

THE VILLAGE OF WALTON HILLS



SUMMER 2018

JR. PARKER HANDBOOK

MAYOR- KEVIN HURST

RECREATION DIRECTOR- CAROL STANOSZEK

ASST. RECREATION DIRECTOR- KARLEEN DEAN

**RECREATION & COMMUNITY LIFE COUNCIL PERSON - MARY
BRENNER MILLER**

PARK OFFICE PHONE- (440) 735-1782

RECREATION OFFICE PHONE – (440) 786-2964

FOR YOUR RECORDS

**WALTON HILLS PARKER PROGRAM
PARENT/GUARDIAN HANDBOOK**

The Jr. Parker Program is recommended for children ages 4-6 and meets Monday through Thursday from 9:30 a.m. to noon.

Our camp starts at 9:30 a.m. with the flag raising at 10:00 a.m. The program ends at 12:00 p.m. Monday through Thursday.

The phone number at T.G. Young Park has changed to 440-735-1782.

The phone number of the Recreation Department is 440-786-2964.

Field trips and special events are planned each week.

Please post and check the monthly camp calendar, as field trips, events are planned for various days.

FIELD TRIPS/SPECIAL EVENTS:

Please refer to the calendar for field trips and special events to take place each week. Field Trip forms will be available in advance at the Park office or sent home with your child. In order for the Recreation Department to include anyone on a trip roster, we must have in our possession a permission slip signed by a parent and the fee must be paid in cash. A phone call will not be a substitute for the permission slip. Please do not put us in an uncomfortable position.

TEE SHIRTS/ DRESS CODE:

When the children go on a field trip they will be given a camp tee shirt to wear. When returning from the field trip your child will turn in the tee shirt. The shirt will be washed and ready to wear again on the next field trip. Please dress your child appropriately. Tennis shoes and rubber-soled shoes are suggested. Children will get dirty, so please don't send them to the park in their best clothes.

DROP OFF AND PICK UP PROCEDURES:

LOCKED GATES HAVE BEEN INSTALLED AT THE OPENING OF THE PARK. THEY WILL BE OPENED WHEN THE PARK CLEANING STAFF ARRIVE AT 8:30 AM. THE JR. PARKER PROGRAM STARTS AT 9:30 AM. THESE GATES MAY BE OPENED AND CLOSED DURING VARIOUS TIMES OF THE DAY. THIS WILL REDUCE UNWANTED TRAFFIC AND VISITORS AND CREATE A SAFE ENVIRONMENT FOR THE PARKERS. ALL VISITORS MUST SIGN IN AND OUT AT THE FRONT DESK. Parents, please do not park in the parking lot located on the right-hand side as you enter the park. This area will be chained off. This is a play area designated for bike riding, skateboarding, etc. You may park in the parking lot on the left-hand side. You and your child are required to come to the office and sign in, turn in lunches and give us any information concerning your child for the day. When picking up your child, you will be required to sign him/her out. Please make sure that everyone who may be signing your child in or out is listed on the PICK UP AND SIGN OUT FORM. Individuals picking up your child may be asked to present ID when they sign him/her out. This is not meant as an insult, but rather a method of ensuring your child's safety.

ILLNESS AND INJURIES:

For the protection of other participants, please do not bring your child to the program if they are sick. If a child becomes sick during the program, the staff will attempt to make the child comfortable and provide a quiet place for them to rest. The parent/ guardian will be notified as to the child's state and determine whether they need to be picked up.

Although we will take necessary precautions to avoid any accidents and injuries, in an active environment they will occasionally happen. Minor injuries will be reported to the parent/guardian at pick up time. When an accident or injury occurs that requires first aid, a report will be completed. At the time you pick up your child, a staff member will review the form with you, answer any questions, and ask you to sign and date the form. The completed form will be kept on file, and you may request a copy for your personal records.

FOR YOUR RECORDS

MEDICATIONS:

If your child needs to take medication during the day, you must complete a REQUEST FOR AUTHORIZATION OF THE ADMINISTRATION OF MEDICATION FORM. This form must be completed for both prescription and non-prescription drugs (including allergy prescriptions i.e. bee stings). The staff is not authorized to assist in administering medication to any child that does not have this form completed and on file. If a change in prescription or dosage occurs, the proper changes must be made to the current form or another form must be completed.

TOYS AND PERSONAL BELONGINGS:

The staff does not prohibit children from bringing toys from home, but we strongly discourage it. We ask that parents realize these items may provide the curiosity of other children and in the course of a day may be played with excessively. It would be wise to discuss this with your child before bringing the item to camp. The Village of Walton Hills and the Recreation Department will not be responsible for any lost, broken or stolen items that campers bring from home. Please make sure that all belongings brought to camp are properly labelled. No toys should be brought which would create a financial or emotional trauma should they become lost, broken or stolen. Any items that are left behind from the Parker Program will be stored in the office. Play weapons, violent toys, Game Boys, Pokémon cards, I-Pods, MP3 players or collectable items will NOT be permitted at camp.

