



PARA youth Program Handbook

January 2022

Dear Parents/Guardians:

Thank you for choosing PARAYouth's program! We are enthused to meet our new participants and see the excited faces of those who are to return. We are committed to providing a safe and enriching experience for all children complemented by hands-on educational and recreational opportunities through all programs, events, and activities held by PARAYouth.

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.

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 Summer Day Camp and Extended Day Program this year. If you have any questions, please contact your child's program director or the Supervisor of TCPARA's Youth Program.

Health & Happiness,

John Herbert,

Supervisor of Youth Programs
Tuscaloosa County Park & Recreation Authority
parakids@tcpa.org | (205)899-0313
2200 Rock Quarry Drive, Tuscaloosa, AL 35406

Dates:

Summer Day Camp

- May 31st through *August 9th, Monday – Friday
- Rock Quarry Extended Day Program
- *August 2022 through May 2023*, Monday – Friday

Age:

- Campers must be entering kindergarten through the 6th grade to participate in the summer day camp program. PARAkids Day Camp is not licensed for preschoolers and does not currently have resources to provide special education/needs services.
- The extended day program allows pre-school to 5th grade students

Time:

- Day Camp is open daily from 7:00am – 5:30pm.

Planned/organized daily activities are mostly between 9:00 AM until 4:00 PM each day. A weekly activity calendar will be available at each camp location on Friday afternoons or online at www.tcpara.org for the upcoming week. This will help you and your child be adequately prepared.

- Extended Day, 2:00pm - 5:45pm.

Check In-Check Out:

- It is **required** that you sign the daily sign-in sheet each morning when dropping off your child **and** each afternoon when picking up – on the same line. **One child per line is a must! That's how we count heads!**
- 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 will result in suspension or termination from any PARAYouth program. Late pick-up fees will be \$5 for every 15 minutes. This must be paid before the child can return to camp.

Fees:

- **\$25 Registration Fee due for EACH child to be enrolled in Summer Day Camp. Extended Day *Starting July 1, 2022**

Summer Day Camp Program Fees

\$25 Registration Fee

(Registration fee covers administrative costs and camp t-shirt.)

\$24/day non-members

(Register by Friday of previous week, \$6/day late fee applies after that)

\$20/day PARA Members

(Register by Friday of previous week, \$6/day late fee applies after that)

Extended Day Program Fees

\$25 Registration Fee

(Registration fee covers administrative costs and camp t-shirt.)

Extended Day \$45 /week or \$9/day

*The registration deadline for each week of camp and extended care is Friday at 5pm of the prior week or 3 days in advance of participation. An automatic 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.)

- \$1 off for second child
- \$2 off for third child
- \$3 off for fourth child or more

- **Activity program staff and/or the supervisor of PARAYouth reserves the right to deny the attendance of any child if payment has not been made prior to your child attending any activity.**
- If paying online, parents can show the director the digital receipt from your phone.
- **All payments are non-refundable. Under certain circumstances, the supervisor of PARA's Youth Program may decide on whether transferring an amount paid is necessary or appropriate.**
- 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.

Accommodation:

PARA's Youth Program staff are not equipped or trained to provide care to children with special needs and/or certain learning disabilities. PARA's Youth Program is not federally funded like most schools are to be able to provide the necessary care that children with special needs **must** have. We are also not required by law to accept participants that the program isn't able to properly care for.

If your child does have a special need that has to be met, please contact the supervisor of youth programs before the child attends.

Dress Code:

- Campers should come to camp in play clothes. **T-shirts, shorts/pants, and "closed-toe" shoes are required for safety. Sandals are not permitted** other than within pool spaces. **NO EXCEPTIONS.**
- 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!
- Campers can wear their swimsuit (covered with shorts and a t-shirt) to camp on swim days. Send a towel and a change of clothes each day they swim, **regardless** of weather in the morning. They are to wear **tennis shoes** to camp on these days. Send the sandals in their bag.
- Clearly **label all items** worn/brought to camp.

Daily Camp Items:

- Campers need to bring **one** lunch, **two** nutritious snacks, and a refillable water bottle. No refrigerator or microwave is available.
- 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 at camp. unless planned by the Director.** (This will be posted on the weekly schedule). **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! :)

General Camp 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.
- **TUSCALOOSA COUNTY PARK & RECREATION AUTHORITY RESERVES THE RIGHT TO TERMINATE ANY PARTICIPANT ON THE BASES OF KEEPING ALL OTHER PARTICIPANTS SAFE AND TO ENSURE A QUALITY PROGRAM FOR ALL.**

General Pool Rules:

This will help determine the areas in which campers will be allowed to swim. PARAYouth staff as well as the PARA pool lifeguards, will be supervising campers. The safety of each camper is of top priority. Please discuss safety rules with your child. Basic rules include the following:

- A lifeguard or pool manager will **evaluate** campers on their swimming skills and knowledge of the pool with a designated "swim test."
- If a camper does not pass a swim test they must wear a life jacket. Please bring your own jacket if a child should not swim. See below.
- Walk at all times in the pool area.
- No diving in the shallow end.

