



2016 PLAYGROUND & LATCHKEY POLICIES

PLAYGROUND is a daytime childcare program that runs for 6 weeks during the summer for children entering the 1st through 7th grades.

THE PROGRAM

Playground consists of on and off site activities suited for children. We will operate from June 20 – July 29, 2016. We operate Monday – Friday only from 9:00 am – 4:00 pm. Program will not run Monday, July 4.

PARTICIPANT AGE REQUIREMENTS

Children who enter the program must, at a minimum, **be entering 1st grade**. At a maximum, we will accept children who are **entering the 7th grade**.

THE SITE

Playground and Latchkey services are offered at BOTH Playground locations as determined by Parks and Recreation. Both sites will offer childcare for children entering 1st-4th grades. One site will also host students entering 5th – 7th grades. The locations for this year's program are Mason (1st – 4th grades) and GB High School WEST (1st – 4th and 5th – 7th grades).

OUR STAFF

Typically consists of young adults in college or recent college/high school graduates. They have various interests and abilities. They do the best job possible, and we have high expectations and requirements for them. They are NOT: principals, therapists, counselors, therapeutically trained, and very few, are teachers. They do their best with their knowledge and experience, and that is what we ask of them. We have a strong support staff, very competent supervisors, and many experienced returning staff members. All staff have participated in staff training sessions, supervisors meet weekly to discuss program plans and issues, and all supervisors are certified in CPR & first aid. The Site Supervisor will be able to address most issues or questions that you have. Staff members will be identified by their uniform shirts. If you can not resolve a question or concern at your site, the summer Playground Supervisor or Parks department staff will assist you. Please call 694-0101 Mon-Fri from 9:00 am - 5:00 pm for any assistance needed.

EMERGENCY DATA FORM / CONTACT INFORMATION

Each child is required to have a completely filled out emergency data form with complete and up-to-date contact information on file. Please note any medical conditions or allergies on the form.

SIGN-IN / SIGN-OUT

All children must be signed-in and signed-out to enter or leave the program. NO DROP OFF or just walking in from the parking lot is allowed. No child is allowed to leave or arrive on their own, unless written permission is on file that the child is allowed to walk to and from home. No child will be allowed to leave the program early unless written or verbal consent is given by the parent. Each child is required to have all adults listed who are allowed to sign the child out. Only those adults listed will be allowed to leave with a child.

ACTIVITIES

Site supervisors will determine the games, crafts, sports, field trips etc. for their site. Participants are expected to participate in all activities, both those on and off site. A staff member will **NOT** be available on-site if the group takes a field trip or leaves the “home site”. Staff will post information on the classroom door if they are off-site that day. Children should expect to participate in activities that leave the site. A schedule of events will be sent home every Friday for the following week’s activities. Please review this when it comes home.

RECREATION SETTING

We have games, projects, trips and some quieter times. All games are non-competitive and non-instructional. We do not, in any way, have a formal learning environment.

PARTICIPANT RESTRICTIONS

We reserve the right to remove participants from any program if the Site Supervisor determines their actions or behavior are a detriment to the program or other participant’s enjoyment of the program. Parents and children are to review the Behavior Contract and the Participant Code of Conduct. Take the time to know what it means. We operate at school settings, we expect participants to know what is appropriate or inappropriate, just like the behavior expected during a normal school day.

SITE CLOSURE

If a site has issues beyond our control, (power failure, no water, sewer break) we may close the site with little or no warning. We will make an attempt to transfer your children to a different site if at all possible. We also encourage parents/guardians to sign up at gbparks.com to receive TEXT ALERTS to their mobile phone.

FIRST-AID

Site supervisors and various staff members are trained in first aid and handling an emergency. All supervisors carry first aid equipment with them on all activities. If your child has an accident or injury you will be immediately contacted.

FIELD TRIPS

Participants will leave the site for various field trips which correspond with the weekly schedule. Transportation will be provided by bus only. Children are NOT allowed to ride in staff vehicles. Parents are NOT allowed to transport children to field trip sites or drop children off at field trip locations. Each child will be issued a PLAYGROUND T-shirt which is **REQUIRED** to be worn on field trip days but is allowed to be worn any day. If you wish to purchase any additional shirts, they will be available for \$10.00 at the Grand Blanc Parks & Recreation office.

