

PLAYTIME & TOT CAMP RULES & REGULATIONS, LATE PICK-UP & REFUND POLICY

Thank you for registering your child in the Recreation Division's Playtime / Tot Camp Program. Our intent is to provide a quality program for your child's mental, physical, and social development. You can help by cooperating with the following rules:

1. All children must be at least 3 years of age by the start of the program.
2. Child must have a physical exam and record of immunizations within 30 days of admission. Original proof of exam and immunization must be submitted to Recreation Staff prior to first day of program.
3. Program begins at 9:00 a.m. Parents are asked to please refrain from staying past drop-off time to "look in" on their child as this may cause disruption to the program. Please bring your child on time (Drop Off: 9:00 a.m. – 9:30 a.m. Pick-Up: 12:30 p.m. – 1:00 p.m.).
4. NEVER LEAVE YOUR CHILD AT THE FACILITY WITHOUT FIRST MAKING SURE RECREATION STAFF IS ACTUALLY THERE.
5. At dismissal time 12:30 p.m., a parent must come for the child in person to the classroom. Child will be allowed to leave only with authorized adults listed on participation form. Authorized pick up persons must present their I.D. at the time of pick-ups.
6. Be prompt when you pick-up your child.
7. For outdoor facilities, on rainy or cold days, please call your park between 8:30 a.m. and 8:45 a.m. to inquire as to whether the program will be conducted.
8. Please advise Recreation Staff if there are any foods your child is not permitted to have.
9. Your child's birthday may be celebrated at the facility. Please advise Staff what refreshments you will be bringing.
10. **If your child is ill, please keep him/her home.**
11. If your child is going to be out for any length of time, please notify Recreation Staff.
12. Recreation Staff must be informed if your child has any allergy, or any other medical condition.
13. Child must wear rubber soled, closed toe shoes (no sandals).
14. **Each child should be able to take care of him/herself in the bathroom before enrolling in Play Time / Tot Camp.**
15. All children must be able to sit during class time.
16. Any child who creates a discipline problem can be suspended (without refund) from the program.
17. Please discuss the following safety rules with your child.
 - No climbing trees or fences
 - No throwing sticks, rocks, sand, or playground equipment/toys
 - No biting, pushing, fighting or wrestling
18. **Please keep us informed of any changes to address, telephone numbers or authorized adults for pick-up. We must have at least two phone numbers on record.**
19. Child(ren) will be released to person/persons indicated on the participant registration form. Any changes must be made in writing at least 24 hours in advance. Child will be allowed to leave only with authorized adults listed on participation form or Emergency Contact Card.
20. Person picking up child must come inside the facility to sign the child out; we will not allow children to wait outside or leave when parent beeps a car horn. For the safety of the children, it is necessary for staff to see who is picking up each child.
21. All participants must be picked up no later than program closing time (parent/legal guardian is responsible to check program hours of operation). We understand that unforeseen circumstances do arise which can cause a late pick up, however; this problem has increased to such an extent that a late pick up policy has been implemented. All participants picked up after program closing time will be billed accordingly:
 - 5 - 15 minutes late - \$5
 - 16 - 60 minutes late - \$15
 - 61 - 90 minutes late - \$20
 - 91 - 120 minutes late - \$25
22. Please note: In the event of the unavailability of staff to stay after program closing time, a police officer will take the participant to the police station. Notice will be posted at facility advising parent of their participant's location.
23. All parents/legal guardians must sign a late pick-up form when picking up form and their participant after program closing time. Payment must be received within one week after date of late pick-up. If someone other than the parent or guardian picks up the participant late, notification will be sent directly to the participant's home. In addition, four late pick-ups during a one-month period may result in suspension (without refund) from the program.

REFUND POLICY

No refunds or credits will be issued because of non-attendance of a child from any program, nor if closed due to safety concerns, inclement weather, power loss, or other emergencies. The Parks and Recreation Department reserves the right to cancel under-enrolled programs, in which case the fee will be refunded.

Summer Camp / Specialty Camps / Programs & Classes: Due to the seasonal nature of our camps, classes & programs, their popularity and limited space, we are precluded from issuing any refunds or credits within two weeks of the program start date for any cause. Refund requests must be received in writing two weeks prior of program start date to receive a 50% refund OR a full credit to be applied to a sibling or another program within the same fiscal year.

My signature acknowledges that I have duly read and understand the above stated Rules and Regulations / Late Pick Up and Refund Policy.

Participant Signature

Parent/Guardian's Signature