

# Parent Handout

Dear Parents,

Thank you for participating in the programs offered through the City of Medical Lake Parks & Recreation Department. We proudly serve our community with fun and exciting programs. Our staff will work hard to keep your children actively involved in a variety of programs that will make their experience enjoyable.

We would sincerely appreciate your assistance in completely reading this form and turning into Parks and Recreation Staff on your first day of the program.

If you have questions or concerns, please contact the Medical Lake Parks & Recreation Department.

## Parent Acknowledgement

I, \_\_\_\_\_, parent or legal guardian of \_\_\_\_\_, have been informed of The Medical Lake Parks & Recreation Department's programs policies and procedures. I understand that the department encourages parents and guardians to actively participate in their child's experience in the activities offered by the department. I acknowledge and agree to work cooperatively with the department and with my child to assure the best experience for all parties.

Printed Name: \_\_\_\_\_

Legal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Philosophy

The Medical Lake Parks & Recreation Department works actively to give kids a constructive outlet for their energy while being in a safe, nurturing environment. The staff understands the growing need for safe places for kids during the after-school hours and summer break. We also believe that having a good relationship with our participant's parents is the key to the success of every child evolved.

## Programs

Our Staff strives to create a safe place for participants to learn and play, to be safe and secure, and to create and imagine while participating in appropriate and exciting activities. We strive to find new and creative ways to introduce our participants to a variety of activities.

## Enrollment requirements

All Participants must be between the grades of Kindergarten and 5<sup>th</sup> grade to attend.

Getting Registered:

*Step One:* Head to DaySmart using the link here and create user account.

*Step Two:* Decide on your child's attendance: Pay according to fees for attendance.



*Step Three:* Fill out a Program Registration Form and Parent Handout Acknowledgement on the first day of attendance.

## Cancellation Policy

If you would like to cancel your child's registration for one of their registered events, we require three business days of notice in order to receive a refund for the missed day. This will be refunded to the card used at checkout. An account credit can be requested up to 24 hours before the start of the event, which will be applied to your DaySmart account but not refunded to your card. Credits or refunds will not be provided for missed classes or programs if notification is not given at least 24 hours prior.

## Absentees

In case of illness or unexpected circumstances that leave you unable to call in advance, we would still like to know that your child is not attending, so that we do not unnecessarily worry about them when they fail to arrive. Please call or text the Medical Lake Parks & Recreation Department and leave us a message about your child's absence.

## Late Pick Up Fees

A \$1 per minute late pick-up fee will be assessed after 5:30 pm. This fee is to be paid before your child's next date of attendance in our programs.

## Contact Info

Parks & Recreation Office hours:

- Monday through Friday, 8:00 am to 4:00 pm

Parks & Recreation Office location:

- Medical Lake City Hall  
124 S. Lefevre St, Medical Lake, WA 99022

Parks & Recreation Office phone:

- (509)565-5000 Ex. 2

Parks & Recreation Staff mobile phone:

- (509) 505-3650

## **Snacks**

Medical Lake Parks & Recreation provides kid-friendly snacks each day. If your child has food allergies or intolerances, please let our staff know by addressing it in the medical conditions portion of your child's registration form.

## **Food from Home**

If your child has a large appetite or is a picky eater, feel free to send them with additional snacks. If you would like to provide a snack for all of the participants, please contact the Medical Lake Parks & Recreation staff members to confirm the day, how many children to prepare snacks for, and whether or not there are any food allergies to be aware of.

## **Child Abuse Reporting Law Requirements**

We are mandated reporters, which requires us to report all cases of suspected neglect or child abuse to Child Protective Services.

## **Behavior Management**

We realize each child is unique and has different needs; our staff strives to develop a relationship with each child and individualized approach to their specific challenges. We will work with you on any concerns you or our staff has about your child, in regards to social interaction or behavior management. After identifying these needs, we will keep you up to date on your child's progress and growth.

## **Discipline and Consequences**

Our philosophy is that children deserve a space to play, create, and use their imagination. Within that space, they should understand there are certain expectations regarding respect, language, honesty, and physical interactions with others. While we understand that all children experience different challenges, our program requires certain expectations be upheld regarding positive behavior; when expectations are not upheld, our staff will evaluate the situation and determine how best to counsel the child, when to use time outs, and when and how to involve the parents. We believe in building and maintaining a partnership with parents. As soon as staff realizes there is no improvement and development being made to acceptable behavior, the staff member most involved in the situation will talk to the parents to inform them of the issue and seek their support and guidance.

We implement a “Three-Strike” system within our programs. Strikes can be given to a child for any action our staff deems to interfere with the safety and wellbeing of the child or others within our programs.

- Strike 1: Upon receiving the first strike, parents will be informed and potentially asked to pick up their child.
- Strike 2: Upon receiving a second strike, the child will be denied access to the program for the remainder of the week.
- Strike 3: After receiving a third strike, the child will be expelled from the program. Parents will be informed and involved in helping correct their children’s behavior well before we “expel” a child from program participation.

\*Please Note: Acts of violence and blatant disrespect for the authority of program supervisors will not be tolerated

## **Practices Concerning an Ill Child**

If your child becomes ill, we will contact you by phone and arrange for the child to be picked up. If we cannot contact you, we will call other emergency contacts listed on your child’s registration form. Your child will sit or lay quietly, away from other children under the supervision of a staff member, until you arrive to pick them up.

## **Medication Management & Sunscreen**

The Medical Lake Parks & Recreation staff does not administer ANY form of medication. All over the counter or prescription medications must be given before or after the child attends any programs. If the time of needing the medicine is during program hours, we can work with parents on making sure that the child properly takes the medicine themselves while being watched. Parks & Recreation Staff do not apply Sunscreen when outdoors. Please be sure to pack sunscreen for your child if needed. Staff will remind children throughout the day to reapply so that we can help to prevent sunburn. If your child is susceptible to burning it is recommended that a rash guard that covers more areas of the body is packed for them to wear.

## **Medical Emergencies**

In the unlikely event of a medical emergency involving your child, we will call you using the contact information you provided on your child’s registration form. If we cannot reach you, we will try the other emergency contacts listed on your child’s registration form. If the situation requires emergency medical services, we will contact them prior to contacting you, to insure that medical care can begin.

## **Tablets, Smartphones, and Smartwatches**

If your child has a phone or smartwatch, they are welcome to bring those with them to the program to contact you in case of an emergency. However, they are not permitted to have them out during the program due to the lack of control our staff has over content viewing and the danger that poses to their peers. Staff are not responsible for your child losing or damaging their phone. If your child’s device proves too big a temptation for them, they will be asked to leave it at home.