

East Hanover Twp.

Summer

Playground Program



2017 Parent Handbook

EAST HANOVER TWP. PARK AND RECREATION

8848 Jonestown Rd.

Grantville, PA 17028

Dear Parents,

Thank you for registering for the East Hanover Township, DC Summer Playground Program. The program is operated and administered by the East Hanover Park and Recreation Department which is solely responsible for the program content and management. The program is not self-supporting but instead is subsidized by the taxpayers of East Hanover Township.

The goal of the program is to provide safe, interesting and fun-filled outdoor activities for children entering grades K-9 for the upcoming school year. Our staff strives to provide a safe and healthy environment with activities that promote and provide for outdoor recreation.

We urge you to read this booklet carefully. The necessary forms needing your completion for your child to participate in the program, fees and schedules are included in this booklet. ***Please note, regardless of payment received, children may not begin participation in the program until all forms included in this packet are completed and returned.***

Feel free to contact us should you have any questions or concerns at 717-469-0833 or parkandrec@ehtdcpa.org

Yvonne Sharrow

EHT Summer Recreation Playground Program Director

Jen Taleff

EHT Summer Recreation Playground Program Assistant Director

Anthea Stebbins

EHT Park & Recreation Director

Included in this booklet:

- *Parental Consent and Waiver of Liability
- *Authorization to Pick-up
- *Emergency Contact and Consent
- *Parent and Child Summer Playground Program Contract

EAST HANOVER TWP. SUMMER PLAYGROUND PROGRAM

POLICIES

Child Drop-off and Pick-up Policy

One AUTHORIZATION TO PICK-UP CHILD form needs to be completed per family. If your child is expected to walk/ride home without an adult, this needs to be stated on the Authorization to Pick-up Form. Please record any adult who has your permission and may need to pick-up your child on this form. This includes parents of other children in the camp who have your permission. Only persons designated on this form or in writing prior to pick up will be permitted to pick up children from the summer program. The staff will check ID of unknown persons. In the case of custody issues, please inform the staff of individuals who may try to pick up your child but do not have permission. The authorization form is included in this booklet.

What to Wear

Please dress your children appropriately for outdoor play in the given weather conditions. Sneakers are recommended for everyday wear; sandals, flip flops and other open-toed shoes will make it difficult for children to participate safely in games and activities. Please do not dress your children in clothes that will restrict their free play or participation in regular “messy” activities for fear of getting dirty. PLEASE APPLY SUNSCREEN TO YOUR CHILD BEFORE THE PROGRAM.

Children Who Are Walking/Riding Policy

Children who are walking/riding home without adult supervision must sign themselves in and out accordingly. It is important your child understands that he or she must remain with the counselors during the entire program. We cannot be responsible for your child once he/she has left the park. Children must have the written consent of a parent before they are allowed to walk/ride home. Permission may be granted on the Authorization to Pick-up Child form which is included in this booklet.

Early Arrival and Late Departure Policy

Our program hours are from 9 am until Noon. Please be considerate of the staff and do not drop your child off early or pick him or her up late. Anyone abusing the drop off or pick up time policy will be charged \$1 per minute late fee. Refusal to pay this fee in a timely manner will be cause for your child to be dismissed from the program. Staff will not be AVAILABLE OR RESPONSIBLE for supervision earlier than 8:50am or later than 12:10pm.

Sign-In/Out Policy

Parents / Guardians must sign their child in and out each day. This will help to ensure the safety of the children by providing us with an accurate count of the children and of their whereabouts. Important information such as announcements or reports will be available at the end of the day here as well.

Non-Discrimination Policy

The East Hanover Township Park and Recreation Board in the determination of eligibility of admission does not discriminate on the basis of race, sex, religion or national origin. East Hanover Township Park and Recreation will make reasonable accommodations to provide equal access to all programs and services.

Refund Policy

No refunds are available.

