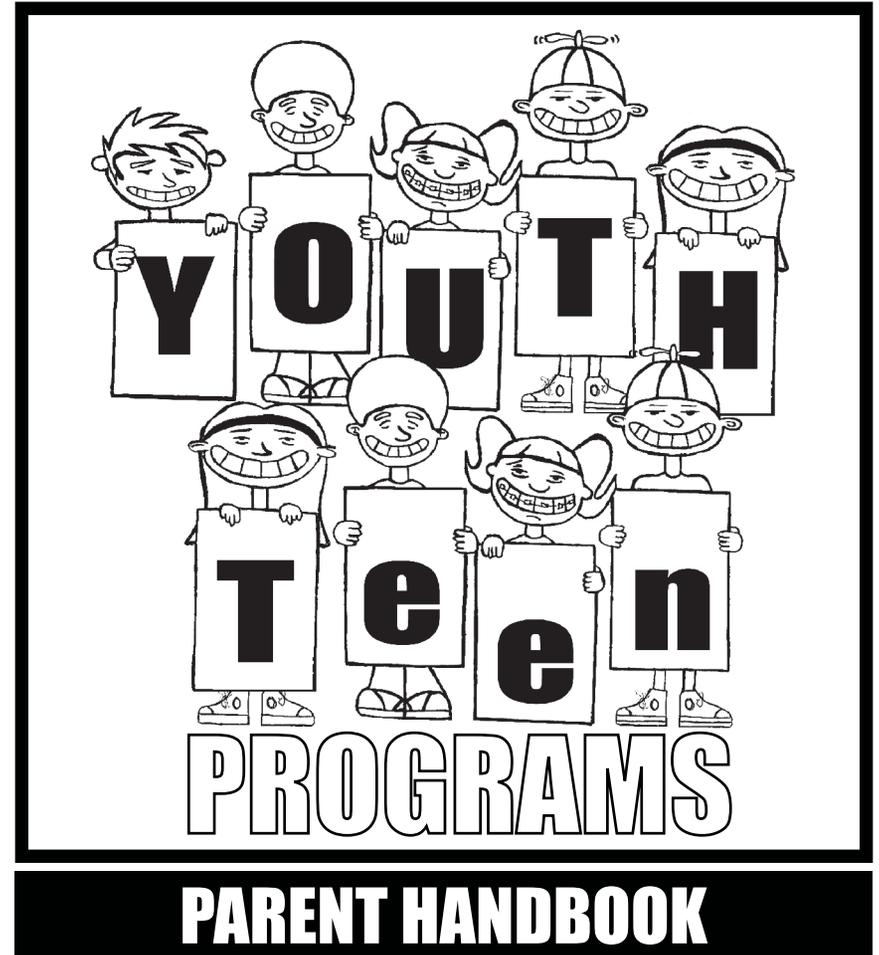


Tucson Parks and Recreation



Please take time to read this handbook which will outline general program goals, policies, rules and guidelines.

“To enrich our community through inclusive, innovative, fun programs, and safe, beautiful, sustainable places.”



Benefits of Accreditation

For our community Demonstrates that our department meets national standards of best practice. Recognizes the community as a great place to live. Helps secure external financial support and reduce costs for the community. Holds us accountable to the public and ensures responsiveness to meet their needs. Ensures that all staff are providing quality customer service.



For our agency and staff

Provides positive public and political recognition. Proves to decision makers, stakeholders and the public that we are operating with the best practices of the profession. Increases credibility and can improve internal and external funding. Improves overall operations and increases efficiency. Enhances staff teamwork and pride by engaging all staff in the process. Creates an environment for regular review of operations, policies and procedures, and promotes continual improvement.

Evaluation of Program

During each school year and at the end of the summer session, parents/guardians will receive a program evaluation from the site staff. Parents/guardians are encouraged to complete all aspects of the evaluation. The input received is greatly appreciated and helps to improve the quality of the program. The parent/guardian support of the program and the evaluation results help to improve the quality of the program offered. Feel free to call or email the Youth and Teen Program office listed on page 3 of this booklet if you have any questions, concerns, suggestions or comments.





