

Dear Parent/Guardian,
Welcome to the Youth in Parks program! The following information has been put together for the Youth in Parks Program, and to inform you and your child of the rules and expectations.



We are very excited for the the summer to begin!
IMPORTANT THINGS TO KNOW...AND REMEMBER!

BRING EACH DAY: Bring a swim suit, socks & sunscreen EVERY DAY!

LUNCH: Bring a sack lunch every day (unless specified otherwise.) There will **NOT** be a cooler or microwave available.



CLOTHING: Wear clothes which you can work in! We will be doing projects which may result in your clothes getting dirty. Each participant will receive a Youth in Parks t-shirt. Participants are encouraged to wear this shirt to the program.

CHILD DROP-OFF / PICK-UP: Parents must check in their child with the Supervisor when they drop them off in the morning. (Do not just drop them off and drive away.) Drop off location is at the Lions Park Shelter, 72nd and Prairie, south door.

If you have indicated upon registration that your child can walk / ride bike to YIP, you **give permission for your child to check in and check out of the program themselves.** Your child will not be allowed to ride his/her bike during the program, or leave the program for any reason without notifying and checking out with the Supervisor. Once your child has signed out of the program, they are no longer under the supervision of Urbandale Parks and Recreation or any of its representatives. Urbandale Parks and Recreation employees are not responsible for the welfare of the child once they have signed out of the program.

CELL PHONES: We encourage participants to leave their cell phone at home. If they bring them to the program, phones will be put into a basket upon check-in, can be checked over the lunch break, and then returned at the end of the day. If you need to reach your child during the day, please contact the Parks and Recreation office at 278-3963.

ACTIVITIES: By registering your child in Youth In Parks, you give them permission to participate in the following activities during their time in the program:

- * meal preparation
- * clearing trails in the woods
- * painting
- * have photographs, videotape, or other recording used for educational or promotional purposes
- * going to the movies (possible rain day activity) (Movies rated G to PG-13)
- * plant gardens, trees, and flowers in community parks and other public areas
- * cleaning up neighborhood parks and aquatic centers
- * working/serving meals at shelters for the homeless
- * working with disabled/handicapped children and adults

NO- CONTACT RULE: There is a “no-contact” rule for the program. This means that contact (affectionate or physical) between participants is not acceptable and will not be tolerated.

VEHICLE CONDUCT: The Youth in Parks program uses a van to get to these many excursions for the participants to enjoy. For the safety of everyone, youth must remain seated at all times and have all body parts inside the vehicle. The participants will clean the van out every day: the cleaner it is, the less time it will take away from other activities!

IN CASE OF ILLNESS: If your child is ill, and will not be attending on any specific day, please call the Parks & Recreation office at 515-278-3963 to let them know. If the participant becomes ill during the day, the parent/guardian will be notified. The participant will need to be picked up immediately from the program if ill.

MEDICATIONS: If the participant requires medication for health reasons, the Supervisors of the program may administer it. In order for our staff to administer the necessary medication, you must send the medication in it's original container. Please indicate : 1) Name of medication, 2) Reason child needs medication, 3) Any side effects from this medication, 4) Dosage and how to administer medication. By filling out the information , you give permission for the appointed staff of Urbandale Parks & Recreation to administer medication to your child. You also agree that you will not hold the City of Urbandale, or any other cooperating agency liable in case of accident / injury / side effect resulting from the administration of this medication.



IN CASE OF INJURY: The safety of our participants is of great concern. If someone should get hurt, our staff is trained in CPR and first aid. In the event that your child is injured during any Kids Kamp activity, a concentrated effort will be made to contact the parents. If it is not possible to locate the parents, Urbandale Parks and Recreation staff will call 911 for medical care for your child and admit your child to the hospital, if necessary. Parents are responsible for all expense incurred as a result of the injury.



BEHAVIOR EXPECTATIONS: It is our intent that participants enjoy the activities planned by understanding that they are responsible for their choices and actions. With prior knowledge of our basic rules of safety and good conduct, each young person is made aware of how to exercise self-discipline and that we are here to help him or her resolve conflicts which may arise.

As in any group activity, the inappropriate behavior of a few individuals can spoil the experience for the entire group. Therefore, the behavior expectations listed below, apply to each participant and will be used in determining his or her eligibility to continue as a participant in the Youth in Parks program. In accordance with the severity of the incident and the number times an incident occurs, a participant may lose the privilege of participating in a specific activity, be suspended from the program or be terminated from the program. (NO PROGRAM FEE REFUND will be given if the participant is suspended or terminated from the program due to behavior problems.)

The Youth in Parks Program is designed to benefit the community, as well as the participants in the program. It is very important to remember that the group will be in the constant eye of the public. This is a large responsibility! We will expect participants to be on their best behavior at all times. If discipline is necessary it will be as follows:

DISCIPLINARY ACTION PLAN

- First Time:** Warning will be issued and explanation of behavior problem will be provided.
Second Time: Offenders will be sat down for 10 minutes. Parents will be notified at the end of the day regarding problems which occurred.
Third Time: Parents will be notified at this point, and possible suspension from the program for the day, week or the remainder of the program.

Habitual problems throughout the week will be dealt with on an individual basis, depending on the severity of the behavior. If an action is deemed severe enough of, Youth in Parks Supervisors will have the right to suspend a participant on a first offense.