



Upper Moreland Township Department of Parks and Recreation

2024 SUPERVISED PLAYGROUNDS



Parent Information Packet

Township of Upper Moreland
Department of Parks and Recreation
117 Park Avenue, Willow Grove, PA 19090-3274
Office (215) 659-3100 x 1039 Email: programs@uppermoreland.org

**REGISTER ON LINE AT: www.uppermorelandrec.com or at the
UMPR office beginning on Monday, March 4, at 9am**

2024 SUPERVISED PLAYGROUND INFORMATION

Dates: June 17 – August 9 (omit June 19, July 4 & July 5, August 9 ends at Noon)
Days: Monday – Friday
Time: 8:30am – 4:30pm (extended supervision available)
Location: Upper Moreland School Grounds / Buildings
Fees: \$1,480 for the full 8 Weeks
OR \$775 for either the first or last 4 weeks (see pg 4)
Ages: Upper Moreland Youngsters Entering Grades 1 - 8

Table of Contents:

Fees – Program Fees	Page 4
Fees – Payment Deadlines	Page 5
Fees – Refund Policy	Page 6
Procedure – Program Registration Information	Page 5
Procedure – Inclement Weather	Page 6
Procedure – Participant Information Sheet	Page 7
Procedure – Discipline	Page 9 & 10
Program – Description	Page 3
Program – Staff	Page 3
Program – T-shirt Information	Page 5
Program – Group Breakdown	Page 5
Program – Contact Information, Tax ID and Important Dates	Page 11
Supervision – Extended Supervision Program	Page 4
Supervision – Transportation	Page 6
Supervision – Red Light, Green Light, Yellow Light Policy	Page 8
Supervision – Pick up Procedures & Red Dot Policy	Page 8
Supervision – Drop off Procedures	Page 8
Supervision – Participant Code of Conduct	Page 9
Trips – Local Trips	Page 7

WHAT DO WE OFFER?

The Department of Parks & 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.

2024 Supervised Playgrounds are offered at FOUR locations (Grades are based on Fall, 2024):

- U.M. Primary School Auditorium (grade 1): **1st Grade Group (red shirts)**
- U.M. Primary School Cafe (grades 2): **2nd Grade Group (orange shirts)**
- U.M. Primary School Gym (grade 3): **3rd Grade Group (green shirts)**
- U.M. Primary School Gym (grades 4): **4th Grade Group (purple shirts)**
- U.M. Middle School Cafe (grade 5): **5th Grade Group (gold shirts)**
- U.M. Middle School Gym (grades 6-8): **6th – 8th Grade Group (blue shirts)**

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.*

**Playground programs will be open from Monday, June 17 through Friday, August 9. All playgrounds will be CLOSED on June 19 for Juneteenth, July 4 & July 5, for the Independence Day Holiday.
We will close at Noon on Friday, August 9.**

A complete calendar of events will be available as trips and special events are confirmed. Please refer to this calendar daily to see which group is participating in which activity. In addition to this calendar, each site produces a weekly newsletter which lists daily activities and specific information for each day. These newsletters include site contact information and activity descriptions. If any additional items are needed for the day (bathing suit, lunch provided, extra money, etc.), it will be listed in these newsletters.

Examples of local trips: Arcade, Laser Tag, Ultrazone, Altitude, Bowling, Chuck E Cheese.
Examples of on-site activities: painting, drawing demonstration, shows, etc.

ALL trip admissions and on-site activities **are** included in your registration fee. Some admissions also include lunch. Please refer to your weekly newsletter OR ask your Site Supervisor if you have any questions as to what is included. You may wish to send extra money if you feel your child will want to participate in additional activities and/or purchase snacks at trip locations. Additional money that you may send is your child's responsibility. Leaders cannot 'hold' money.

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 have current FBI clearances, 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.

SUPERVISED PLAYGROUND REGISTRATION FEES

Fees are not prorated based on attendance.

