SUMMER PLAYGROUND CAMP

HANDBOOK

CITY OF TALLAHASSEE

PARKS, RECREATION & NEIGHBORHOOD AFFAIRS
SUMMER PLAYGROUND CAMP HANDBOOK

GENERAL INFORMATION

• Dates: Monday - Friday, June 21 - July 30
• Closed Monday, July 5 - Independence Day observance
• Times: 7:30 am - 5:30 pm
• Lunch is provided at all sites.
• Participants should bring their own water bottle daily.
• PRNA is not responsible for lost or stolen items. Leave all valuables such as iPods, cameras, cell phones, etc. at home.
• This is a closed campus during program hours, meaning the outdoor grounds will not be open for use by non-registered patrons or the general public.

PROGRAM FEES

• $60 per week/per participant
• A reduced fee of $12 per week is offered for participants on public assistance. Proper documentation must be provided at the time of registration.
• Fees must be paid by credit or debit card using our online system or via phone by calling the respective camp site.
• Fees cannot be paid in person.
• Transfer of money/registration from site to site or from week to week is not allowed.
• Refunds are not available and are not given for inclement weather, suspensions, park hopping, vacations, etc. Half days are not prorated.
SAFETY GUIDELINES

- A mask or face covering is always required by all participants.
  - They must be worn over the nose and the mouth.
  - Acceptable face coverings include medical-grade masks such as surgical face masks and N95 respirators; non-medical grade disposable face masks; and cloth face coverings with ear loops or ties.
  - Neck gaiters, bandannas, and scarves may not be used as face coverings.

- A participant screening process, including temperature checks, maybe be in place.

- Social distancing and adherence to CDC guidelines will be enforced.

- Please stay home if a participant is sick or showing symptoms of illness.

- If a participant develops any signs of illness during the program, parents will be contacted, and the participant must be picked up immediately.

- A symptomatic participant cannot return to the program without a doctor’s note.

- If a participant tests positive for COVID-19 or is exposed to someone who has tested positive, please contact the program site immediately.

- Noncompliance with the above could impact the participant’s ability to attend the program.

PARTICIPANT ARRIVAL, DROP-OFF, & PICKUP

- Please do not exit the vehicle when picking up or dropping off a participant.

- Park in the designated Pick-Up/Drop-Off Zone and a staff member will assist you.

- Participants are required to check in upon arrival.

- Participants must be signed in and out by a parent or legal guardian unless the participant is permitted to walk to and from the program.

*Note: a written acknowledgement is required in order to allow participants to walk home.
• The parent and/or guardian must be prepared to present proper identification to pick up a participant and must be listed on the registration form. Children will not be released without authorization from the legal guardian.

• If you wish to authorize an individual whose name is not on the authorization form, we require advanced written notice. Phone calls will not be accepted.

• There will be no supervision before 7:30 am or after 5:30 pm as the community center site will not be open.

• All participants who are not permitted to walk home must be picked up no later than 5:30 pm.

• The staff WILL NOT be held accountable for participants who leave the Summer Playground Camp site; this includes walking participants or children dropped off prior to opening hours or those who remain after closing hours. Supervision ends once the participant leaves the program site.

• Parents who are late picking up their children will be assessed a $15.00 late fee and an additional $1.00 for each minute after 5:31 p.m.
  • Your child’s safety is our first priority, and it is our policy to notify the Police Department of participants left unattended without notification from the parent or guardian.
  • Late fees must be paid before a participant is allowed to come back to the playground camp site.
  • In the event of an emergency, please contact the Playground Camp site.

• Failure to adhere to the pick-up and drop-off procedures could impact the participant’s ability to attend the program.
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INCLEMENT WEATHER

• This is a primarily an outdoor program with minimal indoor programming.
• If inclement weather occurs, participants will be directed to a safe, indoor space.
• Participants will be required to remain socially distant and wear masks while inside.
• Refunds are not available for rainy days.

PHOTO/VIDEO POLICY

• PRNA reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of PRNA and may be used for publicity or promotion purposes only.

DISCIPLINE PRACTICES

• To achieve the goal of providing quality programs for our participants in an environment of cooperation and respect, all members of our staff utilize positive and progressive discipline practices.
• Participants are expected to practice safety and appropriate behavior at all times while engaging in playground activities or moving from one area to another.
• Verbal or physical fighting or unsafe acts of behavior will NOT be tolerated
• There will be zero tolerance for bullying in any form.
• Drugs, alcohol, weapons, or tobacco products are NOT allowed at the program site at any time or in the possession of any participant.