RATED

Movies



Most sites do not have the necessary licensing needed to show movies. If you child's site does, a notification will be provided in the newsletter regarding the rating



of the movie being shown. All movies shown to the program participants **MUST** be rated "G" or "PG" and store bought or rented.

Homework

Homework time is offered as a courtesy to parents/guardians, but it is not the primary focus of our program. During the school year, participants, may be allotted between 30-45 minutes a day for homework. Staff are available to assist with homework, however, it is important to note that recreation staff are not certified teachers. If participants do not have homework, word searches, coloring sheets, books, educational games, and/or crossword puzzles will be available during this quiet time.

Program Newsletter

The program newsletter is one mechanism of communication between staff and parents/guardians. The newsletter will include program information regarding activities, special events, changes in program, an update on field trips and program schedule. The newsletter is posted on the site bulletin board.

Snacks

Snacks are not provided for participants on a daily basis and may not be available at all sites. Due to the length of time children are in the program, parents/guardians are encouraged to send a snack for their child(ren) as snacks are helpful in maintaining a child's energy. During the summer, some sites are provided breakfast and lunch by the school district; parents/guardians will be notified if this is available at the site.

Inform site leader immediately if participant has a serious food allergy that requires an EpiPen. Parent/guardian must provide the EpiPen which will remain at site for the duration of the program. The necessary medication forms must be filled out and will also remain on site.

WELCOME



Dear Parents/Guardians:

We would like to welcome you and your child(ren) to Tucson Parks and Recreation Department's Youth/Teen Programs. This handbook will outline general program goals, policies, rules and guidelines.

We hope this handbook will help answer any questions you may have regarding programs. If after reading the handbook you find you have questions, please speak to the staff or Program Coordinator at your child's site, or contact the program supervisor.

Recreation Site/Center Name: _____

Telephone: _____

Staff: _____ Staff: _____

Staff: _____ Staff: _____

Staff: _____ Staff: _____

Staff: _____ Staff: _____

Notice: *The Tucson Parks and Recreation Out-of-School Programs, KIDCO and In-Betweeners Club are not a licensed child care facility as defined by Arizona Revised Statutes Section 36-882.*



Youth and Teen Programs - 520-791-5912
Parks and Recreation Administration -520-791-4873
TPRD-KIDCO@tucsonaz.gov
900 S. Randolph Way • Tucson, AZ 85716

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If you require accommodations or materials in accessible format, or a foreign language interpreter or materials in a language other than English, call Tucson Parks and Recreation Administration at 791-4873 at least five business days in advance.

Participant Personal Items/Cell Phone Use

All personal items, including electronic hand-held equipment, trading cards, toys, etc., should be kept at home.

Participants are not to use personal cell phones without permission from the site leader and program coordinator. Cell phones must remain out of sight because they are a distraction in the program. Failure to abide by this rule will result in progressive discipline. The Tucson Parks and Recreation Department is not responsible for lost, stolen, or damaged personal items.

Babysitting

The City of Tucson Parks and Recreation Department does not sanction, encourage or endorse our employees to participate in non-Tucson Parks and Recreation childcare activities with families and children enrolled in the program. Such activities that happen after program hours and off site are outside the scope of our employees’ duties with the department and program. The City of Tucson Parks and Recreation cannot and will not assume any legal liability that may occur if you arrange outside childcare with program employees.

Attire

Participants are to wear clothing that allows them to play comfortably and safely. Appropriate attire includes: shorts, pants, T-shirt, blouse, shirt, sweats or a skirt with shorts underneath. It is also important that participants wear closed-toe shoes, preferably ones that offer some form of foot/ankle support. Jellies, sandals or flip-flops are not acceptable foot attire and can be dangerous for play and are unsuitable for many running activities.

Appropriate Swim Attire for In-Betweeners’ Club (IBC)

It is recommended that female participants wear a one piece swim suit or shorts and a t-shirt over a two-piece suit.





Illness

Parent/guardian will be called to come and take the child/teen home in the event of one or more conditions preventing them from being at program: Possible fever, refusal of medication, severe coughing, chills, aches and pain, discharge from eye or ear, rashes, vomiting, sleeping/severely lethargic, possible infectious conditions, lice infestation or diarrhea. In the event of an emergency 9-1-1 will be called.

