

**IMPORTANT PROGRAM POLICIES & PROCEDURES**

Please review the following policies and procedures. Keep these for future reference, sign the signature portion on page 3, detach and submit with your child's registration packet. Please note these policies and procedures are for your child's safety and to ensure that his/her experience with our Summer Youth Program is a good one. If you are registering more than one child, it is not necessary to sign more than one form, however, please list the names of all of the children you are registering. Thank you.

**SIGN IN/SIGN OUT**

When your child is brought to the program in the morning, they need to be signed in. If someone else will be dropping your child off, make sure they are aware of this policy. Children **cannot** be signed in before 8:00 am. When your child is picked up, they **must** be signed out. If someone other than you is to pick up your child (whether on a regular basis or just once), we must have **written authorization** from you. The program runs from 8:00 am to 4:00 pm and children must be picked up promptly at 4:00. If you are late, there is a charge of \$1.00 per minute (if you pick your child up at 4:16, you will be charged \$16.00 and this fee is to be paid at the time of pick up). The late charges are intentionally set very high to discourage late pick ups. The Summer Youth Program is a recreation program for the children. We do not offer child care or a babysitting service.

**APPROPRIATE CLOTHING AND GEAR**

Please make sure your child comes to the program dressed appropriately for the weather and activities. There are many sports activities during the day and, for the safety of the children, they must be wearing appropriate shoes in order to participate in these activities. **Sandals, flip-flops, clogs, etc. are not appropriate for sports activities.**

A **hat** with a brim is strongly recommended to provide some protection from the sun. We recommend that you **apply sunscreen** before coming to the program and that you send sunscreen with them for **reapplication**.

If special gear is recommended or required for specific activities, you will be notified ahead of time.

**SNACK DONATION / LUNCH**

**We ask that all parents/guardians make at least one (1) donation toward snack** - juice, cookies, pretzels, paper cups, napkins, etc. Donations are how we provide snacks for the children daily. **We appreciate your donations!!**

We do not provide lunch. Children need to bring their own lunches. Lunches are stored in the refrigerators in the Pavilion until lunch time.

**EXPECTED BEHAVIOR**

For our program to be a safe and enjoyable experience for every child, each child is expected to:

- ✧ To show respect to other people and their property;
- ✧ Respond to directions given by program staff in a respectful, positive manner;
- ✧ To behave in a manner that is safe for oneself and others;
- ✧ Seek adult help if a problem arises with another child;
- ✧ Be familiar with and abide by the rules of the program;
- ✧ Accept responsibility for their actions.

The following behaviors will not be allowed:

- ✧ Leaving an activity area without the consent of the counselor in charge;
- ✧ Excessive horseplay, pushing/shoving, or behavior that endangers the health or safety of another individual (throwing objects, swinging objects, etc. unless a regular and normal part of an activity such as during a ball game);

## **IMPORTANT PROGRAM POLICIES & PROCEDURES**

- ✧ Disrespect towards or disregard for program staff including failure to follow reasonable and appropriate directions;
- ✧ Inappropriate language or gestures (obscene, profane, vulgar, abusive, hateful);
- ✧ Bullying, harassing, intimidating, teasing or taunting others (using words or actions that cause others to feel threatened or fearful; are intended hurt another individual; or are intended to annoy another individual);
- ✧ Taking or using someone else's property without their express permission;
- ✧ Making false or misleading statements;
- ✧ Destruction of property (parents will be responsible for the cost of replacement of town, staff or another child's property that is intentionally defaced, damaged or destroyed);
- ✧ Possession on what appears to be a weapon (knives of any kind are not allowed including pocketknives);

### **DISCIPLINE**

Any displays of unacceptable behavior will be handled with the following procedure:

**First offense:** The Program Director will discuss the behavior with the child and a warning will be given.

**Second offense:** A "time out" from 5 to 15 minutes depending on the age of the child and the severity of the offense.<sup>1</sup>

**Third offense:** A "time out" from 10 to 30 minutes depending on the age of the child and the significance of the offense.<sup>1</sup> In addition, a 3 day "vacation" from the program will be required and participation in field trips may be revoked at the Program Director's discretion.

**Fourth offense:** The child will be removed from the program activities and placed under the immediate supervision of the Program Director until the parent/guardian can be notified. The parent/guardian will provide for the child to be picked up immediately and the child will no longer be allowed to attend the program.

Any behavior resulting in disciplinary action will be documented including a description of the incident, the disciplinary action used, and the offense number (first, second, third, or fourth). The report will be signed by and a copy will be given to the person picking up the child the day of the incident.

*Physical discipline is not an acceptable form of discipline and at no time will physical discipline be applied.*

<sup>1</sup>Children ages 5 to 7 initially will not be given a time out that exceeds 5 minutes unless the offense was such that it endangered the safety of the child committing the offense or other children or staff. Children ages 8 – 12 initially will receive a time out that is proportional to the offense.

### **ELECTRICAL STORMS/EMERGENCY EVACUATIONS**

The Pavilion is the only shelter we have available at the Summer Youth Program and it is not sufficient protection during an electrical storm. Therefore, whenever we believe an electrical storm is imminent or hits, the children will be evacuated to the Town Hall. (You will be advised during morning sign-in if the forecast calls for possible electrical storms.) Once at the Town Hall, parents/guardians or emergency contacts will be notified that the program is being closed and that all children need to be picked up. No child will be allowed to leave, *even with a parent/guardian, in the middle* of an emergency evacuation. During an emergency evacuation of the Park, all children need to be safely moved to the Town Hall before the *sign-out* process can be set up. Please advise any individuals that will be picking up your child/children of the sign-out process. Please understand that our primary concern is the safety of the children.

**IMPORTANT PROGRAM POLICIES & PROCEDURES**

**DROPPING OFF AND PICKING UP CHILDREN/VEHICLE SAFETY**

**PLEASE**, remember that there are many children around the Pavilion. Parents, guardians or other individuals dropping off or picking up children are expected to **use caution** when entering the Park roadway including entering and exiting within the **posted speed limit**. Caution also needs to be used when backing up or turning around.

**NEW YORK STATE PERMIT FOR SUMMER DAY CAMP**

The New Lebanon Summer Youth Program is required by the New York State Health Department to obtain a permit to operate. The program is inspected twice yearly (during the program) and the inspection reports are on file at the Columbia County Department of Health, 71 North Third Street, Hudson, New York 12534.

-----  
I have read the policies and procedures provided and I have reviewed the expected behavior as well as the behaviors that are not allowed with my child/children. I understand that I assume all responsibility for my child's/children's behavior while he/she is attending the program. The name's of the child/children that I have registered with the program are *(please list all of the children that you are registering in the program)*:

\_\_\_\_\_  
Child's First and Last Name

\_\_\_\_\_  
Child's First and Last Name

\_\_\_\_\_  
Child's First and Last Name

\_\_\_\_\_  
Child's First and Last Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date