ADDITIONAL COST

Each child should expect to have \$15 - \$20 per week for field trips, swimming, food, parties, movies, etc. We keep our overall program cost very low, and we keep trips and programs as cost effective as possible. We do not have access to all of the resources of a school day setting or a summer camp. Trips, swimming, food, movies, etc. make the day fun and enjoyable for everyone. NO Playground staffer makes any profit from the trips. Money is best sent in an envelope with the participants name, amount and site written on the envelope.

REFUNDS

NO refunds will be issued for any missed days, non-use, or expulsion from the program. This includes both Latchkey and Playground fees.

EARLY DROP-OFF / LATE PICK-UP FINES

Any child dropped off MORE than 10 minutes before 9:00 a.m. or picked up 10 minutes after 4:00 p.m. will be charged the entire Latchkey fee. The Site Supervisor's time, is the official time.

Parents will be allowed one "Oops" per summer, of picking up a child less than fifteen minutes late. A child who is picked up late more than once, or greater than 15 minutes late on the first time, will be charged \$10.00 and \$10.00 for every 15 minutes afterward. This fine ONLY, will be collected by the Site Supervisor. A receipt will be issued. If you are unable to pay at the time of pick-up, your child will not be accepted the following day into Latchkey or Playground until the fine has been paid. Only late pick-up fines can be paid at the Playground sites. Payment should be given to the Site Supervisor. If a parent abuses the pick-up policy, they risk being dropped from the program.

MISUSE OF EQUIPMENT/ DESTRUCTION OF PROPERTY

We have unfortunately had incidents of participants intentionally or unintentionally destroying property. This has included: sporting equipment, doors/windows, others personal property, etc. We will hold those who we can prove responsible, for the cost to replace or repair damaged items. Children are NOT encouraged to bring high value items to the program, as we have no lockable facilities, and the staff will NOT be held responsible for item safe keeping. We also ask that program equipment be treated with care and used only as intended.

CLOTHING/ATTIRE

Children should come dressed to be indoors and outdoors. They should also be dressed for active play. Certain days and trips may require tennis shoes, swim wear, towels, etc. Please make sure they come prepared for the scheduled activities of the day.

SUPPLIES

Children may periodically be asked to bring items from home for craft projects or programs. While not required, providing such items, (egg cartons, jelly jars, a white t-shirt) does lower cost and benefit the scope and participant enjoyment of the program.

LUNCH & SNACKS

Children are required to bring a sack lunch daily unless scheduled otherwise. Some field trips may include lunch. Please refer to the weekly activity schedule for your Playground site. Children may also bring a snack to enjoy during “downtime” in class.

SPECIAL NEEDS

Our programs are universal and designed to be open to all participants. However, if your child is developmentally delayed or learning impaired, this program is not best staffed or designed for their needs. We have recently begun offering programs and opportunities for children with special needs. However, the Playground program is not currently one of these programs.

LATCHKEY is a safe place for your child to be before or after the Playground Program and is offered at both Playground sites from 7am – 9am and 4pm – 6pm Monday through Friday.

LATCHKEY REGISTRATION

A one-time \$10.00 Latchkey enrollment fee is required per child prior to the beginning of the program. Parents/Guardians are required to completely fill out the required forms before being admitted into the program.

LATCHKEY FEES

The following fees are charged for Latchkey services per time slot/per day.

7:00-9:00 a.m.	\$6.00
4:00-6:00 p.m.	\$6.00

ALL Latchkey fees are payable ONLY at the Grand Blanc Parks and Recreation Office, 360 E. Grand Blanc Road. Participants are required to pay in full for the summer season at sign-up or in two week increments, a minimum of 1 business day before the start of any 2 week session.

EARLY DROP-OFF / LATE PICK-UP FINES

No child is to be dropped off at any site before 7:00 a.m. Parents and children are not to enter the building before this time. Children are to be picked up promptly at or before 6:00 p.m.

Site: _____



Parent Policy Agreement Form

I acknowledge that I have reviewed and understand the rules and policies of the Playground & Latchkey program. I have made my child aware of program expectations, the Behavior Contract and the Participant Code of Conduct. Lastly, I understand all of the following: dates, times, scheduling, fee payment, pick-up time and all other information described in the Playground / Latchkey Policies Manual.

DATE: _____

PRINTED NAME: _____

SIGNATURE: _____

CHILD 1: _____

CHILD 2: _____

CHILD 3: _____

CHILD 4: _____