness and respect for oneself, peers, adults, and community members.
5. To contribute to the physical health of the participants through physical activity.
6. To contribute to social wellness, by encouraging communication, teamwork, and sportsmanship.
7. To interact with rather than react to the participants in our care.
8. To give the participants the opportunity to grow in environmental stewardship, by learning to respect and care for the community and world that we live in.
9. To give the participants the opportunity to grow in understanding positive and negative consequences of actions.
10. To provide age-appropriate activities that encourages critical thinking and problem solving.
11. To support social and emotional development through positive guidance, and role modeling.
12. To develop strong partnerships with all parents and guardians.
13. To set measurable and attainable behavioral expectations.
14. To provide consistent, reasonable feedback to our participants by encouraging and recognizing positive behavior.

General Administration

Definitions

1. **Director:** The Department Director plans, organizes, manages, coordinates, and participates in providing programs of recreation, sports, and leisure activities for the community. The director manages and evaluates programs, facilities, and staff who provide a wide variety of services and classes.
2. **Recreation Coordinator:** Recreation Coordinator develops, organizes, and manages staff and volunteers in providing recreation and leisure programming for the community.
3. **Summer Recreation Coordinator:** The Recreation Coordinator is responsible for planning, implementing, and supervising activities and experiences for participants in a group setting. They are responsible for the general safety and wellbeing of the participants in the program. The Coordinator acts as a liaison between the Program Staff and Management, communicating daily successes, needs and concerns.

4. **Assistant Summer Recreation Coordinator:** The Assistant Summer Recreation Coordinator is responsible for assisting the Summer Recreation Coordinator in planning, implementing, and supervising activities and experiences for participants in a group setting. They are responsible for the general safety and wellbeing of the participants in the program.
5. **Program Staff:** The Wrangell Parks and Recreation Program Staff are responsible for assisting the Summer Recreation Coordinator and Co-Coordinator in facilitating and supervising activities and experiences for participants in a group setting. They are responsible for the general safety and well-being of the participants in the program.
6. **Participant:** A youth whose Parent(s) or Guardian(s) have completed all required registration forms and has been accepted to participate in a Wrangell Parks and Recreation Youth Program.
7. **Off Campus:** Facilities, land and parks that are not within the facility limits of the Parks and Recreation Community Center and Swimming Pool. This includes parks, Wrangell Public Schools, and other locations.
8. **On Campus:** Parks and Recreation facilities including the Swimming Pool and Community Center.
9. **Policy:** A course or principle of action adopted or proposed by the Wrangell Parks and Recreation Department and Advisory Board.
10. **Procedure:** An established or official way of doing something within the Wrangell Parks and Recreation Department.
11. **Activities:** Things that a person or group of people do or have done.
12. **Arts and Crafts:** Activities that involve decorative design and handicraft.
13. **Games and Initiatives:** A form of play which includes rules or decided stipulations and is decided by skill or luck.
14. **Sports:** An activity involving physical exertion and skill in which an individual or team competes against another person or group.

Child Abuse and Neglect

1. **Child Abuse:** Child Abuse is defined by the U.S. Department of Health and Human Services as any recent act or failure to act on that results in a child's serious physical or emotional harm, sexual abuse, and exploitation or death. An act or failure to act that presents a risk to serious harm to a child is also considered to be child abuse.
2. **Child Neglect:** A neglected child is any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care, or otherwise is not receiving the necessary support or medical or other remedial care or other care necessary for his or her well-being, including adequate food, clothing, or shelter; or who is abandoned by his or her parents or other person responsible for the child's welfare. Neglect may also include failure to provide adequate supervision to a child, such as when a child is left unsupervised or left in the care of someone incapable.
3. Our **top priority is the safety** of our participants. If signs of abuse are present, staff must report this to Parks and Recreation Management immediately and without delay. All participants have a right to be safe and secure inside and outside of the Summer Recreation Program.
4. **Mandatory Reporting:** The Parks and Recreation department are required by Alaska State Law to report suspects of child abuse. A report must be made when the reporter, in his or her official capacity, *suspects or has reason to believe* that a child has been abused or neglected.

