



Dear Parents:

It is with great pleasure that we welcome you and your child to the Summer Playground Program. We are looking forward to a fun-filled safe summer of activities.

This handbook was developed to assist you in understanding our policies and procedures. Although many of you will be familiar with our method of operation from your attendance at previous camps, changes do occur as we continually strive to improve our programs.

We recommend you read this handbook thoroughly so you are familiar with the manner in which the camp operates. If you have any questions or concerns, or would like to offer suggestions on how we can make our programs more enjoyable for all, please feel free to call us anytime during business hours.

Sincerely,

Toni McDonald, Playground Supervisor

2016 Camp Dates:
June 13 – August 5, 2016
Monday – Friday
7:30 a.m. – 5:30 p.m.

Playground Sites	
Community Centers:	Non-Center Sites:
Jack McLean	Meridian Park
Jake Gaither	Myers Park
Lawrence-Gregory	Winthrop Park
Leverne Payne	
Walker-Ford	

PROGRAM FEES

-\$60 per week per participant.

Transfer of money / registration from park to park 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. Refunds will only be considered on a case-by-case basis of prolonged illness (2 weeks) or death in the family.

Fees may be paid by cash, check, or money order. When paying cash, be sure to have the exact amount as our parks do not carry change. When paying by check, please include the following information: Driver’s License number, Work Number, Home phone number, Cell Phone Number, Child’s Name and Age. Make sure you request a receipt upon payment so there are no questions about payments at the end of the Playground Program. We do not provide copies of receipts at the end of the season.

-Reduced fee of \$12 per week for participants on public assistance. Proper documentation must be provided at time of registration. (DCF letter of eligibility).

REGISTRATION PROCEDURES / DEPOSITS

Registration Begins April 11th and runs until filled. Online registration will begin on April 11th at 8:00 a.m. and will remain open based on availability through Friday, June 3rd. You may register for any park online.

Discounted participants need to register in person to show the proper documentation at time of registration. For Myers, Winthrop and Meridian – Registration will be held from 8:00 a.m. - 5:00 p.m. at Toni McDonald's office located at 1205 Myers Park Dr. across from the Wade Wehunt Pool. After June 3rd, registration will be closed until the first day of camp based on available spaces at the park chosen.

For Community Center sites – you may begin registration on April 11th during normal Center operating hours. Based on availability, registration will continue until filled during Center Hours. Center sites are: Jack McLean, Walker-Ford, Jake Gaither, Leverne Payne and Lawrence-Gregory community centers.

Deposits can only be done in person at registration, not for online registration. For each week the parent wishes to reserve throughout the summer, a \$30 (or \$6 for discounted participants) deposit has to be put down for the weeks you want to reserve. Each deposit is non-refundable; it will be applied to the week's fees when camp starts. Deposits are not allowed to be transferred to a different week. The remainder of the balance is due on Monday of that week. Your deposit ensures that you have a reserved space for the weeks that you want your child to attend the 2016 Summer Playground Program. We only have 25 spaces per age group. Having a deposit on the weeks that you want, guarantees your child's space for those weeks.

PARTICIPANT ELIGIBILITY / INCLUSION

Participants, ages five (5) through sixteen (16) are allowed to participate in our Program.

All five year olds MUST HAVE COMPLETED A YEAR OF KINDERGARTEN, NOT PRE-KINDERGARTEN TO ATTEND THE SUMMER PROGRAM.

PRNA provides accessible recreation facilities and programs and welcomes all citizens regardless of race, gender, religion, socioeconomic status and/or level of physical or mental ability. If you have special needs, our staff has the skills and experience to assist you by providing reasonable accommodations. We ask that any requests for reasonable accommodations be given to us at least two weeks prior to the program start date. It is our intent to provide a safe, successful and enjoyable experience for all participants.

PLAYGROUND PROCEDURES

∞ Supervision will be available from 7:30 a.m. – 5:30 p.m. Participants may arrive after 7:30 a.m. and must be picked up before 5:30 p.m. Participants must be signed in upon drop off. A parent or legal guardian must pick up the participant at the end of the day and sign them out. The staff **WILL NOT** be held accountable for participants who leave the Playground site; this includes walking participants or children dropped off prior to opening hours or after closing hours. Remember, once a participant leaves the playground site,

SUPERVISION ENDS!