Full 8 week options:

June 17 – August 9 (omit June 19, July 4 & 5; Aug. 9 is ½ day; ending at Noon)
Monday-Friday, 8:30AM-4:30PM (extended supervision available)

\$1,480

First 4 weeks options:

First 4 weeks - June 17 – July 12 (omit June 19, July 4 & 5)
Monday-Friday, 8:30AM-4:30PM (extended supervision available)

\$775

Last 4 weeks options:

Last 4 weeks - July 15 – August 9 (August 9 is ½ day; ending at Noon)
Monday-Friday, 8:30AM-4:30PM (extended supervision available)

\$775

MULTI CHILD DISCOUNT: WE ARE OFFER A MULTI-CHILD DISCOUNT

\$50 off each sibling for 8-week program (must be same household)

\$20 off each sibling for 4-week program (must be same household)

An Extended Supervision Program is offered from 7:30 - 8:30am AND 4:30 - 5:30pm daily (excluding Aug. 9). If registering for this option, your child may attend the program from 7:30am – 5:30pm. Fee: \$200 for the 8 weeks session OR \$100 for either 4 week session. Extended Supervision is held at the UM Primary School Gym.

PAYMENT DEADLINE: All fees must be paid in full prior to May 24 (for the 8-week program / 1st 4-week program) or June 7 (for the 2nd 4-week program).

No youngster will be allowed to participate in the program until ALL fees are paid in full.

Log into www.uppermorelandrec.com to register

\$500 per child deposit must be made at the time of registration

PAYMENT DEADLINES:

Final payments must be made by:

Friday, May 24 (for the full summer and first 4-week option)

Friday, June 7 (for last 4-week option)

Payment plans are available, but **MUST** be scheduled and approved at the time of initial registration.



No youngster will be allowed to participate in the program until ALL fees are paid in full.

PAYMENTS:

When enrolling, you may select one of two options:

1. Check out Online and pay via credit card. In this case, you will be assessed a 2.99% convenience fee that goes DIRECTLY to the credit processor. This fee will NOT be refunded.
2. Walk into the Parks and Recreation office and pay via cash, check, or credit card. you elect to pay via credit card in the office, you will still be assessed a 2.99% convenience fee. Shirt sizes will be ordered based on your selection. Shirts will be available for pick up Mid-May. Exchanges for sizes and / or additional t-shirts will be available beginning of June.
- 3.

Registration opens on *MONDAY, MARCH 4, at 9am.*



T-SHIRT INFORMATION

All participants receive 1 program t-shirt. Additional shirts may be purchased at the time of shirt pick up. *We ask that your child wear his/her Supervised Playground shirt on **all** days when we leave the site.* Additional shirts are \$7 each.

Shirts will be available for pick up mid-May. In order to pick up these items, all parents/guardians must bring a driver's license OR other proof of residency AND your child's program registration confirmation. Final payment may also be made during this time.

T-Shirt Colors: **Red** = 1st Grade, **Orange** = 2nd Grade, Kelly **Green** = 3rd Group, **Purple** = 4th Grade, **Gold** = 5th Grade, Royal **Blue** = 6th – 8th Grade

All items and clothing should be marked with their name for easy identification.

It is suggested that youngsters dress appropriately for the weather. A hat and sunscreen will help protect youngsters against the heat. Sneakers will allow them to participate in the many activities that the staff has planned each day. Should an activity require special attire (swimming, waterslides, prom, competition days, etc.), it will be listed in your weekly newsletter.

Refund Policy

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

1. Through June 10: Full refund, upon return of program t-shirt and backpack.
2. During the first week of enrollment: Full amount paid less prorated daily rate.
3. After the first week of enrollment: No refunds are available.
4. Refunds will **not** be issued for any child being asked to leave the program for disciplinary reasons.

