



PARAkids Youth Program Handbook

Dear Parents/Guardians:

Thank you for choosing our childcare service! We are enthused to meet our new camper participants and see the excited faces of those who will return this school year. We are committed to providing a safe and enriching program experience for all children complemented by hands-on educational and recreational opportunities.

This handbook is designed to provide information on our camp procedures, guidelines, and expectations. We ask for the support and cooperation of each child's parents/guardian in reading the handbook and understanding its contents in order to ensure the success and sustainability of our program.

In regards to the **COVID-19** public health crisis, we are taking recommended steps to ensure the safety of our campers, their families, and our dedicated staff. Please read the guidelines included in this handbook for updated information on our camp policies and procedures. Procedures and protocols listed will follow guidelines set forth by local and state governments, recreational professional organizations, the Alabama Public Health Department (ADPH), and the Centers for Disease Control and Prevention (CDC).

Parents must read the handbook and return the signed Acknowledgement Form to your child's camp by their second day of attendance. You may also scan the last page including a signature to the email address listed below.

We look forward to an active and engaging program this year. If you have any questions, please contact me at 205-899-0313. If I cannot immediately get to your call please leave a message.

Health & Happiness,

John Herbert,

Supervisor of Youth Programs | 2200 Rock Quarry Drive, Tuscaloosa, AL 35406
205-899-0313 | phelpscenter@tcpara.org | www.tcpara.org

Dates:

- Varies

Age: After-school program: 4 – 11.

Day Camp: 5 - 12

Check In/Out:

- It is **required** that you sign the daily sign-in/out sheet when dropping off and picking up – 1 line per child.
- The staff will only release a child to a parent/guardian or someone listed on the registration sheet for pick-up. A photo I.D. may be required. This policy has been established for your child's safety. Be sure and let us know when there are any changes/additions in your pick-up plans. Each camp will have a phone for contact. This contact number will be posted on the camp's weekly schedule.
- **Frequent or recurring late pick-ups may result in suspension or termination from the program. Late pick-up fees will be \$5 for every 15 minutes. This must be paid before the child can return to camp.**

Fees:

Extended Day \$7/week

Day Camp \$20/day

- The registration deadline for each week of camp is Friday at 5pm of the prior week or 3 days in advance of participation. A late fee will be charged if payment does not meet this requirement.

Discounts for siblings: (Discounts apply to the weekly rates. No discount on registration fee.)

- 10% off for second child
- 20% off for third child or more
- **All payments are non-refundable or transferable.**
- Checks should be made payable to PARA. Please write your child's name and location on each check.
- Returned checks must be paid in cash or by a money order at our downtown office (not at the camp site). There is a \$30.00 returned check fee in addition to your check amount. Once a camper's parent/guardian is notified of a returned check, the camper **cannot return to camp** until fees have been paid.

- PARA's policy states that any person having **three** returned checks will forfeit check-writing privileges and will be required to pay in cash, or by credit card, from that date forward for any PARA activity.
- **In regard to Split Households** – information from both parties are required on separate registration forms. PLEASE COMMUNICATE THIS WITH THE OFFICE MANAGER and CAMP DIRECTOR. Must have a copy of the divorce papers.

COVID-19 Safety:

Staff Protocols and Procedures

All Day Camp Staff will be educated and trained on COVID-19 safety procedures. PARA Day Camp staff will follow guidelines to ensure sanitation and safety practices for camp activities including:

- teaching and reinforcing washing hands and covering coughs and sneezes among children and staff.
- cleaning, sanitizing, and disinfecting frequently touched surfaces.
- allowing for cleaning and sanitizing time between activities.
- increasing amount of activities in well-ventilated areas and outdoor spaces.
- incorporating frequent bathroom and hand washing breaks throughout the day.
- incorporating frequent hydration breaks throughout the day (because of increased outdoor activities).
- following a specific protocol to dispense water from water coolers.
- posting signage and other messages to remind campers and staff of cleanliness and physical distancing.

Camp Experience and Expectations

PARA Day Camp Participants should expect to:

- be grouped in “pods” containing no more than 30 children at all times (often in groups of 15 for many activities) to limit exposure.
- be grouped with the same children in those pods each week and throughout the summer (as much as possible) to limit exposure and mixing of participants.
- spend more time in outdoor spaces.
- maintain 6 feet social distance during snacks and meals.
- maintain 3 feet social distance during indoor small group activities.

Dress Code:

- Campers may be restricted from camp activities if not properly dressed for safety reasons and/or appropriately dressed for camp.
- Jewelry such as watches, bracelets and necklaces are not allowed.
- Caps are encouraged to be worn outside during play. The sun gets hot!
- Clearly **label** all items worn/brought to camp.

