



UPPER MORELAND PARKS AND RECREATION

2022 SUPERVISED PLAYGROUND PARENT POLICY
MANUAL

Updated 3/15/22

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2022 SUPERVISED PLAYGROUND INFORMATION

- Dates:** June 20 – August 12 (omit July 4)
- Days:** Monday – Friday
- Time:** 8:30am – 4:30pm
- Site:** Upper Moreland Middle School and Elementary School
- Fees:** *\$900 for the full 8-Weeks OR *\$500 for either 4-week option
- Ages:** Upper Moreland Youngsters Entering Grades 1 – 8

* Fees include ALL onsite activities, special events, and local trips

WHAT DO WE OFFER?

The Department of Parks and Recreation offers a supervised recreational program, which includes sports, fun & games, special events, arts & crafts, and various trips. We are open to Upper Moreland resident youngsters entering GRADES 1-8. Our playground program is offered as one (1) eight week or two (2) four-week sessions. We are an all-weather program with indoor facilities in case of inclement weather.

The specific locations for the groups are as follows:

1 st Grade, RED Group	-U.M. Elementary School Cafetorium
2 nd & 3 rd Grades, Green Group	-U.M. Elementary School Gym
4 th & 5 th Grades, Gold Group	-U.M. Elementary School Gym (I)
6 th -8 th Grades, Blue Group	-U.M. Middle School Gym

Parents are reminded that our staff is available during regular playground hours. *Youngsters arriving early and staying late are the responsibility of the parents.* Please be sure to pick up and drop off your youngster at the stated times. *It is imperative that you stress to your youngster that they should remain at the facility the entire day. Our responsibility ends when your youngster leaves the program site.*

MASKS/FACE COVERING (AS OF 3/15/22): Our department will be following the requirements of the facilities that we enter. That being said, the Upper Moreland School District states that the masks are “recommended - not required” in the UMTSD buildings and transportation while our County is under the MEDIUM phase. When our group travels to a field trip location, the specific mask rules will be communicated to you via a weekly newsletter. *As guidelines change or are updated, our policies may change as well.*

GENERAL INFORMATION

For 2022, the groups will be meeting at different locations. Drop off/ pick up locations are:

1 st Grade, RED Group	-in front of the Elementary Center, near the flag pole
2 nd & 3 rd Grades, Green Group	-in front of the Elementary Center, near the flag pole
4 th & 5 th Grades, Gold Group	-in front of the Elementary Center, near the flag pole
6 th -8 th Grades, Blue Group	-on the POOL SIDE of the middle school

DROP-OFF PROCEDURES: Parents must sign their youngster in/out daily. Drop-off is from **8:30am – 9:00am**. Please be prompt.

INCLEMENT WEATHER: All locations are designated as “All-Weather” sites. Supervised Playgrounds will be held regardless of the weather.

For TRIPS, the first group will be bussed out at 8:45am, please report to the program as close to 8:30am as possible.

All “local” trip fees are included in the program fee. Therefore, we will be taking ALL LEADERS and ALL YOUNGSTERS on ALL LOCAL TRIPS. If your child does not wish to participate in a local trip, he or she may still attend the playground and will be transported to the trip site, but may opt not to participate in the activity. Should your youngster wish to not attend a specific “local” trip do not send them to the playground that day, since all the leaders will be attending the trip. For example: your youngster does not wish to bowl and we have a bowling trip scheduled. They may attend for the day and will be transported to the bowling alley and may observe or partake in other activities at their own expense (arcade, snack stand, etc.). If they simply do not wish to go to the bowling alley; do not send them to playgrounds, as all leaders will be attending the trip.

OPTIONAL EXTRA AMUSEMENT PARK TRIPS –

“Extra” trip fees are in addition to the registration fee and require pre-registration. For these trips, we will be leaving leaders on site in case your youngster does not wish to attend the special event trip(s); however, we may consolidate playground sites.