Sunscreen

Parents/guardians are advised to apply sunscreen to their child(ren) prior to the start of each program day due to a portion of the program time being outside. Tucson Parks and Recreation staff are not responsible for providing or applying sunscreen. Participants must provide/apply own sunscreen and parent/guardian must sign the bottom portion of a Medication/First Aid Permit in order for them to self-apply.

Field Trips

Each site will determine their field trip destinations and will give parents advanced notification for any scheduled trips. Parents will be responsible for turning in a permission slip and fee (if any) within a specified time frame. If staff have not received the permission slip/fee by the specified date, staff will assume that the child will not be attending the scheduled trip. On site activities will be provided for any children not attending a field trip. Please notify the staff if you know your child will not be attending a field trip.

While on field trips all participants are required to:

- Stay with the staff leader at all times
- Follow all instructions given by any staff person, bus driver or staff of the facility we are visiting
- Respect the equipment and facilities we are visiting and remember we are guests

Follow the rules listed below while riding in the bus/van:

- Use indoor voices
- Keep hands, feet, and head inside the vehicle
- Remain seated at all times until a staff person or driver tells you it is okay to stand up
- Keep unauthorized materials and harmful substances out of the vehicle (animals, glass objects, etc.)
- Always keep food/beverages in closed containers
- Keep all personal possessions under control at all times
- Arizona Booster Seat Law - ARS 28-907 (A) and (B) requires, participants ages 5-7 and 4'9" or shorter must ride in booster seat



Youth/Teen Programs

Recreation programs for youth are designed for children ages 5-11 or kindergarten through 5th grade. For summer programs, children must have completed kindergarten. Recreation programs for teens are designed for children ages 12-14 (must have completed 5th grade).

We are proud to offer a safe/supervised recreation program which includes activities such as arts/crafts, sports/games, performing arts, guest speakers, field trips and more. Active participation promotes positive values, socialization, healthy attitude, and positive use of time.

Expectations of all Participants

In order to be considered safe and ready to participate in our programs, all participants must meet the following criteria:

- Check-in upon arrival and check-out before leaving on the Check-in/out Roster
- Participate in program activities
- Function at 1:20 staff to participant ratio
- Follow program rules and basic directions/instructions
- Have independent self-help skills (toileting and eating)
- Stay with assigned group and not wander or run off
- Mainstreamed at least part of the day (school-year)
- Not harmful to self or others

Staff Expectations

- Staff will plan and implement safe, structured, creative and fun activities while maintaining supervision and control of their group of participants.
- Staff will reinforce positive behavior through the use of incentive programs and redirecting negative behavior. It is up to each individual site to determine what type of incentive program works best for the participants.
- Staff will maintain open communication with all parents/guardians and participants.

Check-In/Out Rosters

All participants are required to check in upon arrival and check out before leaving on the Check-In/Out Roster located on-site. Essentially this means there is not an attendance roll call like school or day-care. If your child is not attending, there is no requirement to call program location and no one from the program will call you. This means that participants that are authorized to walk home can check out and leave. Participants may only sign in once per day.

When you register for programs, you will be required to complete a Waiver of Liability and Participant Information form. This form provides space for you to designate a 'Departure Status' or how your child will be permitted to leave the program (Parent/Guardian pick-up or walk). **If your preferred departure status changes, please notify the Site Leader and Program Coordinator immediately and make note on the Waiver of Liability form.**

IMPORTANT: A participant is free to check out and leave from the program site. Staff cannot physically restrain a participant who is not authorized to walk home but is trying to walk home. If your departure status states that parent/guardian pick-up is your preference, staff will begin calling the numbers listed on the Waiver of Liability and Participant Information form. It is very important for you to ensure that your contact information is up-to-date, and that you communicate your check-in/out preferences with your child.

Hours of Operation

Afterschool programs operate from school dismissal and must be checked out by end of program on all school days. Recreation programs operate on early out days, but do not always operate when the school is closed check with site staff for more information about out of school days at recreation centers. The hours of operation for summer programs vary from location to location. The program is not offered on City holidays.