Staff Responsibilities and Training

Staff Qualifications

- A. Program Staff will be part-time, seasonal, temporary staff, or contracted community members or organizations, who have been assigned responsibility in facilitating curriculum and activities for the Department's Youth Programs.
- B. Program Staff should be able to consistently exhibit competency, good judgment and self-control when working with Participants.
- C. Program Staff must relate to Participants with courtesy, respect, tolerance, and patience.

Responsibilities

- A. Program Staff will be responsible for providing Participants with an environment in which they can feel safe, enjoy wholesome recreation activities, and participate in appropriate social opportunities with their peers.

- B. Program Staff will be responsible to know and adhere to all City, Departmental, and Youth Program standards, policies and procedures that apply to the Youth Programs.
- C. Program Staff must ensure Participants are released only to a Parent/Guardian or an individual designated by the Parent/Guardian.

Training

The Department is responsible for ensuring Program Staff has the training and information necessary to conduct the Youth Programs in accordance with the Youth Program Policies Handbook and general best practices working with adolescence.

Program Staff will be trained in relevant areas including agency and program policies and procedures, lesson plan development and facilitation, CPR/AED/First Aid training Emergency Action Plans , and other areas as assigned by the Recreation Coordinator and/or Director. .

Program Policies

Non-Discrimination Policy

The Parks and Recreation Program maintains a non-discrimination policy concerning staff and participants on the basis of race, gender, cultural heritage, national origin, marital status, religion, political beliefs, disability or sexual orientation.

Registration Policy

Each participant must be registered in the Summer Recreation Program before they may attend. Registration and payments must be received before your child may participate in any of the activities. Program Staff do not take sign-ups or registration in the field. Registration can be completed online at www.wrangellrec.com , at the P&R office or the Community Center .I prior to the start of activities.

Payment Policy

Parks and Recreation accepts cash, check or credit card payments ONLY. Participants can pay for the Summer Recreation Camps Program in the amount of a daily, weekly or summer fee. Parents and guardians must pay for their participant's attendance prior to the day's activities. **Delinquent accounts will prevent participation until the fee has been justified.**

Refund and Transfer Policy

1. Parks and Recreation holds a nonrefundable and nontransferable payment policy for the Summer Recreation Program. Any remaining balance at the end of the program will not be refunded, and no fee amount shall be transferred for use in a different sector of the department.
2. A full refund or credit will be issued if the department cancels a program due to lack of enrollment or any other unforeseen reason.
3. If the program is a limited enrollment program and the spot can be resold, a prorated refund/credit will be issued less a \$10.00 processing fee.
4. For any program in which a minimum enrollment is required and the refund would cause cancellation of that program, NO refund/credit will be issued.
5. For any other program, the refund or credit given will be pro-rated from the time the participant informs the department of their desire for a refund. A \$10.00 processing fee will be deducted from their pro-rated refund.
6. **NO refund or credit shall be issued after the program is more than 50% completed.**

Meals and Snack Policy

1. Participants are not allowed to share food, due to allergies that may not be known.
2. Participants can utilize the facility kitchen and remain in session during lunch time hours. At times participants may go home for lunch. Parents must communicate with Program Staff regarding their participant's lunch plans.
3. The Summer Recreation Program does not provide meals for participants daily. However, there may be specific designated days on where lunch is provided. To keep participants safe and healthy, parents must communicate any food allergies that their participants have. This allows Program Staff the opportunity to cater the menu to meet the dietary needs of the participants.

Transportation

The Parks and Recreation Department partners with the Wrangell Public Schools for use of their van for our transportation needs throughout the program. Van transportation is provided to registered participants. An authorized driver for off campus activities will provide transportation for participants. Proper conduct while in the van is mandatory. Violations may result in loss of privilege to ride in the van. Participants traveling in the van must follow these expectations:

- a. Stay in your seat at all times while the van is moving. A child may only move while the van is stopped with the permission of the authorized driver.
- b. Low inside voices only.
- c. No fighting, screaming, wrestling, or standing up in your seat.
- d. No food or drink open in the van (except water).
- e. No live animals are allowed aboard the van.
- f. Do not distract the driver.
- g. No sharp objects, matches, lighters, etc. on bus.
- h. No vandalism.

