



ALSACE TOWNSHIP Summer Recreation Program



2017

PARENT HANDBOOK

ALSACE TOWNSHIP ~ SUMMER RECREATION PROGRAM

Welcome to Alsace Township's Summer Recreation Program for 2017! We are happy to have your children join our summer program. Our program will be full of fun games, crafts, sports, and field trips. Your involvement and cooperation will help to ensure the success of the Summer Recreation Program. Our goal is to provide children with a safe and fun filled summer of activities.

Below are important highlights:

PARENT INFORMATION BOARD

The "parent board" is a chalkboard located on the walkway to the Pavilion. On this board, you will find the calendar of events planned for each month as well as any important information for each week. It is your responsibility to check the board for updates and information. You may also request a copy of the tentative calendar for the season.

DISCIPLINE

Any disruptive behavior will be dealt with swiftly and fairly. Please take the time to read and familiarize yourself with the "Playground Rules and Regulations" and discuss them with your children. This is located at the end of this document. Children will be dismissed from the Program for disruptive behavior which is not corrected. We will not tolerate inappropriate language or actions.

The Leaders have the ability to make decisions on inappropriate behavior at **ANY** time.

ACCIDENTS OR INJURIES

The parent or guardian will be called if any injury needs immediate parental attention. All accidents and injuries will be documented with accident reports. The parent or guardian will be asked to sign the report and a copy will be placed in your child's file. If a child causes injury to another, a parent or guardian will be notified and proper action will be taken depending on the severity, and reason for the occurrence.

DROP OFF AND PICK UP OF CHILDREN

The playground is open to children within the program from 9:00 am - 2:00 pm, Mon-Fri. Parents please make sure that a leader is on-duty before leaving your children at the playground. **NOTE:** Leaders are not on duty until 9:00 am and will not be available to supervise children until that time.

Children are to be picked up promptly at 2:00 pm. If a child/children is/are picked up after 2:15 pm, there will be a "LATE PICK UP FEE" charged EACH TIME this occurs. The Late Pick Up Fee is set at \$5.00 per child, per occurrence, and is expected to be paid the same day as the late pickup occurs. Cash or check is an acceptable form of payment.

RAINY DAYS

The Summer Recreation Program will be **closed for the day**, if it is raining at 8:30 am and is predicted to rain throughout the day. Please be sure that you can be contacted in the event of storms and heavy rains that begin after your children are at the playground.

Another way you can find out whether the Summer Recreation Program is cancelled for the day is through Facebook. See our **Facebook** page at:



Alsace Township Summer Playground **OR** <https://www.facebook.com/AlsacePlayground>

We reserve the right to close playground at any time we feel your child is at risk.

RULES & REGULATIONS FOR LEADERS, PARENTS & CHILDREN

1. The Alsace Township Municipal Building will not be used at any time, except if there is thunder and lightning or other threatening weather. Children may not loiter in the building.
2. Clothing and shoes: Please do not send your children in clothes considered "inappropriate". This includes clothing that has rude or offensive wording, and clothing that is too short. **BARE FEET** are not allowed.
3. **Electronic Equipment** (video games, iPods, iPads, tablets, laptops, etc.) is **NOT** allowed. If your children bring any of these, Alsace Township is **NOT** responsible for any damage or loss.
4. Program Leaders or the Township is not responsible for lost, stolen, and/or broken personal items.
5. **The kitchen is OFF LIMITS to ALL children at ALL TIMES.** Please talk to your children about staying out of the kitchen premises.
6. Discipline will consist of loss of playground privileges and parents will be notified for any of the following. We operate on a "3 – Strikes You are Out" policy. When a child has 3 – Strikes in one day, they **MUST** take the **NEXT** day off from the Program.
7. Permanent loss of privileges, include, but are not limited to the following:
 - Vandalism
 - Violence
 - Weapons
8. All children **MUST** sign in at arrival **AND** sign out upon leaving.
9. No riding bikes, pogo sticks, scooters, or skateboards at any time. All bikes, skateboards, & scooters must be parked at the bike rack at ALL times.
10. Leaders are not responsible for children who have permission to leave the playground throughout the day. (Example, for lunch) Leaders are also not responsible for children after they leave the program at 2:00 pm.
11. Lunch is held at 11:30 am. If children are hungry before this time, please send a snack..
12. Soda may be purchased at lunch for \$0.75 from the soda machine. There is also an opportunity for snacks and candy to be purchased following lunch for 30 minutes. Prices vary and are posted at the Concession Stand.
13. Children must bring a water bottle labeled with their name. They can either bring the bottle each day, or they can leave the bottle in their personal cubby space. There is a water cooler on-site so children can refill their water bottles.
14. Water Day on Friday: Children may bring their own water toys at their own risk.
15. Events and field trips will be cancelled or rescheduled if there are not enough chaperones or transportation.
16. Trash and equipment will be cleaned up daily before the playground is closed for the day.

WAYS PARENTS CAN HELP THE PROGRAM

We are always accepting donations for supplies and other items. Please speak with a Program Leader for suggestions about what is needed for the Program.

Alsace Township Summer Recreation Program

Acknowledgement of Rules & Regulations

I have read the Alsace Township Summer Recreation Program's Parents Handbook and discussed the contents with my child/children.

List the name(s) of children registered with the Summer Recreation Program: **PLEASE PRINT**

Parent or guardian's **SIGNATURE:**

Parent or guardian's **PRINTED NAME:**

Date: _____

Please give signed copy to Program Leader. Thank you!