∞ The parent and/or guardian must be prepared to present proper identification to pick up a participant and must be listed on the registration card. 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, you must notify the Playground Staff in person or in writing. To ensure the safety of each participant, we require advance written notice when anyone other than a parent or legal guardian will be picking up participants. Phone calls will not be accepted.

∞ PRNA is not responsible for lost or stolen items. Leave all valuables such as Ipods, cameras, cell phones, etc. at home.

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 discipline practices. If these discipline practices don't facilitate the appropriate behavior, the following steps will be taken:

∞ Parent will be notified. If the inappropriate behavior continues, suspension from the program may be in order. 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.

Drugs, Alcohol, Weapons, or Tobacco products are NOT allowed on the playgrounds at any time or in the possession of any participant – **ZERO TOLERANCE!**

Dismissal will only take effect after a meeting has been held between the parents, participant, playground coordinator, and the playground supervisor. If a participant is dismissed for disciplinary reasons, there will be no refunds.

DESIGNATED TEEN SITES

Jack McLean Community Center and the Lawrence-Gregory Community Center will be hosting teen programs. Teens that attend these two sites will have opportunities to go on field trips throughout the summer. Information will be sent home to parents about dates, times and possible fees for the field trips. Teens will still be allowed to attend other playground sites, however they will not have the opportunity to participate in the field trips unless they are enrolled at one of the designated Teen Sites. Activities could include skating, movies at one of the local theaters, bowling and even Wakulla Springs. In order to attend, parents must sign the field trip permission slip.

WEATHER POLICY / RAINY DAYS

Two of our eight playground sites do not have indoor centers (Myers and Winthrop Park). Because of this, the only shelter available for our participants and staff are the outdoor playground pavilions.

During rainy days, rotation schedules are followed but activities are limited due to space restrictions. Unfortunately, refunds are not available for rainy days. If you choose to take your child to a center site on those days, you will be required to register at that site and pay the fee.

LATE FEE

The Program ends each day at 5:30 p.m. Parents who are late picking up their children will be assessed a late fee of \$15.00 and an additional \$1.00 for each minute after 5:31 p.m. For your child's safety, it is our policy to notify the Police Department of children left unattended on the playground without notification from the parent or guardian. Late fees must be paid before a participant is allowed to come back to the park. The late fee is applicable to all sites. In the event of an emergency, please call the park, or after 5:00 p.m. call Toni McDonald at 545-2148.

COUNSELOR IN TRAINING PROGRAM

A Counselor in Training program is available for participants at least 13 years old, up to 16 years of age. To participate, you must fill out the enrollment paperwork, be processed and cleared through the necessary background screening and pay for the finger printing (\$38.25) A State issued identification is mandatory for processing. All paperwork and clearances must be completed by May 17th. A mandatory training session will be held on a date to be determined. Counselor in Training is not a paid position; however, the CIT program allows the participants to gain valuable knowledge and job skills and volunteer hours. CITs will be working with age groups 5 – 10 year olds only.

SWIMMING / POOL FEES

∞ Cost: \$1.00 per swim (Forestmeadows, Lawrence-Gregory, Leverne Payne, Myers, Walker-Ford, Levy Park for Winthrop Park, and Jack McLean)

All parks including Winthrop and Jake Gaither will have regular scheduled swim days and will travel to the pool using City of Tallahassee vans for transportation.

Playground swimming is for participants during regularly scheduled swim times. Playground Staff cannot collect fees for the pool. Pool fees are NOT included in the Weekly Fee. The pool staff will handle pool receipts. Swim passes may be purchased through the Aquatics Division. You may reach them at 891-3981.

Winthrop Park will use the Levy Park Pool and Jake Gaither will travel to either Jack McLean or Walker Ford pool sites.

PHOTOS / 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.

PLAYGROUNDS SITES / ADDRESSES

Lawrence-Gregory	1115 Dade St.	891-3910
Leverne Payne	450 W. Fourth Ave.	891-3930
∞ForestMeadows/Meridian	4750 Meridian Road	TBA
Jack McLean	700 Paul Russell Rd.	891-2505
∞Myers	913 Myers Park Dr.	TBA
Jake Gaither	801 Tanner Drive	891-3940
Walker-Ford	2301 Pasco St.	891-3970
∞Winthrop	1623 Mitchell	TBA

All Playground Sites includes Free Lunch Program

∞ Please note that phones are NOT operational at Non-center sites until the opening day (June 13, 2016) of the playground program.