AGE GROUP BREAKDOWN

Our playground participants are divided into six age-groups. **Red** = 1st Grade, **Orange** = 2nd Grade, **Green** = 3rd Group, **Purple** = 4th Grade, **Gold** = 5th Grade, **Royal Blue** = 6th – 8th Grade. These are the grades that each child is ENTERING for the 2023-24 school year. **The registration system will AUTOMATICALLY roll your child's grade up from 2023/24 to 2024/25 grade.**

SWIMMING

We will be using the UM Middle School pool to swim on Monday and Friday mornings.

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. Drop off/pick up is behind the schools for 1st – 4th Grade. Drop off/pick up is on the pool side of the Middle School for 5th – 8th Grade. Please do NOT drop off your child in front of the schools.

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 will be charged for late pick-up if applicable. The department will charge a late fee of **\$1.00 per minute (per child)** after 4:35pm. Your assistance is greatly appreciated.



PROCEDURE - INCLEMENT WEATHER

All locations are designated as "All-Weather" sites. Supervised Playgrounds will be held regardless of the weather. On rainy days, the programs move into the school buildings or visit other locations as available. Scheduled trips may be postponed due to rain. We will do our best to reschedule postponed events but there is no guarantee.

PROCEDURE - PARTICIPANT INFORMATION

All parents must create an account online OR log into an existing account and add each household member with the correct name, gender, birthdate, etc. During the registration process, you will be asked a series of questions regarding your child and your contact information. Please make certain that the information that you enter is correct and up-to-date. We use the information that you enter to communicate with you before, after, AND during the program. This includes emergencies, day-to-day updates, etc. If the child resides in multiple homes, please select a household to register them through and indicate contact information for each adult desiring communication.

UPDATE / CREATE YOUR FAMILY ACCOUNT ON LINE AT:

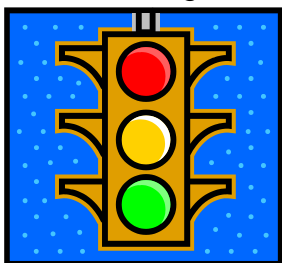
www.uppermorelandrec.com

TRIPS – LOCAL TRIPS

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.

SUPERVISION - GREEN LIGHT (Gold & Green Groups Only)

A participant who has a “green light” may leave the camp site without the parent signing that youngster out for the day; however, once the youngster leaves the site they may not return to the site that same day, since our plans may have changed and we may not be there. For instance, a child with a “green light” leaves the site at 10:30AM, and due to weather we move our scheduled trip from 1:00PM to noon so we are indoors when the inclement weather arrives. That child then returns to the site at 12:30PM and no one is there. Secondly, if a bus arrives early for a trip and everyone has checked in for the day and is ready, we may leave a bit earlier. Thirdly, it is difficult to track the comings and goings of youngsters that want to leave and return, then leave and return again.



“Gold & Green” site parents may indicate the child’s “drop off/pick up authorization” (red light, yellow light, or green light) on the registration form.

The color you indicate = level of freedom your child has to leave the site. Our staff will adhere to your wishes as best they can. **“Red & Green” site participants will have an implied “Red light” and must have a parent pick them up every day.**

SUPERVISION

The flexibility offered by our program has proven to be important to parents. We do not offer the structure of a “day camp” operation; rather, we provide supervision for your child at our playground sites. If a youngster wishes to leave the playground, we cannot force them to stay. If you wish for your child to stay at the playground site all day, but have indicated a ‘green light’ on your registration form, please advise a staff member so we can be aware of your wishes. **Please stress to your youngster the importance of staying at the playground site the entire day.**

The informal plan of the Supervised Playgrounds sometimes creates a concern for safety when youngsters leave the playground on their own to visit a friend’s house or to purchase snacks and sodas at a local store. If you elect GREEN LIGHT for your child, please be *advised that our responsibility for your child’s safety ends when he/she leaves our program or park/school property unescorted by staff members.* It is helpful if you supply your youngster with a morning snack and lunch so they do not have to leave the site.