- Obey lifeguards at all times.
- Stay in assigned area.
- If a child wears ear plugs, parents must show counselors how to assist the child in applying them.

General Pool Safety

- ❖ Certified lifeguards will be on duty at all times.
- ❖ Lifeguards enforce rules for the safety of your camper and other campers. Campers may be asked to sit out if they do not listen to directions of the aquatic staff.
- ❖ Campers are required to take a Swim Test to enter the deep end of the pool.
- ❖ All swimmers who have passed the Swim Test will be given a wristband to wear while at the pool to access the deep end.
- ❖ Campers that cannot pass the swim test will be issued a wrist band that restricts them to the shallow end of the pool ONLY and will not be allowed in the deep end of the pool.
- ❖ We strongly suggest that guardians of all non-swimmers (swimmers that cannot pass the swim test) send a lifejacket on swim days.
- ❖ **We recommend that you provide a Coast Guard approved lifejacket for your child and write their name on the back of it with a permanent marker.** Unfortunately, we do not have enough lifejackets for every non-swimmer that wants to get in the pool.
- ❖ We also strongly suggest that non-swimmers enroll in swim lessons. Swim lessons are provided for by. See Schedule and prices below.
- ❖ Campers with open wounds, sores, or casts will not be allowed in the pool without a doctor's note, stating the camper is cleared for pool use.
- ❖ Diving is only permitted in the deep end of the pool. Diving board use and safety for diving will be determined by aquatic staff.
- ❖ Use of the slide is only permitted for those that can pass the Swim Test.
- ❖ **All Parents will be required to sign an Aquatic Waiver included in this handbook.**

We put safety first.



SWIM LESSONS ARE AVAILABLE – Call the Faucett Center for more detail @ 205-331-5600.

Discipline Policy:

Positive reinforcement combined with “time-out” is our preferred approach. Verbal and/or written warnings will be given to the child’s parents for any repetitive disciplinary problem. All discipline will be recorded in a behavior log that may be used to create a behavior plan or implement disciplinary action as discussed with supervisor, director, and parent.

*This also includes parents or guardians. *

Behavior Management and Discipline Policy:

At PARA, 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 children 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 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 the activity’s director and guardian/parent to enact a Behavior Improvement Plan
4. Suspension of camper for one or more days
5. Removal of camper from the program.

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.****

TUSCALOOSA COUNTY PARK & RECREATION AUTHORITY RESERVES THE RIGHT TO TERMINATE ANY PARTICIPANT ON THE BASES OF KEEPING ALL OTHER PARTICIPANTS SAFE AND TO ENSURE A QUALITY PROGRAM FOR ALL.

Outings:

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

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 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.**

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 activity 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.

PARA youth Program Administrators

John Herbert
Supervisor of TCPARA Youth Programs
(205)899-0313 | parakids@tcpara.org

Ty Shelton
Assistant to TCPARA youth Programs
(205)393-8986 | tshelton.tcparakids@gmail.com

Summer King
PARA youth Summer Day Camp Program Director
(205)292-2171 | sking.tcparakids@gmail.com

Anna Taylor
Rock Quarry's Extended Day Program Director
(205)562-3230 | ataylor.tcparakids@gmail.com



Parent Handbook Acknowledgement Form PARAyouth Program

I, the undersigned, acknowledge that I have received, read, and understand the Parent Handbook for the 2022 Tuscaloosa County Park & Recreation Authority's PARAyouth 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 2022 PARAyouth Handbook.
- It is our responsibility to ensure that our child/ward adheres to all PARAyouth 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 program.
- We understand that campers are not allowed to have electronics of any sort at camp unless approved by the camp site's Director.
- We understand that there will be no refunds for fees paid.
- **We understand that TUSCALOOSA COUNTY PARK & RECREATION AUTHORITY RESERVES THE RIGHT TO TERMINATE ANY PARTICIPANT ON THE BASES OF KEEPING ALL OTHER PARTICIPANTS SAFE AND TO ENSURE A QUALITY PROGRAM FOR ALL – AT ANY TIME.**

Child's Name _____

Parent's Signature _____

Date _____ Camp Location _____

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

TUSCALOOSA COUNTY PARK & RECREATION AUTHORITY
PARA NO RESPONSIBILITY CLAUSE FOR 2022

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 pay 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

Return this form to your child's Director by the second day your child attends.