



2016 Playground Program Parent Handbook

Welcome

Welcome to the summer 2016 Playground Program offered through the Village of Howard. Our goal is to provide a fun and safe environment that harbors success, self-esteem, self-motivation, and self-confidence incorporating some educational components as well. The Playground Program offers a variety of crafts, games and outdoor activities for children ages 7-11. We want children to be able to succeed, yet be challenged in these activities. We strive to provide a diverse program that creates many new experiences and opportunities for our program participants.

Staff

Supportive staff provides strong leadership and an enriching environment for growth and success. A background check is completed on all Village employees. The Village of Howard Leisure Services Department works closely with site staff to provide a positive experience for the children. The 2016 staff is still being formed.

Program Options

The overall program is designed to give children a place to socialize, make new friends, play games, make crafts and participate in outdoor activities. The program will continue to incorporate more structure than the Playground Programs of the past. The program will look like a mix of a summer day camp, and our traditional drop-in program. We hope that this will better meet the needs of our participants' families.

The Playground Program does not replace traditional child care, but offers daily recreational opportunities. The following is a quick reference for the program:

- There is no deadline for this program; registration is open until the maximum of 48 children is met.
- Participants may attend the program as much or as little as they choose.
- The fee remains the same regardless of number of days the program is utilized or date of enrollment.
- The program is no longer considered a "drop-in" program as in the past. If a participant checks in, they must participate in the scheduled activities and cannot leave unless picked up by an adult.
- Participants are encouraged to bring a bag lunch if staying for the whole day. Lunch is not provided, but time is scheduled to take a break to eat. Refrigeration is available.
- Meadowbrook Park will be the only program site offered.
- Program hours will be Monday through Thursday 9:00 am – 4:00 pm.

Program Information

During the day the participants and Playground Leaders, or "parkies," will engage in many different recreation activities. Each day the parkies follow a schedule of events. The staff take a one hour lunch break on an alternating schedule so that at least 2 parkies are at the park at all times. Some of the games are water games; a towel and/or swimsuit are recommended on those days.

If no participants are at the site for at least one hour (but no earlier than 2:00 pm), the Playground Leaders will be sent home for the day. We do not foresee this happening very often, but it is a possibility. Staff will never leave the program site until all children are accounted for.

Field Trips

In 2016, a few walking field trips will be incorporated into the program. All program participants will attend the trip on the scheduled day. All parkies will attend the field trips which will mean the park site will be closed during the field trip.

At the park, kids will have the opportunity to tie dye t-shirts so that they can be worn on the field trips. The primary reason for the t-shirts is so that our group is more recognizable to the staff. Please provide your own white t-shirt.

Donations

The Howard Leisure Services Department works hard to keep program fees low for Howard residents. We are always in need of arts & craft supplies, board games, sports equipment and other supplies (paper towel, and toilet paper cardboard rolls, cardboard egg cartons, etc.). If your family would like to donate any items, please speak with the site staff or call Village Hall for a list of what is needed.

Sign In/Sign Out Procedures

SIGN IN: Parents are required to sign their child in when arriving at the program. (There will be a binder inside the pavilion to do so).

SIGN OUT: Parents or authorized pick-ups are required to sign their child out daily. This is for the child's protection. Valid Photo identification is checked to ensure the proper people are picking up the children. ID's will be checked daily (even parents) for at least the first week of the program until the staff are familiar with the authorized pick-ups, and for all unfamiliar pick-ups thereafter. Children will not be released unless they have been signed out to a person listed on the child's authorized pick-up form. NO EXCEPTIONS. Children will be allowed to walk or ride their bike home ONLY with pre-approval (see Child Information Form).

Emergency Contact

At the beginning of the summer the parkies receive the contact phone numbers provided on your registration form (primary phone number, secondary phone number, other number and emergency contact name/phone). Please check with the parkies to verify that the information is accurate and provide updates as necessary. Note—Parkies will always try to contact the parents first in case of an emergency. The "Family Emergency Contact" should be someone we can call if we cannot reach a parent.

Medication

Site staff will not administer any medication. Participants may take required medications, but must be able to do so on their own. All medication must be in its original container with physician's name and phone number on the container. It is the parents' responsibility to pick up all medication at the end of each day. Refrigeration is available.

Illness/Injury

For small cuts and scrapes, the staff will provide bandages to the child as needed. In all cases of a more serious injury or illness, the staff will contact the parent immediately. In the event that the parent cannot be reached, s/he will contact the "emergency contacts" listed on the child's contact form.

Videotaping/Photographing of Program Participants

At various times throughout the summer, authorized individuals may want to videotape or photograph groups or individuals for public relations or educational purposes. If you do not want your child to appear in any videos or photographs that may be used for PR or educational purposes, please make the site staff aware of your request.

What NOT to bring to the Playground Program

- Trading cards, handheld video games, CD/MP3 players/iPods or any other electronic item
- Toy guns or weapons of any kind
- Money (unless special circumstances permit)
- Other valuable items

Lost and found items will be kept at the park. At the end of the summer, the items not claimed will be donated to charity. The Village of Howard is not responsible for lost or stolen items.

Special Events

Throughout the summer there are playground special events planned. You do not need to register for these events if you are part of the Playground Program. The general public may also participate at a nominal cost. A special event calendar will be available the first week of the program.

