



# SUMMER PLAYGROUND CAMP HANDBOOK



PARKS, RECREATION &  
NEIGHBORHOOD AFFAIRS

# SUMMER PLAYGROUND CAMP HANDBOOK

## GENERAL INFORMATION

- Dates: Monday - Friday, June 21 - July 30
- Closed Monday, July 5 - Independence Day observance
- Times: 7:30 am - 5:30 pm
- Lunch is provided at all sites.
- Participants should bring their own water bottle daily.
- PRNA is not responsible for lost or stolen items. Leave all valuables such as iPods, cameras, cell phones, etc. at home.
- This is a closed campus during program hours, meaning the outdoor grounds will not be open for use by non-registered patrons or the general public.

## PROGRAM FEES

- \$60 per week/per participant
- A reduced fee of \$12 per week is offered for participants on public assistance. Proper documentation must be provided at the time of registration.
- Fees must be paid by credit or debit card using our online system or via phone by calling the respective camp site.
- Fees cannot be paid in person.
- Transfer of money/registration from site to site or from week to week is not allowed.
- Refunds are not available and are not given for inclement weather, suspensions, park hopping, vacations, etc. Half days are not prorated.

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## SAFETY GUIDELINES

- A mask or face covering is always required by all participants.
  - They must be worn over the nose and the mouth.
  - Acceptable face coverings include medical-grade masks such as surgical face masks and N95 respirators; non-medical grade disposable face masks; and cloth face coverings with ear loops or ties.
  - Neck gaiters, bandannas, and scarves may not be used as face coverings.
- A participant screening process, including temperature checks, maybe be in place.
- Social distancing and adherence to CDC guidelines will be enforced.
- Please stay home if a participant is sick or showing symptoms of illness.
- If a participant develops any signs of illness during the program, parents will be contacted, and the participant must be picked up immediately.
- A symptomatic participant cannot return to the program without a doctor's note.
- If a participant tests positive for COVID-19 or is exposed to someone who has tested positive, please contact the program site immediately.
- Noncompliance with the above could impact the participant's ability to attend the program.

## PARTICIPANT ARRIVAL, DROP-OFF, & PICKUP

- Please do not exit the vehicle when picking up or dropping off a participant.
- Park in the designated Pick-Up/Drop-Off Zone and a staff member will assist you.
- Participants are required to check in upon arrival.
- Participants must be signed in and out by a parent or legal guardian unless the participant is permitted to walk to and from the program.

*Note- a written acknowledgement is required in order to allow participants to walk home*

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## **PARTICIPANT ARRIVAL, DROP-OFF, & PICKUP** (continued)

- The parent and/or guardian must be prepared to present proper identification to pick up a participant and must be listed on the registration form. Children will not be released without authorization from the legal guardian.
- If you wish to authorize an individual whose name is not on the authorization form, we require advanced written notice. Phone calls will not be accepted.
- There will be no supervision before 7:30 am or after 5:30 pm as the community center site will not be open.
- All participants who are not permitted to walk home must be picked up no later than 5:30 pm.
- The staff WILL NOT be held accountable for participants who leave the Summer Playground Camp site; this includes walking participants or children dropped off prior to opening hours or those who remain after closing hours. Supervision ends once the participant leaves the program site.
- Parents who are late picking up their children will be assessed a \$15.00 late fee and an additional \$1.00 for each minute after 5:31 p.m.
  - Your child's safety is our first priority, and it is our policy to notify the Police Department of participants left unattended without notification from the parent or guardian.
  - Late fees must be paid before a participant is allowed to come back to the playground camp site.
  - In the event of an emergency, please contact the Playground Camp site.
- Failure to adhere to the pick-up and drop-off procedures could impact the participant's ability to attend the program.

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## INCLEMENT WEATHER

- This is a primarily an outdoor program with minimal indoor programming.
- If inclement weather occurs, participants will be directed to a safe, indoor space.
- Participants will be required to remain socially distant and wear masks while inside.
- Refunds are not available for rainy days.

## PHOTO/VIDEO POLICY

- PRNA reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of PRNA and may be used for publicity or promotion purposes only.

## DISCIPLINE PRACTICES

- To achieve the goal of providing quality programs for our participants in an environment of cooperation and respect, all members of our staff utilize positive and progressive discipline practices.
- Participants are expected to practice safety and appropriate behavior at all times while engaging in playground activities or moving from one area to another.
- Verbal or physical fighting or unsafe acts of behavior will NOT be tolerated
- There will be zero tolerance for bullying in any form.
- Drugs, alcohol, weapons, or tobacco products are NOT allowed at the program site at any time or in the possession of any participant.