Personal Items Policy

Please do not allow your child to bring personal items to the program unless specifically requested. Any items being brought to the playground must be labeled with your child's name. Staff are not responsible for any personal items your child may bring.

Summer Recreation Playground Program Rules to Remember

- Cell phone use and texting is permitted for emergency and / or parent child communication only. Otherwise, cell phone use and texting is highly discouraged from 9am-12pm. On-going problematic use will be addressed with parents.
- Sneakers or sandals, which have the heel enclosed and can be worn when running, are required to participate in physically active activities.
- Everyone is required to remain in the designated areas of the park within visible sight of Staff supervision at all times.
- Anything brought to the park must have the child's name on it.
- Each child is required to bring a labeled water bottle each day. We will provide water for refills.
- Any special instructions and requests must be given to the Director or Assistant Director.
- Children must be signed in/out daily by a parent / guardian. Children must sign themselves in/out daily if written permission is given to walk to/from the playground program.
- Children must have the written permission of their parent / guardian to walk to/from the program.
- Participants are required to respect park rules and those rules established during the program to protect the safety of others, property, and equipment.

Discipline Policy

We will use positive reinforcement when dealing with the children. Our focus will be on encouraging positive behavior to change a child's negative behavior. If a child displays unacceptable behavior, he or she will be given a warning. When possible, the child will receive the warning away from the other children. If the child continues to display unacceptable behavior, he or she will be removed from the activity. Depending on the severity of the behavior, this may be one minute or until the end of the activity. If a child is removed completely from an activity, he or she will be included in another activity instead. However, if a child attempts to cause physical harm to another individual, such as hitting, kicking or biting, the child will not receive a warning and will be immediately removed from the activity. A discipline report will also be completed.

A discipline report will be written if the child's behavior is not corrected after being removed from the activity. Parents will receive a copy of the report. A child who consistently displays inappropriate behavior and has gone through the steps of the "Discipline Action Procedure" without improvement will not be allowed to return. A copy of the Discipline Report is included in this booklet.

Discipline Action Procedure

1. Verbal warning
2. Removed from activity (time-out)
3. Removed from entire activity
4. Discipline report and meeting with parents and appropriate staff
5. Discipline report and meeting with parents and appropriate staff, two days suspension
6. Removed from program

Health/Emergency Accident Policy

The township will not pay for medical expenses for any injury or illness incurred by participants enrolled in this program. Therefore, it is the responsibility of the parents to take care of any payments should such an incident arise. A Waiver of Liability is to be signed prior to participation in this program. If your child requires daily medication, the medication must be given prior to his or her attendance. In the case of food allergies, asthma or bee sting medication such as antihistamine or epinephrine injection, a Medication Permission slip will need to be completed and signed prior to participation in the program. This medication should be labeled with your child's name and given to the Director or Assistant Director. ***Please request and complete a copy of the Medication Permission Slip for children who need emergency medicine during the program.***

Any child exhibiting signs of illness will be isolated until he or she leaves the premises. Parents will be notified and asked to pick up their child immediately. In the case of a minor injury, trained staff will administer First Aid and parents will receive a copy of a completed incident report and be asked to sign the original copy.

Snack Policy

A light snack will be provided by the Park and Recreation Department each day. Only one option will be provided each day. If you would like your child to have an alternative snack other than what is planned that day, please provide one on the designated day. Please record any food allergies your child has on the Emergency Contact Information and Consent Form. Children should bring a water bottle to the park every day. Please be sure to label the bottle. Water will be available for refills.

Rainy Day Policy

East Hanover Twp. Summer Playground Program will be in session each day through the 8 week program with the exception of emergency circumstances and July 4th in honor of the Independence Day holiday. However, use of indoor space during inclement weather is highly limited and cannot accommodate the recreational demands of even moderate program attendance. ***We ask that you check the weather forecast and do not bring your child to the program during significant threat of severe weather and thunderstorms. Generally speaking, if you would not ordinarily take your children to the playground, please do not bring them in that day. We will have limited staff and very limited activities available during such mornings.***

Additionally please pick-up your child from the program should a severe weather event or thunderstorm occur while they are here. Light rain on a warm day is an inconvenience and safety limitation, however not a reason to be indoors. Please send a jacket with your child under light rain conditions.