- Children cannot bring money, toys, trading cards, dolls, etc... or any personal items from home **unless it is a daily planned activity**. PARA assumes no responsibility or liability for lost, stolen, broken, or misplaced items.
- Campers may not bring fake or real guns, knives, or weapons to camp.
- **No electronics or phones of any sort are allowed.**
unless planned by the Director. THIS IS THE ONLY DAY.
- **Not following these rules may cause suspension or termination.**
- Contact from either camper or parent can be made through our camp phones. You will be given the contact numbers on your weekly schedules.
- Books are welcomed daily!
- **Parents - please** check backpacks every afternoon when you pick-up and every morning as you bring them to camp. SO MANY things are left behind! :)
- **COVID UPDATE:**
 - Campers are expected to:
 - **bring their own facial covering** for closer-contact activities, or in enclosed areas, such as buses.

General Rules:

PARA strives to maintain an engaging, safe and wholesome environment for all our camp participants. To further this goal, we have outlined basic rules each camper and each parent must follow. Please discuss these rules with your child.

- Listen and follow instructions.
- Keep hands, feet, and teeth to yourself.
- Always respect authority.
- Stay with your assigned group at all times.
- Do not throw objects of any kind without staff instructions/ permission.
- Remain seated while on the bus, keeping head, arms, and hands inside bus. Feet must be out of the aisle at all times.
- No item can be thrown from the bus.
- Do not take/destroy/hide any of PARA's or other camper's property.
- Inappropriate, harassing, or profane language will not be tolerated.
- No talking disrespectfully to anyone, at any time, at any place.
- **Kids cannot share food.** Some campers have food allergies!
- Any camper that has a bowel or urinary incontinence problem while at camp, can be suspended or terminated.
- Campers are not allowed to borrow or loan money. The snack machines are **not** to be used during camp hours. Day Camp does not reimburse lost money.

Program Behavior Management and Discipline Policy:

At PARAkids Summer Day Camp, bullying and any form of disrespect towards another participant, staff, volunteer, or associated person is inexcusable. Our mission ensures every camper with the opportunity to have a constructive, safe, and fun environment.

Techniques PARA Behavior Management Staff will carry out:

1. Discuss and enforce rules at all times
3. Guide campers by setting clear, consistent and fair limits for behavior
5. Redirect children to a more acceptable behavior or activity
6. Use positive reinforcement, including a positive behavior recognition program
7. Make eye contact and listen when children talk about their feelings and frustrations
9. Use effective praise that is immediate, sincere and specific
10. Attempt to prevent problems before they occur

Inappropriate behavior includes, but is not limited to, the following:

1. Behavior requiring constant attention from staff
2. Behavior that may threaten the physical or emotional wellbeing of others
3. Behavior abusing the staff and/ignoring or disobeying the rules
4. Name calling / threatening
5. Physical bullying/fighting such as pushing, spitting, tripping, pinching, pulling, groping, biting, and punching
6. Inappropriate exposure
7. Foul language, Stealing and Not following directions

Conduct Policy: Every effort will be made by PARA staff in conjunction with parents to ensure a rewarding and positive camp experience for every camper. **However, any behavior that interferes with the safety, learning, or enjoyment of other campers will not be tolerated.**

If there are frequent or recurring discipline problems, the parents/guardians will be notified. In the event there are behavioral difficulties deemed irreconcilable by a child or a parent, there may be reason for either or both to be suspended and/or terminated from the PARAkids Day Camp Program.

Disciplinary Action Steps

PARA staff will utilize the following disciplinary steps in normal circumstances. More dire situations will result in steps being skipped which could result in immediate suspension.

1. Remove camper portraying negative behavior and place them in “Personal Time”/“Time Out” for up to five minutes so they can regain control of their behavior
2. PARA staff will inform parent/guardian of behavior issues with camper verbally, and in writing
3. Meeting between camp director and guardian/parent to enact a Behavior Improvement Plan
4. Suspension of camper for one or more days
5. Removal of camper from program for the remainder of the summer

PARA cannot serve children who display chronically disruptive behavior. If a child cannot adjust to the program setting and behave appropriately, the child may not be able to return to the program. Reasonable efforts will be made to assist children in adjusting to the program setting.

****NOTE: Campers suspended or terminated for behavior management problems are not eligible for a refund.****

Outings:

Outings are scheduled throughout the summer. Flyers/registration forms will be handed out at camp.

- **COVID UPDATE:**
 - Campers should **bring their own facial covering** for closer-contact activities, or in enclosed areas, such as buses.

Medical Information:

We are naturally concerned about your child’s health and safety. Parents **MUST** include on the registration form if your child has a special medical situation, allergy, or physical disability.

Medication:

- PARA employees may not dispense over-the-counter (OTC) medication to campers. **No OTC medication is allowed at camp.** Children are **not allowed** to keep/have anything (such as cough drops) in their backpack or lunchbox.
- In the event a child must receive **prescription** medication, a parent/guardian must take the following steps:
 1. Communicate the need to the camp director for approval.
 2. The medication (only enough for one day) should be brought to camp and given to the site director each day, with the medication in the original container that is labeled from the pharmacy. The form must be signed on a daily basis.

3. Parents are not authorized to change the dosage, frequency, or any other instructions from those printed on the bottle. The instructions on the bottle will be followed by PARA staff. In the event this information changes, parents must contact their doctor/pharmacy and obtain new labels or signed written instructions.
- PARA reserves the right to refuse to dispense medication.