MEDICATION POLICY

The following information is to inform the parent/guardian of their responsibilities if a child requires medication(s).



- For each medication required (prescription or non-prescription) a Medication/First Aid Permit must be filled out and signed by Parent/guardian. Staff will not administer any medication without a signed Medication/ First Aid Permit. For a complete listing of the federally controlled prescription narcotics (Parks and Recreation staff are not permitted to administer) please review the Controlled Substance Act, schedules I, II, III and IV website, www.usdoj.gov/dea/pubs/CSA.HTML
- Parent/guardian will also sign a Medication Receipt form when Parks and Recreation staff receive any medication and will sign a Return of Medication Receipt at the end of the program.
- All prescription medication must come in a prescription bottle with a legible pharmacy label on it. The label must contain the participant's full name, the pharmacy number, doctor's name, the name of the medication, expiration date, dose, frequency required, and specific instructions for administering. No expired medication will be accepted.
- Staff will distribute medications according to times and directions listed on pharmacy bottle.
- No injections or invasive medical procedures will be performed by staff members (excluding EpiPens). Any diabetic treatments must be used independently and self-administered when needed.
- If a participant is responsible for the self-management of medication, parent/guardian will provide written directions on or attached to the Medication/First Aid Permit. The program staff must be aware of what medications participants are taking and proper dosages.
- All non-prescription medications, including sunscreen, must be submitted in a new, sealed container with the participant's full name and expected frequency of use and dose on the bottle.
- If a participant refuses to take the medication, this will be recorded on the Daily Medication Log. The parent/guardian or emergency contact will be notified to pick up the participant within an hour.



Injuries

If a participant is injured or becomes ill during program hours, the parent/guardian will be informed regardless of the extent of the injury or illness. The Waiver of Liability/Participant Information form designates whether employees have permission to secure proper medical care if we cannot reach the parent/guardian. It is vital that **all information must be current**, if any information changes, you must inform the staff immediately, so changes can be made on Waiver of Liability form. In either case (injury or illness), it may be necessary for a parent/guardian to pick up the child immediately from the program.

If a participant is injured, staff will evaluate the injury. All staff are CPR and First Aid certified and can attend to minor (scrapes, cuts, and bruises) injuries. If staff observe or feel the injury may be more serious, 911 will be contacted. Site staff will contact the parent/guardian or emergency contact person and inform them of the situation. Staff does not ride in emergency transport, so it is imperative the Alternative Contacts section on back page of the Waiver of Liability/Participant Information form be filled out if parent/guardian can not be reached.

Lice, Chicken Pox, Ring Worm or other infectious diseases

If a participant comes to the program with, or has been exposed during the program to lice, chicken pox or ring worm, staff will send a note home informing parents/guardians of the situation. Lice, chicken pox or ring worm are considered infectious or contagious diseases and children cannot attend the program until they have been properly treated. A participant who arrives at the program infected will be expected to be picked up immediately. If a participant has an outbreak of lice, a wait time of 48 hours after treatment is required to return to program. If a participant has more than one outbreak in a session, a Program Team meeting must be held to discuss the associated health issues and length of time away from program.

Toileting Issues During Youth Programs

The expectation is that all participants are able to use the restroom independently. If a participant wets or soils their clothing during the program, participants must also be able to wash up and change their clothes or the parent/guardian will be called and within 1 hour must provide a change of clothes or take the participant home.

If toileting issues become chronic, a Program Team meeting will be set to discuss possible medical or other issues that may contribute to the incidents and at that meeting, the team will create an action plan and monitor progress on a daily basis.



Youth/Teen Program Waiver of Liability/Participant Information Form

Completion of this form is necessary for participation in a Parks and Recreation program. It is extremely important that the waivers contain **up-to-date** information, that both sides are filled out completely and the waiver is signed by the parent/guardian on the first day of program. **Failure to do so will result in your child being unable to attend until completed.** When any changes are made to a participant's waiver form, the parent/guardian must initial and date next to the changes made.

Special Needs/Disabilities/Medical Conditions

In order to maximize a child's recreation experience, please discuss any pertinent or helpful information with the Program Coordinator/site staff and include this information on the Waiver of Liability/Participant Information form. Staff does not provide individual care for participants. All participants must have self-help skills (toileting, feeding, changing).