Pick up and Late Policy

Participants must be picked up between 3:00 PM and 3:15 PM by a designated parent or guardian. For Program Staff to send a participant home by themselves, with another participant, or an adult other than the designated guardian, staff must receive written or verbal consent from the designated parent or guardian.

Any pick up after 3:15 PM is considered a 'late' pick up. Program Staff are to remind parents and guardians of this policy, so they can meet this expectation. If a parent or guardian has been informed of the late policy, and a late pick up routine continues, Program Staff are expected to elevate this information to the Summer Recreation Coordinator, who will work with families to establish a reasonable solution.

Authorized Driver

Only authorized staff will transport participants of the Summer Recreation Program and the authorized driver will assume responsibility for the safety of all passengers.

Off Campus Activities

Parents and designated guardians are permitted to transport their participants for off campus activities. Parents must notify the Summer Recreation Coordinator when transportation plans vary from the norm.

Aquatics Activities

Participants of the Summer Recreation program will visit the swimming pool on a regular basis throughout the summer. Participants will engage in instructional sessions to learn about safety and stroke technique, as well as participate in open swim activities. Staff are required to be in the water providing direct supervision of the swimmers. Parks and Recreation requires there to be lifeguard on duty for all aquatics activities. Lifeguards are there to ensure the safety of the users and facility. Summer Recreation staff are there to interact with participants and regulate behaviors -ensuring that the group is following the expectations laid out by the facility rules. All participants will be evaluated at the beginning of program to access their swimming ability. Non-swimmers will be required to wear a lifejacket if they do not meet the height and/or skill requirements to be in the shallow end.

Emergency Transportation

In the event of a medical emergency requiring transportation to the hospital the Summer Recreation Coordinator will call 911 and emergency medical services (EMS) will transport the participant. A Program Staff will remain with the injured participant and the staff will make every effort to reach parents. If the parents cannot be reached, the staff will proceed to immediately call the emergency contact listed for the participant.

Operations

Programming

Program Staff will provide cultural, educational, and recreational programs for each group of Participants according to their ages, interests, and abilities. The activities will be appropriate for Participant's health, safety, and well-being. The activities also will be flexible and promote the Participant's emotional, social, and mental growth.

Participant Surveillance

1. The Program Staff are responsible for the health, safety, and welfare of all participants. It is vital to know where the participants are, and what they are doing at all times.
2. Staff will be attentive and considerate of the Participant's safety on field trips and during any transportation provided by the Youth Program.
3. During field trips, Program Staff will have authorization for emergency medical care and emergency contact information for each Participant.
4. Program Staff will have a written list of the Participants in the group and will check the roll call frequently, specifically before departure to and from destination.
5. Program Staff will have first aid supplies and a guide to first aid and emergency care available on field trips.

Negative Behaviors

The Parks and Recreation Administrative staff have a zero-tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These actions are disruptive and result in negative experiences for fellow participants. Administrative Staff reserve the right to suspend or terminate a participant's participation at any time for failure to adhere to the rules and values of the Summer Recreation Program. Please understand that there will be no refunds given to participants who are suspended or terminated for behavior issues.

Bullying is when one or more participants (the bully/ies) target a participant (the victim), whereas a reasonable person would know that the bully's action will have the effect of physically or emotionally harming the victim, damages their property or insulting/demeaning the victim.

Program Staff encourage participants to learn and understand social and personal boundaries. Conflict resolution is a required skill to resolve issues that come up in program. Program Staff work with participants to role model positive behavior and understanding the difference between appropriate and inappropriate behavior. Addressing behavior takes fair consequences, planning and flexibility to ensure the success of participants experiencing challenges and those that are not.

If there are concerns, encourage your participant to ask a Program Staff for help and empower them to peaceably agree or disagree. If the problem persists, please communicate with Program Staff and Management.