Dorney Park on 8/9 (Gold & Blue Group)	\$25
Sesame Place on 8/11 (Red & Green Group)	\$25

In order to guarantee a spot on any or all “Extra” trips, fees must be paid in full by Friday, June 17, for the 8 week program; and Friday, July for 15, for the second 4 weeks – REGISTRATIONS RECEIVED AFTER DEADLINES WILL BE SUBJECT TO TRIP AVAILABILITY.

THESE PRICES ARE FOR PLAYGROUND PARTICIPANTS ONLY, SIBLINGS AND PARENTS MAY PURCHASE SEPARATE TICKETS AND MUST PROVIDE THEIR OWN TRANSPORTATION.

PICK UP AND RED DOT POLICY: Our supervision of your youngster ends at **4:30pm**. **When picking up your youngster you MUST record your initials in the “Site Attendance book” and mark the time.** During pick up, please take note: we have a **“red dot”** policy; whereby, our staff will place a red dot on the sign out line of a child who did something extraordinary at the playground that day and/or had to be disciplined. That dot will notify you that you need to see the site supervisor in order to discuss the reason why the dot was placed there. We hope this strengthens communication between our staff and parents. Pick-up is from **4:00pm – 4:30pm**. Please be prompt.

All children must be picked up by 4:30pm. Any time requiring extra supervision will result in the department charging a late fee of \$1 per minute (per child). Pennsylvania State law does not allow for you to leave an unattended youngster on school property. This fee will be assessed beginning at 4:35pm and payment must be remitted before your child returns to the program.

COUNSELOR/STAFF: Our staff members are caring, energetic individuals with a background in childcare, teaching, and/or parks and recreation. Playground program Site Supervisors are certified teachers. All staff members are age 18 and over (lifeguards may be under age 18) and have a current FBI clearance, PA Criminal History Check, PA Child Abuse clearance, and a Mandated Reporter Training Certificate. Many of our staff are certified in American Red Cross CPR / First Aid / AED. All lifeguards have their lifeguard certifications.

VISITORS: Visitors are not be permitted at the sites.

TRANSPORTATION: All youngsters must be dropped off and picked up at the playground location for which they are registered. The Township does transport youngsters to and from events that are offered off site. However, responsibility for morning drop off and afternoon pick up lies solely with the parents/guardians.

If someone other than you will be picking up your youngster, they must be noted at the time of registration (or we must have received your signed written notification giving permission for your child to leave with someone other than those listed on the form). When they arrive to pick up your child, they will be asked to show photo ID and that will be checked against the names you listed on the form. If they are not on the list you provided, your youngster will not be permitted to leave the site with that person, and you may be charged for late pick-up if applicable.

LUNCH WILL NEED TO BE PACKED AND BROUGHT DAILY

LUNCH/SNACK/WATER BOTTLE: UMTSD will not serve breakfast and lunch this summer as the program has not been extended. When packing a lunch for your youngster, please pack a plastic bag / brown bag lunch, a snack, and a refillable water bottle daily. There is no access to a microwave or refrigerator. We are asking for lunches to be completely disposable to reduce items in and around our playground sites.

PROGRAM DRESS CODE: Please send your youngster dressed appropriately for the weather. We suggest sneakers, cool clothing, hats, or anything else to protect from the sun. You may send them in slides/flip flops for swim days.

SUNSCREEN: Be sure to apply sunscreen to your youngster prior to arriving at the program. If your youngster requires additional sunscreen throughout the day, they must be able to apply their own sunscreen. Staff is NOT permitted to reapply sunscreen.

USE OF ELECTRONICS: We recommend these devices be left at home. We have planned activities to keep youngsters engaged and active for the duration of the program. We will have sedentary activities available during 'quiet time' (coloring, puzzles, arts and crafts, etc.). Upper Moreland Township is not responsible for lost/misplaced/broken/stolen items. We recommend these devices be left at home.

GROUP SIZE: Group sizes will be limited. This area has seen a shortage in applications for seasonal positions this year and we were no exception. Due to the staffing shortage, we are only able to open the program to a certain ratio of youngsters to counselors. Supervised Playground groups are determined by the grade they are matriculating to, will remain together and will be MOSTLY separated from other groups.