Late Pick-Up Policy

Participants are required to check out by the end of program each day. There is no grace period. The official time used is the facility clock in the Multi-Purpose Room. In the event a child is picked up late as stated in the Waiver of Liability/Participant Information form, the parent/guardian (or designated pick-up person) will sign the late pick-up log.

Thirty minutes after program dismissal time, if children have not been picked up, and if parents/guardians or emergency contact persons cannot be reached by staff, the police (9-1-1) will be contacted to assist in the matter. If a parent/guardian calls because an emergency arises staff can remain with the participant until he/she is picked up to a maximum of 1 hour.

The late pick-up policy is as follows:

- 1st late pick-up:** Verbal warning
- 2nd late pick-up:** Written warning
- 3rd late pick-up:** 1 day suspension
- 4th late pick-up:** 3 day suspension
- 5th late pick-up:** Expelled from the program

Parent/Guardian will be asked to sign the late pick-up log acknowledging the consequences for late pick-up.



Behavior Management

While recreation programs offer a fun place to play with friends, it is also a place where all participants should be safe from injury. There are some basic guidelines that all participants and staff need to follow to ensure that everyone has a fun, safe and positive experience. Each staff at site will follow and adhere to the Standards for Behavior Management approved by the Parks and Recreation Department.

Rules

In order for things to run smoothly at our sites, we have established rules for appropriate behavior. Parents/guardians need to take some time and review the following rules with the participant. Recreation staff will review the rules on site, as well as keep a copy posted.

Participants will observe the following rules:

- Use appropriate language
- Stay with leaders at all times
- Be polite and courteous
- Participate
- Listen to and respect leaders and other participants
- Respect property of others
- Treat the building and equipment with care
- Keep hands and feet to yourself
- Use of cell phones/electronic devices are not allowed during program hours

The Tucson Parks and Recreation Department is not responsible for lost, stolen, or damaged personal items.

Parent/Guardian Expectations

In order to maintain an orderly, respectful and secure environment for the participants and staff it is essential that all parents/guardians adhere to the program rules. To avoid any misunderstandings, parents/guardians are advised to bring all concerns regarding programs and participants to the attention of site staff. **A parent/guardian should never approach a participant in the program with the intent to solve a problem.**





Consequences

Tucson Parks and Recreation staff work with all participants to promote a positive experience. Staff use redirection, verbal warnings, time away, and Think Sheets to ensure participants have choices to promote good behavior. If a participant's behavior warrants discipline, listed below are the procedures that the staff is required to follow.

After receiving redirection and a verbal warning.

1st Time: First written warning, first Think Sheet

2nd Time: Second written warning, second Think Sheet

3rd Time: Third written warning, third Think Sheet, Program Team meeting (Parent/Guardian must attend)

4th Time: Participant suspended

On the fourth written warning, the child will receive a suspension. Each participant will be given the maximum opportunity to be successful in the program.

Parents/guardians should note that for serious misbehavior such as **hitting, kicking, spitting, biting, foul or abusive language, bullying, vandalism, leaving the physical boundaries without checking out or any other inappropriate behavior**, a participant may be immediately suspended or expelled from the program. The above mentioned conditions may result in automatic suspension or expulsion but may not be all inclusive. Therefore, we reserve the right to determine corrective action as it relates to the behavior. In addition, should a participant display behavior that is dangerous to him/herself, to another participant or to staff, possess a weapon or use an item as a weapon, they may be suspended or expelled without warning. In such an event, parents/guardians will be notified to pick up their child **within an hour to avoid further consequences**. Suspensions begin the next program day. After a suspension, an official Program Team Meeting will be scheduled (parents/guardians must attend) to discuss an Action Plan. If a participant has reached a third suspension, he/she may be expelled after a meeting of the Discipline Review Board.

If a warning notice is sent home, or there is verbal communication about a situation and/or behaviors, parents/guardians are asked to address the situation at home. We encourage parents/guardians and staff to keep the lines of communication open and to work together to eliminate any negative behaviors that may keep a participant from participating in the program.