



VILLAGE OF FREDONIA
2022 SUMMER PLAYGROUND PROGRAM
PARENT HANDBOOK

Welcome to our 2022 Summer Playground season! The Village of Fredonia Summer Playground Program is run in partnership with the Port Washington Parks & Recreation Dept. Summer Playground Program. The following information relates to our activities and policies.

Attached is a Registration & Medical Emergency Form. **This form is extremely important, and must be completed and turned in on or before Monday, June 20, 2022**, or before your child(ren)'s attendance at the 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, your child is not registered and may not participate in playground activities.

The Village of Fredonia and the Port Washington Parks & Recreation Depts. are committed to promoting safe activities and providing qualified staff. It is our policy, in the event of serious injury or illness, to call 911 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 afternoon alternative of outdoor fun and structured activities for children ages 6 through 12.

GENERAL POLICIES

HOURS & PICK-UP POLICY:

Drop off and Pick-up: Please take note of our playground hours:

Monday thru Friday: 12:00 p.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 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 Playground Program 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 up your child(ren) on time.

Note: Staff is not responsible for verifying the identity, legal authority, and/or custodial status of persons who drop off or pick up your child(ren). Please be guided accordingly.

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 of participation.
- **FOURTH TIME** - child(ren)'s suspension from the Playground Program.

SIGN IN/OUT SHEET: A parent or authorized adult will need to sign their child(ren) 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 are signed out.

WEEKLY EMAIL: Every Friday the Playground Leader will email parents or guardians the activities for the following week. This email will include activities the children will be participating in, dates and times of field trips and locations for drop off and pick-up, special clothing that should be worn if participating in field trips, and any other information pertinent to the following weeks activities.

SAFETY/EARLY PICK-UP: In the event of adverse weather or other hazardous conditions occurring after the Playground Program has been opened for the day, we reserve the right to close the Playground Program at any time if we feel your child(ren) is/are at risk. 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 playground activities.

RAIN DAYS/EXCESSIVE HEAT: When there are inclement weather conditions or warnings such as severe weather, rain, or very high temperatures, the Playground Program will be closed for the day. You may call the Playground Leader at Village Hall at 262-692-9125 for cancellation information.

FIELD TRIPS: 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. We may participate in field trips with Port Washington. In that event, children in the Playground Program will leave Port Washington with their Playground Program to travel to planned field trips. There will not be transportation available to Port Washington for field trips, so please make plans ahead of time on how you are going to drop off/pick up your child(ren). There will be additional fees for field trip transportation and admission. These fees are established to cover our costs. On days of field trips, there will not be normal park activities. Our staff is not able to be at two places at one time.

SNACKS & DRINKS: Participants may bring a packed lunch or snack if they wish; however, Parks & Recreation Dept. 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: Any electronic devices (e.g., cell phones, hand-held games, etc.) brought to the Playground Program will be the sole responsibility of each participant. Leaders will not hold or monitor these items. The Park & Recreation Dept. will not be responsible for any lost items. Except in an emergency, participants will not be allowed to use electronic devices while signed in at the Playground Program.

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. 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 the Playground Program. **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.

ACCIDENTS OR INJURIES: It is our policy, in the event of serious injury or illness, to call 911, 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 911. 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 the Playground Program. We will not tolerate language or actions that are inappropriate or harmful.

(NOTE: All references in this Handbook to "parents" includes legal guardians.)

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 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 the Playground Program.

Negatives for Summer Playground Participants

To promote the safety of all Playground Program 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:

- 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
- The presence of drugs, drug paraphernalia, alcohol, or tobacco
- Bullying (any unwanted aggressive behavior including threats, rumors, excluding others from a group, etc.)

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

DISCIPLINE AND BEHAVIOR POLICY – (CONTINUED)

It is our goal to keep participants in the Playground Program safe throughout the summer. In order to promote their safety, this Discipline and Behavior Policy has been developed. Leaders at each park site will determine what rules are necessary for their playground. 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:

- **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 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 or ANY “SERIOUS” INFRACTION - automatic expulsion** from the Playground Program. All enrollment and participation fees paid will be forfeited. Parents will be contacted by the Playground 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 Dept. and the Village of Fredonia reserve 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 SIGNATURE PAGE

VILLAGE OF FREDONIA

2022 SUMMER PLAYGROUND PROGRAM

Dear Parent(s) and/or Legal Guardian(s):

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 of recreation, where rules are enforced firmly, fairly, and consistently to all participants.

We ask that you familiarize yourself with this Handbook by reading it, and ask that you 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 no later than Monday, June 20, 2022, before your child(ren)'s attendance can begin.

Signing below confirms that parents, legal guardians, and participants have read, understand, and agree to the contents of this Handbook.

Print Name of Participant

Age of Participant

Signature of Participant

Date

Signature of Parent or Legal Guardian

Date

VILLAGE OF FREDONIA
2022 SUMMER PLAYGROUND PROGRAM
CHILD HEALTH AND EMERGENCY FORM

- This form **must** be completed and returned to the leaders **before** your child may participate.
- Please discuss this information with your child and with the emergency contact listed below.

CHILD(REN)'S INFORMATION:

Name: _____ Age: _____ Gender: _____ D.O.B.: ____/____/____

Home Address: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Any Allergies or Health Conditions? If Yes, please describe in detail and list all current medications:

Name: _____ Age: _____ Gender: _____ D.O.B.: ____/____/____

Home Address: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Any Allergies or Health Conditions? If Yes, please describe in detail and list all current medications:

Name: _____ Age: _____ Gender: _____ D.O.B.: ____/____/____

Home Address: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Any Allergies or Health Conditions? If Yes, please describe in detail and list all current medications:

IN CASE OF EMERGENCY NOTIFY:

Name: _____ Relationship to Child _____

Home Phone: (____) _____ Cell Phone: (____) _____

Work Phone: (____) _____

Parent Authorization to Take/Use Pictures

I, _____ authorize the Village of Fredonia Summer Park Program to take pictures of the Park Program activities that may include my child(ren) _____ and to use those pictures to advertise for the Park Program in publishings or on the Village of Fredonia website.

Signature of Parent of Legal Guardian

Date