Medical Emergencies:

If your child is injured and requires more than just basic first aid, the following steps will be taken:

- Staff will call 911.
- The parent or guardian will be contacted.
- If parent or guardian is not available, the persons listed on the registration form will be contacted.
- Paramedics will take the injured child to DCH Regional Medical Center.
- PARA employees are not permitted to transport injured parties in PARA vehicles or private vehicles.

You will be responsible for the emergency medical charges for all services rendered. Your authorization and commitment for payment is part of the release form you sign with PARA's registration.

Illness:

If your child has been ill or has fever, they cannot be sent to camp. If your child becomes ill at camp, a parent/guardian will be notified and required to pick up the child **immediately**. If a parent/guardian is unavailable, the emergency contacts will be called. **A parent's telephone number on the registration form should be available at all times. Please remember – you must be able to be contacted during camp hours.**

- **COVID UPDATE:**
 - Any camper that experiences symptoms of illness will be sent home and **will not be allowed back to camp for 2 weeks and/or should provide documentation from a doctor** before being readmitted to camp.

Head Lice:

Lice are transmitted by ways of close contact of objects like caps, hats, towels and hair brushes. **Children do not need to share these items.** In the event a child is thought to have lice, parents will be contacted. The child must be picked up. Children must be free of bugs (insects) and eggs (nits) before they can return to camp.

Contact Information:

- If any time your contact number changes, **please** give the site director the new number where you can be reached.
- If at any time you wish to add or remove people from your list of emergency contact/pick-up, please give this information to your child's site director.
- For emergency purposes each site director will carry a phone. Messages which are not emergencies can be made to your child's day camp center at any time.
- Feel free to contact Casie Jones at 205-899-0313 or cdjones@tcpara.org



**Parent Handbook Acknowledgement Form
PARAkids Extended Day Program**

I, the undersigned, acknowledge that I have received, read, and understand the Parent Handbook for the 2021-2022 Tuscaloosa County Park & Recreation Authority's PARAkids Extended Day Program. I understand that I am responsible for ensuring that my child/ward, my family, and our emergency contacts abide by all rules, policies, guidelines, and procedures as outlined in the handbook. In addition, I understand and agree to the following:

- I, my family, and our emergency contacts agree to adhere to the rules, policies, guidelines, and procedures as outlined in the 2021 PARAkids Day Camp Handbook.
- It is our responsibility to ensure that our child/ward adheres to all PARAkids rules, policies, procedures, and regulations and we will instruct our child/ward to behave accordingly. Ultimately, parents are responsible for a camper's behavior.
- We understand that PARA will take action in situations in which our child/ward behaves inappropriately. These actions are outlined in the handbook and may include suspension or termination from PARA's Extended Day program.
- We understand that campers are not allowed to have electronics of any sort at camp.
- We understand that there will be no credits or refunds of fees paid.

Child's Name _____

Parent's Signature _____

Date _____ **Program Location** _____

MUST List Child's Name below if pictures **cannot be taken** or posted to PARAkids website:

Return this form to the Extended Day Coordinator or Program Supervisor the second day your child attends.

TUSCALOOSA COUNTY PARK & RECREATION AUTHORITY

AQUATIC WAIVER FOR 2021

PARA NO RESPONSIBILITY CLAUSE

I hereby give my permission for said participant/child/ward to participate in this program/activity conducted by the Tuscaloosa County Park & Recreation Authority (PARA). I assume all risks and hazards incident to such activities and transportation to and from the same. I release, discharge, and acquit PARA and all of its agents, servants, employees, staff and personnel from and with respect to all claims, causes of action and rights of recovery which I have, or might have at any time in the future as a result to any property damage or bodily injury suffered by said child/ward during the course of any such activities. Additionally, I agree to indemnify and hold harmless PARA and the employees from and against any and all claims, suits, damages, judgments, attorney fees and expenses of every kind on account of property or bodily injury, including death, suffered or experience by me or my said child/ward occurring during, or in any way resulting from any of said activities, whether or not cause by a negligent acts (except as may be occasioned by gross or wanton employees) or omission of any sort by PARA employees. I authorize PARA and employees to render any medical care and treatment to my said child/ward deemed necessary with respect to any illness or injury occurring during any PARA activities. I fully understand that PARA has NO ACCIDENT or MEDICAL PAYMENT INSURANCE COVERAGE for the participant/child/ward and I agree to play all medical costs incurred if treatment is obtained. I understand that PARA assumes no responsibility or liability for lost, stolen, or misplaced items. I also give permission for PARA to take photographs and/or videos of my child during activity for publicity use. Furthermore, please take caution when sending valuable, sentimental items with child/ward to any activities. PARA accepts NO RESPONSIBILITY for lost or stolen items. This instrument is signed both on behalf of the individual and the child/ward. If paying via credit card, my signature authorizes PARA to charge the agreed upon amount to your card and I agree to pay the credit card charges according to the credit card issuer agreements

Printed Name of Participant/Child/Ward

Printed Name of Parent/Guardian

Signature of Parent/Guardian