SUPERVISION – DROP OFF AND PICK UP

Please be advised that we only supervise youngsters that are on-site. If your youngster has a green light and wishes to leave the site, we will attempt to ask them to sign-out with a leader. The leader will document the time the youngster departed the site and their destination. Please note that the youngster may not return the same day, once he/she signed him/herself out. **Safety is our utmost concern. We will make every effort to keep your youngster at the playground. It is imperative that you stress to your child the importance of staying at the site for the day.** The Department is not responsible for youngsters leaving the site.

Drop Off

Youngsters may be dropped off beginning at **8:30am, unless enrolled in the extended supervision program.** *Any youngsters dropped off prior to this are the responsibility of the parent and will not be supervised by playground staff.* Pennsylvania State law does not allow for you to leave an unattended youngster on school property. **When dropping off the youngster, you MUST exit your car and initial the “Attendance Book” and mark the time of the drop off.**

Pick Up and RED DOT POLICY

Our supervision of your youngster ends at **4:30pm, unless enrolled in the extended supervision program.** **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 outline 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.

PROCEDURE - LATE PICK UP / EARLY DROP OFF

Your child must be dropped off after 8:30am and 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 will be assessed beginning at 5:05pm and payment must be remitted before your child returns to the program. *If your child is enrolled in the extended supervision program, then he/she may stay until 5:30pm. In this case, the fee will be assessed beginning at 5:35pm.*

Please do not send phones, Ipods, video games, or electronics of any kind to supervised playgrounds. We are NOT responsible for lost or stolen items.

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:

1. Respect other participants in the program. Personal space, feelings, actions.
2. Respect the property of others. Do not touch something that isn't yours.
3. Make safe choices for yourself and for others. Prevent injuries and unsafe situations by staying with the group and keeping your hands to yourself.
4. Follow the instructions of your site leaders, staff and supervisors.
5. 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.
6. Do not leave the site or the group without a staff member, parent or other authorized person.
7. 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 problems 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 other's 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

For disruptive or disrespectful behavior, we will remove a child temporarily from the activity at the time of the incident, explain why they need to sit out of an activity for a brief period (2-15 minutes), and then allow them to resume play. We will remind them that continuation of such behavior may lead to suspension from future activities. Step 1 may OR may not result in a 'red dot' notification.

Step 2: Trip/Activity Suspension / Parental Notification

If the behavior persists **OR if the situation warrants**, the child is suspended from a daily activity. This may include on-site activities such as color wars, drawing, nature walks, etc. This may also include off-site activities such as trampolines, bowling, etc. In this case, we notify the Site Supervisor of the second incident and document the discipline. We will follow the 'red dot' notification and verbally inform the parent of the incident.

Step 3: Discipline Report Documented and Reviewed by Parent

If the behavior continues to persist OR if the situation warrants, 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 Summer Supervisor. A copy is also submitted to the Parks & Recreation office.

Step 4: Child / Parental Meeting / Behavior Contract

If the behavior continues to persist **OR if the situation warrants**, the Site Supervisor will notify the General Supervisor who will contact the parents directly and schedule a meeting. The parents AND child will meet with the 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 and a representative of UMPR. It will be noted that this is the final warning.

Step 5: Program Suspension / Expulsion

If the behavior continues to persist **OR if the situation warrants**, 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.



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.

IMPORTANT DATES:

March 4 - Registration OPENS.

May 24 – PAYMENT IS DUE IN FULL for 8-week and 1st 4-week participants.

No youngster will be allowed to participate in the program until ALL fees are paid in full. Removal from the program may result if fees are not paid by this date.

June 7 - PAYMENT IS DUE IN FULL for 2nd 4-week participants.

June 17 - Supervised Playgrounds begin (full 8 week & first 4-week sessions).

June 19 - Playground sites are CLOSED

July 4 and July 5 – Playground sites are CLOSED

July 15 - Supervised Playground second 4-week session begins.

August 9 – Supervised Playgrounds end at Noon.

This summer program is a recreational supervised playground program. This is NOT a summer camp, is not considered a day care and is NOT affiliated with the Upper Moreland Township School District in any way, other than the use of its facilities.

For your tax information, our tax ID number is 23-6004595.