REFUND POLICY: Parents wishing to withdraw their youngsters from our program are entitled to the following:

- Through June 17: Full refund.
- During the first week of enrollment: Full amount paid less prorated daily rate.
- After the first week of enrollment: No refunds are available.
- Refunds will **not** be issued for any child being asked to leave the program for disciplinary reasons.

ACTIVITY INFORMATION

In addition to arts/crafts and sports activities each day, we are scheduling special events throughout the weeks. Here is a list of examples of activities that counselors will plan for your children during each day:

Pickleball Tournaments	Police Visit	Rock garden
Magic Show	Scavenger hunt	Shaved Ice Truck
Relays	Escape Rooms	Water Play
Nature Walks	Trivia event	Brain Busters
Learn to draw	Sing Along	Creative Games
Ice Cream Truck	Bingo	Minute to Win It
Tie dying	Talent show	Color Wars

SWIM DAYS: will be every Friday. We are planning to swim at the Upper Moreland Middle School pool on Friday mornings. That being said, please send your youngster to the program with a towel AND wearing their bathing suit on Fridays.

Middle School Pool - We will be swimming indoor at the Middle School pool, even if it is raining, we will go to the pool. The shallow end pool depth is 4'. Your child will have to pass a swim test in order to swim in the deep end. In addition to three certified lifeguards, we will have all staff on deck. Swimming aides (float devices) are allowed, but you must supply your own. Please label these items clearly, as we will not allow sharing of swim aide equipment. Children will have time to change after swimming. Please send a plastic bag for wet suits and towels. Children are not required to swim, but are required to remain with their group during swim time.

YOUNGSTER COVID-19 ILLNESS AND PREVENTATIVE MEASURES

YOUNGSTER ILLNESS: If your youngster shows any signs of being ill please do not send them.

IF A CONFIRMED CASE HAS ENTERED SUPERVISED PLAYGROUND:

If this occurs, CDC recommendations at that time will be followed.

Staff will clean and disinfect all areas regularly, focusing especially on frequently touched surfaces. Staff will also encourage regular hand-washing by participant.

SUPERVISION – PARTICIPANT CODE OF CONDUCT

The Upper Moreland Township Supervised Playground program strives to present a safe and enjoyable experience for all participants, staff members, and families involved. Staff members are held to high standards when supervising this program. Participants are also expected to uphold common standards of conduct while participating in this program.

In addition to specific site rules, examples of expectations of Supervised Playground participants may include but are not limited to:

- Respect other participants in the program. Personal space, feelings, actions.
- Respect the property of others. Do not touch something that isn't yours.
- Make safe choices for yourself and for others. Prevent injuries and unsafe situations by staying with the group and keeping your hands to yourself.
- Follow the instructions of your site leaders, staff and supervisors.
- Do not disrupt others who are participating in the program. Participants can't be a threat to themselves or others during the Supervised Playground Program.
- Do not leave the site or the group without a staff member, parent or other authorized person.
- We are guests in the school, as well as trip destinations. Participants are only allowed in designated areas. Only authorized staff is allowed to utilize school district equipment and manage tools to maintain proper function of the facility.

DISCIPLINE PROCEDURES

For the benefit of all participants, there may be situations that require some form of disciplinary action taken by the Department of Parks and Recreation. While most of this discipline is minor (sit out of an activity for 15 minutes), it is possible that additional discipline may be warranted. In these cases, youngsters may be suspended from the program for a period of one day or more. If problem(s) continue, youngsters may be expelled from the program and forfeit all monies paid.

If a youngster interferes with the proper and/or safe function of the program, we will notify the parents of the situation and ask for the parents' help in resolving the problem. In many instances, making the parent aware of the situation will correct any problems.

We will not tolerate vandalism, fighting, foul language, bullying or troublesome and unsafe behavior. Additionally, any youngsters found to be abusing others personal property or rummaging through other's belongings will be suspended and/or expelled from the program. No weapons of any kind are allowed in the program.