BULLYING POLICY:

The Recreation Dept. has a zero-tolerance policy for bullying. Children are asked to report any bullying they witness. Situations will result in expulsion and there will be no refunds.

EMERGENCY PROCEDURE CARD:

An Emergency Procedure Card gives the staff important information about your child and who we can contact when necessary. **These cards are not available online**, but can be picked up in the Recreation Dept. at the Village Hall. They must be filled out and turned in **before the start of the camp**.

CALENDARS:

Monthly calendars, field trip forms, and additional information will be mailed prior to the start of camp.

FOR YOUR RECORDS

2018 JR. PARKER REGISTRATION

FORMS DUE MAY 1ST. \$25.00 LATE FEE THEREAFTER

Complete one form per child
Jr. Parker ages 4-6

Name of child _____

Home address _____

Home phone _____ Cell phone _____

Age of child _____ Birth date _____

REGISTRATION FEES:

\$130.00 Per Resident child (Child lives in the Village year-round)

\$195.00 for 2 Resident children

GRANDPARENT: \$165.00 (Child stays in Village during summer)

\$195.00 per Non-Resident child

Please circle any weeks your child will not be attending the Jr. Parker program, so we may plan accordingly.

6/11 6/18 6/25 7/2 7/9 7/16 7/23

Please make checks payable to **Village of Walton Hills.**

Residents and non-residents will not be refunded a weekly rate due to vacations or illness.

Date Paid _____	Cash _____	Check # _____	CK Amount _____
Siblings Yes		No	

ONE FORM PER FAMILY
VILLAGE OF WALTON HILLS
PARKER PROGRAM
Pick Up and Sign Out Authorization

Please list the people you authorize to pick up and sign your child out of the program. Please inform these individuals that they will be required to present photo ID when picking up the child.

Name: _____

Relation to Child: _____

Phone: (H) _____ (W) _____ Other: _____

Address: _____

Name: _____

Relation to Child: _____

Phone: (H) _____ (W) _____ Other: _____

Address: _____

Name: _____

Relation to Child: _____

Phone: (H) _____ (W) _____ Other: _____

Address: _____

Is there anyone who may not pick up your child? _____

Are there any special custody or visitation arrangements of which we should be aware?

No Yes, please explain _____

I understand that the Parker Staff will not release my child to anyone who is not on my list. I also realize that the people on this list will be asked to produce identification upon signing out my child. In the event that any of this information must be changed, I will notify the Camp Staff in writing.

Parent/ Guardian Signature: _____

Family/Child's Name _____

Village of Walton Hills
Parker Program

Participant Waiver Form

As parent or guardian of _____, I hereby consent to his / her participation in the Village of Walton Hills Parker Program upon the expressed understanding and condition that:

1. I hereby acknowledge that the Parker Program for which I have given my consent to my child's participation is being sponsored by the Village of Walton Hills.
2. I recognize the risks of illness, injury, and other damage or loss inherent in any of the events and activities of the Parker Programs.
3. In consideration of the Village of Walton Hills providing sponsorship and /or providing facilities for this program. I am permitting my child's participation in the Parker Camp Program upon the expressed agreement and understanding that I am here by waiving and releasing the Village of Walton Hills, its employees, officers, and representatives from any and all claims, costs, liabilities, expanses or judgments, including attorney's fees and court costs arising as a result of my child's participation in the Parker Program or any loss, damage, illness, or injury resulting there from.
4. Further, in the event of any injury, I hereby give my permission and consent to authorize emergency first aid and /or treatment for my child as is deemed necessary by qualified medical or emergency personnel, or by said employees, officers, or representatives of the Village of Walton Hills, and further agree to assume all expenses for said treatment.

Parent/ Guardian Signature: _____

Date: _____

VILLAGE OF WALTON HILLS CONSENT TO USE PHOTOGRAPHS

The undersigned acknowledges that they are aware that from time to time photographs and or videos may be taken of participants in the Villages following programs Baseball, Parker, or Special events.

The undersigned agrees to permit the use of any such photographs and / or videos by any publication, media company, and /or the internet without compensation and releases and indemnifies the Village of Walton Hills, its elected and appointed officials, officers, police, employees, volunteers, contractors, and /or all other participants in the Village of Walton Hills Recreation Programs.

Parent/ Guardian	Date	Witness
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PLEASE NOTE:

An Emergency Procedure Card gives the staff important information about your child and who we can contact when necessary. **These cards are not available online**, but can be picked up in the Recreation Dept. at the Community Center at 14660 Alexander Rd. **They must be filled out and turned in before the start of the camp.**