Please understand that the program is designed for outdoor play at the park where we have the space and equipment for recreation. Indoor facilities are available for emergency safety shelter but are not suitable for accommodating play space and recreational needs / equipment. We hope that weather interferences to our playground program will be minimal, however we ask for your consideration and flexibility about circumstances reasonably not within our control or within the scope of the program.

Grouping Policy

Our goal is to provide a fun and safe environment for your child. Sometimes our activities will be appropriate for all age groups, however there are some games and activities that would be unsafe to have combined age groups. In this case, children will be grouped according to age and choice of activity. It will be up to the Director and/or Assistant Director to decide the appropriate groupings for the activities.

Water Days & Activities

Water activities are played throughout the summer so expect regular runs through the sprinkler, squirt gun battles, and rounds of duck, duck, splash. Occasional “water days” will be pre-planned according to weather forecasted hot days. On a Water Day, children are welcome to wear bathing suits under their regular clothing for runs on the water slide.

Theme Days

Theme related activities will be offered on a rotating basis (one theme per day) each week as follows:

- Nature Play Day
- Community Day
- Art in the Park
- Make It! Day
- Adventure Day

Field Trip

Participants entering grades 5-9 will again have the opportunity to join in on an off-site field trip. The cost of the trip is not covered by the weekly registration fee and attendance is optional. Details about the field trip will be available during the earlier part of the program.

Community Guests

We are very grateful to have the volunteered support of several community organizations this year. Local groups will join us in the park on pre-arranged days to facilitate hands-on activities for program participants to experience.

Park Open

Please be advised that the East Hanover Twp. Community Park is open to the public during Summer Playground Program operating hours with the exception of the areas designated as closed to the general public. Only EHT Staff, program participants, and program guest visitors are permitted to be within marked park grounds from 8:45am-12:15pm.

Bookmobile

This year, East Hanover Township and Books on Board would like to encourage the children in the Playground Program to participate in their summer reading program through Lower Dauphin Communities that Care. To encourage children to read more, the Books on Board has its own incentives. The Bookmobile parks at the East Hanover Twp. Municipal Building parking lot every two weeks on Tuesdays from 11:30am-12:30pm. Books can be returned to the Bookmobile or to the Hummelstown Library. Upcoming dates will be posted at the sign-in table as a reminder to you to take your child to the Bookmobile and / or return books. **June 20, July 18 (NO July 4 trip), August 1 / 15 / 29 from 11:30am-12:30pm.**

End of Season PICNIC

COME ONE, COME ALL! To celebrate the close of the Playground Program, staff members have planned a slideshow, pot-luck picnic, and entertainment which is scheduled for the last day of the program, Friday Aug. 4. Participants are asked to sign-up to bring food items to share (hotdogs and beverages are provided by the Playground Program) for the picnic and to bring. ***Anyone who participated in the 2017 Playground Program is welcome to attend, however preregistration is required to ensure space and supply availability.***

Please complete, detach, and return the following 4 pages prior to first date of attendance.

EMERGENCY CONTACT INFORMATION AND CONSENT FORM

Child's name _____ Birth Date _____

Address _____

Parent/Guardian #1 Name _____

Phone: Home _____ Work _____ Cell _____

Parent/Guardian #2 Name _____

Phone: Home _____ Work _____ Cell _____

Emergency contact if parent is unavailable

Name _____

Phone: Home _____ Work _____ Cell _____

Name _____

Phone: Home _____ Work _____ Cell _____

Primary/Preferred Source of Medical Care

Physician's Name _____

Address _____ Phone _____

Dentist Name _____

Address _____ Phone _____

Hospital Name _____

Child's Health Insurance

Insurance Company/Plan _____

Subscriber's Name _____ Plan ID # _____

Parent/Guardian consent and agreement for Emergencies:

As parent/guardian, I consent to have my child receive first aid by facility staff and, if necessary, to be transported to receive emergency medical care. I will be responsible for all charges not covered by insurance. I consent for the emergency contact person listed above to act on my behalf if I am unavailable. I agree to review and update this information whenever a change occurs.