All disciplinary actions will be recorded on our Disciplinary Report form. Parents or Guardians are responsible for paying for any damages or repairs caused by participants. *Please see the “red dot” policy under Drop off/ Pick up section.*

Steps for Disciplinary Action:

In an effort to better acquaint the participants and parents of our discipline procedures, Upper Moreland Parks and Recreation Department is providing our policy for dealing with disciplinary concerns during our Supervised Playground program.

On the first day of the program our leaders will establish site rules. We review these rules with all youngsters and ask them to acknowledge that they understand our rules and boundaries. We stress to each of our leaders to be fair to all parties involved, listen to all sides, make the discipline fit the offense, and do not pre-determine an individual’s guilt based on previous behavior or other circumstances. Disciplinary actions will be taken in this order...

Step 1: Time-Out

We make the child aware that they have crossed a defined boundary, have them acknowledge their wrong-doing; explain why they need to sit out of an activity for a brief period (2-15 minutes). We also remind them that continuation of such behavior may lead to suspension from future activities.

Step 2: Activity Suspension

If the behavior persists, the child is suspended from a daily activity. This may include activities such as swimming, bowling, skating, etc. In this case, we notify the Site Supervisor of the second incident and document the discipline. We will verbally inform the parent of the incident and inform the parent that this behavior has happened before.

Step 3: Discipline Report Sent Home / Parental Notification

If the behavior persists, our leader will report the child to the Site Supervisor and a discipline report will be recorded. The Site Supervisor then notifies the parents that a discipline report is being sent home. A parent needs to sign the form and return it to the Site Supervisor the next day. The Site Supervisor also copies and forwards the information to the General Supervisor.

Step 4: Parental Meeting / Behavior Contract

If the behavior persists, the Site Supervisor will notify the General Supervisor who will contact the parents. The parents are asked to meet with Site Supervisor, General Supervisor, Program Coordinator and Leader(s) if necessary within 23 hours (if the incident occurs on Friday, we will meet on Monday). Meetings will be scheduled during regular playground operation hours. Behavior issues will be discussed, resolutions will be determined, and a behavior contract will be created and signed by the child, parent, Site Supervisor, and General Supervisor.

Step 5: Program Suspension / Expulsion

If the behavior persists, the Department of Parks and Recreation reserves the right to suspend the child for a period determined by the Department or to expel the child pending severity. If a child is expelled all fees paid are forfeited.

The Department reserves the right to skip steps should the situation warrant.

BEHAVIOR AGREEMENT

We will follow regular behavior policies. Bad behavior will not be tolerated. You need to talk to your youngster about their behavior and the importance to follow the rules. In these stressful and uncertain times, we will not tolerate inappropriate behavior. For the safety of all other youngsters and counselors, any youngsters that cannot follow these safety rules will be dismissed immediately. We will call you and ask you to come pick up your child, should their behavior warrant such. Distance communication with parents will be enforced.

Child must:

- * Stay with assigned group at all times.
- * Social Distance when and where possible.
- * Be responsible for their own actions. Do not blame others.
- * Never hit, push, shove, bump or be rude to others.
- * No running in the building hallways.
- * Respect others in what you say and do.
- * Listen to program leaders and follow directions.
- * Use appropriate language.
- * Keep hands to oneself and maintain self-control.
- * Take care of own belongings.
- * Use equipment and supplies in a safe and appropriate manner.
- * Teasing and bullying are not tolerated and children should report these incidents immediately to their counselor.
- * Communicate properly; no foul language or gestures, harsh words or tone of voice.
- * Never bring weapons or unsafe items to Supervised Playground.

We would like you to become familiar with all of our policies. Parent awareness of our policies helps our program run more smoothly and ultimately your youngster receives a more enriched experience. Should you have any questions or comments regarding our Supervised Playground program, please notify the Parks and Recreation Office at (215) 659-3100 x 1039. You may also email us at programs@uppermoreland.org.

We encourage you to visit our web-site at www.uppermorelandrec.com for more information on this and other programs we offer throughout the year. You may also register to receive information via e-mail while on our web-site.

Participants in Upper Moreland Recreation programs may be photographed from time to time for future advertisements. Please let us know if you prefer not to allow your child to be photographed.