

Parent Manual

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# **WHAT TO WEAR**

Children should dress in “play” clothes, be it shorts or pants. They will get dirty at PMEC since they participate in outdoor games and off trail activities. Please have your child wear closed-toed shoes every day for hiking. Flip flops, crocks and similar shoes are not allowed. Please view the packing list document for more information.

# **SNACKS & WATER BOTTLES**

Each child should bring a snack from home each day they attend OAK. Please put your child’s last name on packs or coolers. A re-usable water bottle labelled with your child’s name is a must for every day.

# **PARTICIPANTS WITH SPECIAL NEEDS**

We strive to meet the individual needs of all our participants. If you have a child with any special physical, emotional, behavioral, mental, or medical needs, and you have not talked with us directly about working with your child, please do so prior to the start of the program. We are committed to providing a wonderful outdoor experience for all children. If we find that we cannot adequately meet the needs of your child within our program setting, we may need to have your child leave the program early.

# **HEAD LICE/NIT POLICY**

In the event of a child showing signs of nits or lice at the parent will be notified and the child will need to be picked up from the program immediately. Children are not allowed back into the program until the child is free of all nits and lice (to be checked by school nurse).

# **DISCIPLINE**

A Discipline Policy is attached at the end of this manual. This discipline policy must be read and signed by both the parent and the child so that there are no questions as to what the rules are at PMEC. During the program, the Staff may call a parent and ask that he/she come to pick up his/her child. If the parents cannot be reached, the child will sit out until a parent can come and get the child. If prolonged disciplinary problems occur with a child, the Department reserves the right to deny the child participation in the program as well as any other programs.

# **EARLY DISMISSAL**

No child is to leave PMEC early without a permission slip from his/her parents. If a child needs to leave early, his/her parent must notify the PMEC Coordinator and the parent must arrive at the specified time to pick up his/her child. If a child or parents fail to adhere to this policy, standard disciplinary action will result as detailed in the Discipline Policy. If a child is to be picked up by someone other than his/her parents, a note from the parent must be given to the PMEC Coordinator. The person’s name, address and telephone number must be provided in the note. No child will be permitted to leave with anyone under 18. The person picking up a child will be asked for identification prior to signing out the child until we become familiar with him/her.

# **TELEPHONE POLICY**

If you need to contact your child, you are urged to come to PMEC in person. If that is not possible, phone PMEC at 673 1141 or the recreation office at 673 6248 and a message will be forwarded to your child. Please limit this to emergencies only. We strongly recommend that cell phones remain at home. The Recreation Department **IS NOT** responsible for participant cell phones.

# **RAIN DAYS**

The Outdoor Adventure Klub is an outdoor, nature-based program. We have both indoor and outdoor activities, rain or shine. However, we do come in when the weather seems dangerous (lightning/thunder). These storms usually pass quickly and we will return outside.

# **ABSENSE FROM PROGRAM**

If your child is going to be absent from the program on any given day please call the PMEC office prior to 8:30am at 673-1141. No refund or credits will be given for any child who is sick or absent from the program on a day they were previously registered for. There may be no substitutions for kids who cannot make the program on a particular day. Refunds will be given on a case by case basis. In order to receive a refund, parents must submit their request in writing, to the Recreation Director, stating why he or she wishes to receive a refund.

# **WILKINS NOTIFICATION**

Please send a note to Wilkins Elementary informing the school that you student has signed up for and will be attending the OAK program. ***Please also register your child within the “Pick-up-Patrol” system through the Wilkins website***. Transportation from Wilkins will be provided and pick-up will take place at PMEC promptly at 5:45 PM.

# **DISCIPLINE POLICY**

***Please read this document carefully,* SIGN AND RETURN this form to the PMEC coordinator.  *A second copy has been provided for your records.***

Keeping order and good conduct of behavior at the camp enables all participants to have fun and get the most out of their summer experience. We have a strict discipline policy to ensure everyone’s safety and peace of mind.

**EXTREMELY SERIOUS OFFENSES:** Sexual harassment/abuse

 Fighting**/**endangering another person’s well-being.

Running away from the designated play area

 Possession/use of alcohol and/or tobacco products

**CONSEQUENCES:** These offenses will be investigated by the administrative staff of the department and appropriate action will be taken including possible suspension from program for the remainder of the summer. **No refunds will be given.**

**SERIOUS OFFENSES:** Endangering another person’s well-being.

 Swearing or verbal abuse of staff and/or participants.

 Stealing or destruction of property.

**CONSEQUENCES:** First offense - Child will receive written notice to

 parent/guardian about the problem.

 Second offense - Child will be removed from the activity.

 Third offense - Three day suspension from program.

 Fourth Offense - Suspended from the program for the

 remainder of the summer. **No refunds will be given.**

**MINOR OFFENSES:** Breaking program rules

**CONSEQUENCES:** First offense - Verbal warning.

 Second offense - Written warning to parents.

 Third offense - Removal from activity.

 Fourth offense - Three day suspension.

 Fifth offense - Suspension for the remainder of the program

 **No refunds will be given.**

I have read and understand the above policy. I assume the responsibility of ensuring that my child is aware of this policy and the consequences of his/her actions should there be any such misbehavior.

Parents Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***Please Sign and Return***

# **DISCIPLINE POLICY (Copy)**

***Please read this document carefully. This is your copy***

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Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***COPY FOR PARENT’S RECORDS***