Parent/Guardian Signature _____ Date _____

PARENT AND CHILD SUMMER RECREATION PLAYGROUND PROGRAM CONTRACT

Contract For (Child's Name): _____

I have read, understand and agree with the policies and procedures East Hanover Township has in place for its Summer Recreation Program. I will follow these procedures to the best of my ability and encourage my child to do the same.

Parent Signature _____ Date _____

My parent has gone over the rules and policies which are for me during the Summer Recreation Playground Program. I will try my best to follow all of the rules and policies East Hanover Township has in place. I will also do my best to respect other campers and Staff.

Child's Signature _____ Date _____

Help Us Get to Know Your Child

Parents, our goal is to provide a positive and safe summer recreational program. We know children are not the same and many have differing abilities and attitudes as they pertain to the summer recreation program. In an effort to help all children, we would like your parental input on issues which may help us to assist your child this summer. Please answer any of the following questions you feel pertain to your child.

Does your child have any physical reason he or she may not be able to participate in a game or activity? Please explain.

Does your child have any fears or sensitivities we should be aware of?

Does your child need any special support for games or activities? Please explain.

In general, what type of recreational activities does your child like? Dislike?

Do you have suggestions for how to deal with your child to prevent problematic behavior? During problematic behavior?

If your child is returning to the program, what do they most look forward to? Least?

AUTHORIZATION TO PICK-UP CHILD

Completion of this form is to give permission to our staff to release your child to the names listed below:

- A photo ID may be required for persons unfamiliar to the staff.
- Any person authorized to pick-up a child must sign the child out.
- Staff members have the authority to not release a child if the ID does not match any of the names listed below. Parents will be contacted at that time.

My child, _____, may be released to the following people.

1. Parent/guardian _____
Relationship _____ Phone number _____
2. Name _____
Relationship _____ Phone number _____
3. Name _____
Relationship _____ Phone number _____
4. Name _____
Relationship _____ Phone number _____
5. Name _____
Relationship _____ Phone number _____
6. Name _____
Relationship _____ Phone number _____

Note: Under no circumstances will the child be released to anyone other than those listed above without written and signed permission from the parent.

Printed Parent/Guardian Name: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Authorization for Child to Walk/Ride Home

My child, _____, has my permission to walk/ride home without an adult. I understand it is my child's responsibility to sign himself/herself in and out each day. I understand it is my child's responsibility to remain with the counselors for the entire program and that the township and its employees are not responsible for my child after he/she has left the park.

(Parent Signature)

**EAST HANOVER TOWNSHIP PARK AND RECREATION
8848 Jonestown Road, Grantville, PA 17028 (717-469-7655)**

PARENTAL CONSENT AND WAIVER OF LIABILITY

SUMMER RECREATION PLAYGROUND PROGRAM

Waiver of liability for: _____

(Please print participant's name)

Please check those items for which you give consent:

- () Emergency Medical Care
- () Transportation by Emergency Medical Care in case of an emergency

WAIVER OF LIABILITY AND ACKNOWLEDGEMENT

I (we) hereby attest that the information provided in the summer recreation application is complete and accurate to the best of my (our) knowledge.

I (we) further give my (our) consent for the items checked; and I (we) hereby waive any claims for bodily injury, property damage, or other liability against the Township of East Hanover, and their respective agents, volunteers, and/or employees a participant(s) in the Township Recreation Program.

Signature of Parent

Witness

Date

Date