Parent/Child Statement of Understanding

Parent Statement of Understanding

1. I will not leave my child at the program site unless a Howard staff member is present.
2. My child will not be allowed to leave the program with an unauthorized person or staff. (Photo ID will be required until the staff is familiar with you. Remind people who only occasionally pick up your child to have photo ID with them.)
3. Should I, or another authorized person, appear to be under the influence of drugs or alcohol and seek to sign out my child, the staff is empowered to contact local law enforcement authorities and place my child in their custody. (Please do not put staff in a position to make this judgment.)
4. The Howard staff is not allowed to babysit at the park outside of program hours or transport children.
5. Pre-determined action steps will be taken with any behavior issues with my child. Failure to correct specified actions may result in suspension or termination from the program.

Child Statement of Understanding

1. I will not bring items from home that I could lose or break.
2. I will follow program rules at all times.
3. I will follow instructions given by the Howard staff.
4. I will tell the staff when I am sick or hurt.
5. I will follow the timeout and other discipline instructions given by the staff.
6. I will show respect for all staff and parents at all times.
7. I will always show respect for all other children and not bully anyone.
8. I will show respect for all program supplies, equipment and property.
9. I will show respect for personal belongings of other children and staff.
10. I will help in cleaning up after myself in all activities.
11. I will never leave the program site without permission from the staff.
12. I will participate in all activities offered at the program.

Discipline

Program rules are developed to maintain the health and safety of all participants. All discipline techniques will be carried out in a manner that is consistent with all staff and is beneficial to the child in developing self-control and an understanding of the limits set. Program rules will be developed by the leaders at the park with the children. This way everyone has an understanding of what is acceptable and what is not.

Below is the discipline procedure for participants:

1. **Verbal Warning**, including what will happen if the violation occurs again.
2. **Time Away** from the activity, including an explanation of why their behavior was an issue.
3. **A Disciplinary Action Report Form** will be completed and the Playground Program Coordinator will be notified. The child's parent will also be notified.
4. **Suspensions**-If unruly behavior continues, suspensions for 1 day, 1 week or permanent removal may be enforced depending on the child's actions.
5. **Police Intervention**- If the child refuses to cooperate or is putting staff or other participants in danger, the police will be called through the non-emergency sheriff's department phone number. Police officers in Howard are dispatched through the Brown County Sheriff's Department.

Program Termination Policy

Participants may be removed from the program for the following reasons:

- Inappropriate behavior of a child or parent that endangers the participant, other children or Howard staff.
- Late child pick-up (more than 3 occurrences.)

Parent/Child Agreement

I have read and fully understand the Parent/Child Statement of Understanding.

Name of Parent or Legal Guardian (please print) _____

Signature of Parent or Legal Guardian _____ **Date** _____

Signature of Playground Program Participant _____

Parent and Athlete Concussion Information Sheet

Athlete Name: _____ Activity: _____

Reformatted from the Center for Disease Control's "Heads Up for Concussion in Youth Sports Program"

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or a jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding", "getting your bell rung", or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms of concussion?	Signs Observed by Coaching Staff	Symptoms Reported by Athletes
Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If an athlete reports one or more symptoms of concussion listed below after a bump, blow or jolt to the head or body, s/he must be kept out of play the of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom free and it's OK to return to play.	<ul style="list-style-type: none">• Appears dazed or stunned• Is confused about assignment• Forgets an instruction• Is unsure of game, score or opponent• Moves clumsily• Answers questions slowly• Loses consciousness (even briefly)• Shows mood, behavior or personality changes• Can't recall events prior to hit or fall• Can't recall events after hit or fall	<ul style="list-style-type: none">• Headaches or "pressure" in the head• Nausea or vomiting• Balance problems or dizziness• Double or blurry vision• Sensitivity to noise• Feeling sluggish, hazy, foggy or groggy• Concentration or memory problems• Confusion• Just not "feeling right" or "feeling down"

Concussion Danger Signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs.

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously).

Why should an athlete report their symptoms?

If an athlete has a concussion, his/her brain needs time to heal. While an athletes brain is still healing s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

What should you do if you think your athlete has a concussion?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a healthcare professional.

For further concussion information, go to <http://www.cdc.gov/concussion/>

PARENT/GUARDIAN AGREEMENT STATEMENT

I have read the Concussion Awareness Information and I understand what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I understand that if it appears that my child may have sustained a concussion or head injury that he/she is to be removed from any program activity until such time that a trained medical professional can examine him/her and approve their return to play in the activity pursuant to Section 118.293 Wisconsin Statutes relating to concussion and other head injuries. In such case, I understand that I am to provide written clearance from a trained medical professional for my child to return to play in the activity. I have read and fully understand possible consequences of my child returning to practice/play too soon.

NAME OF PARENT OR LEGAL GUARDIAN (please print): _____

SIGNATURE OF PARENT OR LEGAL GUARDIAN: _____ Date: _____

ATHLETE AGREEMENT STATEMENT

I have read the Concussion Awareness Information and understand what a concussion is and how it may be caused. I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian. I agree that if it appears that I may have sustained a concussion or head injury that I am to be removed from any program activity until such time that a trained medical professional can examine me and approve my return to play in the activity, pursuant to Section 118.293 Wisconsin Statutes relating to concussion and other head injuries. In such case, I understand that I am to provide written clearance from a trained medical professional for me to return to play in the activity.

NAME OF ATHLETE (please print): _____

SIGNATURE OF ATHLETE: _____ Date: _____