

Welcome!

Dear Parents/Guardians,

We would like to welcome you and your child/children to the Moon Township Parks and Recreation Summer Playground Program and Summer Sports Program. We hope you will find them enjoyable for your whole family. We have planned a variety of engaging activities for the summer.

• **PARENT MEETING is at 6 p.m. on Wednesday, May 29 at the Moon Township Municipal Building (1000 Beaver Grade Road).** Parents will have the opportunity to meet this year's staff and to ask questions and gain more knowledge of the program. As a staff, we value your input to make this program an enjoyable one for both you and your child.

This packet contains information regarding policies. Please read over them carefully. Please sign and return the Pick-Up Information form. Please turn in the form at the Parent Meeting on May 29th or you can drop off the form at the Moon Park Office (1350 Joe Denardo Way) before the first day your child attends the program. We hope this packet will be helpful for you and your child/children in planning an exciting summer.

Sincerely,

Lisa Shaughnessy
Youth Programming Coordinator

Bob Brozovich
Parks and Recreation Director

Your Child Needs...

To wear:

Dress for the weather & Closed Toed Shoes are mandatory.

To bring:

- **2 snacks:** 1 morning snack and 1 afternoon snack, snacks provided on some days.
- **Refillable water bottle filled with WATER** w/ your child's name on it
- **Lunch** (please include ice pack)

Please limit children from bringing toys and electronics from home. The Summer Program and staff is not responsible for any lost or damages personal belongings.

Please discuss your child's needs with a program coordinator and **include all allergy and special needs information on the program waiver.** The only medications that we will administer are inhalers with prescriptions and Epi-Pens with a prescription. Please do not send any other type of medication with your child. (This includes Aspirin, Advil etc.)

Field Trips:

Children should bring two snacks and a paper bag lunch with all disposable items.

Children should wear their RED MOON SUMMER PROGRAM shirts on field trips. Parents will be notified if there are any specifics for trips in relation to what children should wear or bring with them. Field Trips are included in the Summer Program fees.

Payment Schedule and Cancellation Policy:

Payments need to be made every two weeks according to the schedule below-

Week 1-2 (June 10/June 17) Payment due by Friday May 31

Week 3-4 (June 24/July 1) Payment due by Monday June 17

Week 5-6 (July 8/July 15) Payment due by Monday July 1

Week 7-8 (July 22/July 29) Payment due by Monday July 15

Week 9-10 (Aug 5/Aug 12) Payment due by Monday July 29

Failure to pay on the above dates could result in your child being removed from the scheduled week.

Cancellation less than one week in advance will result in a 25% cancellation fee.

If notice of cancellation is not given prior to Monday of the scheduled week, no refunds will be given.

Sample Daily Schedule of Playground Program

Times	7am-9am	9am-10am	10am-11am	11am-12pm	12pm-1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-6pm
Mon	Free Play	Active Group Game	Quick Craft/ Snack	Minute to Win It Games	Lunch	Obstacle Course	Trail Hike/ Snack	Art/ Craft Project	Free Play
Tues	Free Play	Group Activity	Trail Hike/ Snack	Art/ Craft Project	Lunch	Active Group Game	Quick Craft/ Snack	Group Activity	Free Play
Wed	Free Play	Art/ Craft Project	Table Game/ Snack	Guest Nature Program	Lunch	Group Activity	Hike/ Snack	Active Group Game	Free Play
Thurs	Free Play	Transportation to Field Trip	Field Trip/ Snack	Field Trip	Lunch	Field Trip	Field Trip/ Snack	Return from Field Trip	Free Play
Fri	Free Play	Group Art/ Craft Project	Trail Hike/ Snack	Active Group Game	Lunch	Water Games	Water Games/ Snack	Water Games	Free Play

Behavior Management Plan

The Moon Township Parks and Recreation has adopted the following plan for all children. We approach behavior management in a serious, yet positive manner. In the event that the child exhibits inappropriate or negative behavior, the staff shall talk to the child and assist he/she in solving the immediate problem. The following procedure will be discussed with all children.

Minor Incident: Those incidents that relate to behavior and do not endanger the safety of themselves or others.

Examples: Using profanity around child or staff, teasing, not obeying counselors.

1. Verbal Warning
2. Age appropriate length of break from activities
3. Parents will be contacted.

Major Incident: Those incidents that endanger the safety or well-being of the child, other children or staff.

Examples: Pushing, shoving, hitting, throwing objects at/around others, theft, running off, destruction of camp property, and bullying.

1. Age appropriate length of break from activities
2. Parents will be contacted.
4. Parents called to come pick up the child.
5. Child removed from the program

Immediate Dismissal: Some incidents require immediate dismissal. These will be up to the discretion of the Youth Program Coordinator and the Parks and Recreation Director. Parents will be notified immediately.

Program Policies

The following is a review of the expectations of the Moon Township Summer Playground Program.

1. Children are to arrive no earlier than 7:00 A.M.
2. Children are not permitted open-toed shoes; they must wear tennis shoes and socks. It is a safety issue and children will NOT be allowed to participate in activities.
3. Children are to know they must be supervised at all times.
4. Children are not permitted beyond the playground, pavilion and field areas
5. Children must listen to the counselors and obey all rules and regulations.
6. Playground facilities and equipment must be used appropriately.
7. Climbing on anything other than playground equipment is prohibited.
8. Children are to treat each other and counselors with respect.
9. Bullying is prohibited.
10. HAVE FUN!

Late Pick Up Policy

You MUST pick up your child by 6:00pm at the latest. Parents will be charged \$10 for the first 15 minutes they are late and an additional \$10 every 15 minutes they are late after that. Staff will attempt to contact parents after the first 15 minutes and parents should contact the staff through Class Dojo as soon as they think they may be running late for pick up.

BOTH OF THESE PROGRAMS ARE OPTIONAL

PIZZA TUESDAY, EVERY TUESDAY!



\$3 per child for 2 pieces of cheese pizza, a drink and a special treat!

Summer Program Staff will collect cash each Tuesday

KONA ICE FRIDAY, EVERY FRIDAY!



\$5 FOR A REFILLABLE CUP THAT CAN BE USED ALL SUMMER LONG!

\$3 FOR REFILLS!

Please send cash in Ziploc bag. Cash will stay in backpack until the truck arrives at camp

PLEASE REMEMBER TO BRING YOUR REFILLABLE CUP EACH WEEK

Pick Up Information

CHILD'S NAME: _____

Who will be regularly picking up your child?

<i>Name</i>	<i>Relationship to Child</i>

****Please notify the program staff if there are any changes or additions to this list.***

Is there anyone **NOT** authorized to pick up your child from the program?

Any other information regarding the custody of your child that we should be aware of:

I, _____, parent/guardian of _____ have read, understand and have explained the rules and policies with my child as well as the Behavior Management Plan. I have reviewed and agree to follow the Late Pick-Up Policy and the Payment and Cancellation Policy and agree to the fees associated with the policies.

Parent Signature

Date

****Please return this form to Moon Parks and Recreation****

Staff Use Only:
Playground _____ Sports _____