Chart of Negative Behaviors and Consequences

Chart of Negative Behaviors			
	Mild	Moderate	Severe
Physical	Pushing, cutting in line, spraying with water, light shoving, taking clothes or materials, throwing objects	Spitting on purpose, striking equipment, pushing, shoving, kicking, hiding objects, taking objects from others without permission, mild graffiti	Threatening to physical harm someone, inflicting bodily harm, graffiti that defaces property, locking in a room, inappropriate or unwanted touching, inappropriate exhibiting of body
Relational	Excluding from a game, seating area or activity, critical comments meant to hurt, dirty looks meant to hurt, mild gossiping, spreading rumors	Exclusion more than once, moderate gossiping, embarrassing in front of others, public challenge to do something, setting up to look foolish, threatening to reveal personal information, mild ethnic slurs, using internet for any of the above.	Peer threats of total isolation, coercion, malicious rumors, revealing upsetting personal information, hurtful ethnic slurs, threats of/or retaliation for reporting bullying, using internet for any of the above.
Verbal	Poking fun, inappropriate language towards others, mild teasing, name calling without hurtful intent, using a nickname when told not to, verbal rudeness to authority	Verbal threat of aggression against property or possessions, making fun of others, name calling with hurtful intent or rudeness, taunting, one-time sexual harassment	Verbal threats of harm to a person or possessions, threats of/or retaliation for reporting bullying, verbal threats of violence or bodily harm, escalating rudeness towards others, ongoing sexual harassment
Consequences	1 st offense- verbal warning 2 nd offense- remove from group and discuss 3 rd offense-parents notified 4 th offense-program suspension	1 st offense- remove from group and discuss 2 nd offense- parents are notified 3 rd offense-parents are called to pick up child and program suspension 4 th offense-child removed from program	1 st offense- parents are called and program suspension 2 nd offense- child removed from program

Consequences

The Program Staff are trained to deal with participants in a positive manner that build's self-esteem. At times it is necessary for staff to redirect a participant's behavior when that behavior is inappropriate. Staff will try to support the participant and positively redirect their behavior and, if necessary, will seek the assistance of the Recreation Coordinator. If concerns regarding behavior continue or if behavior negatively impacts the experience of other participants, the parents will be notified, and the further disciplinary action will be taken.

Disciplinary Action

Program Staff hold the responsibility of promoting each participant's self-esteem in a safe and healthy environment. They therefore must encourage each participant to take responsibility for their own actions and follow the expectations set for them. In accordance with the Rules and Regulations of the Wrangell Parks and Recreation Department, staff has the discretionary power to remove violators from the facility for their own safety as well as the safety and enjoyment of all participants. They may remove a participant for violating rules, including, but not limited to: unsafe behavior (pushing, shoving, running, etc.), obscene or disrespectful language, disrespecting recreation personnel.

Health, Injury and Participant Care

When to Stay Home?

It is often difficult to know when a participant should stay home from the program and when they should be encouraged to try and attend. These guidelines might help make a decision. A participant should stay home if they:

- **FEVER:** If there is a temperature of 100.0 or above the participant should be kept home. There should be no fever for at least 24 hours before the participant returns to the program.
- **VOMITING:** The participants should be kept home until vomiting has ceased for at least 24 hours.
- **DIARRHEA:** The participant should be kept home until the diarrhea has ceased.
- **CONTAGIOUS DISEASE:** Chicken Pox-keep home until all spots are dry and crusted over.
- **INFLUENZA:** Keep home until fever, vomiting, and diarrhea have ceased.

Sometimes the symptoms are vague or intensify as the day progresses. It is often difficult to assess the symptoms and decide on attendance for the day. If you send them to activities for the day and the symptoms intensify, we will notify you.

Injury

In the event a participant becomes ill or is injured during the day, the parent/guardian will be contacted, if possible, to determine appropriate action to be taken. If parents cannot be reached and immediate action is necessary, the emergency contact listed on the participant's registration form will be called. Accident reports of a serious nature will be kept on file in the pool office. It is very important that families provide accurate information and emergency contacts and phone numbers are up-to-date and available to staff.