



Vernon Parks and Recreation

R.E.K. • Vacation Camp • Morning Club

2017-2018

Policy Agreement

This agreement must be signed and returned on the first day of attendance at REK, Vacation Camp, or Morning Club.

Policy Highlights

(please review the Parent Handbook for more details)

Communications

Monthly billing statements and other pertinent information will be sent via e-mail. If you would like to receive a paper invoice you must submit a request to the Parks & Recreation Office

All communication regarding the Vernon Parks & Recreation programs should go through the Parks & Recreation Office. Please do NOT contact the schools with questions regarding our programs.

Scheduling

Any changes in schedule must be reported to the Parks & Recreation Office two weeks in advance. Changes made with less than 2 weeks' notice will incur a 25% fee. Please review the section on Payment & Fees for more information on fees relating to schedule changes

Payments

Payment for the first full month/session is due in full with registration. Subsequent payments are due in full by the 15th of each month prior to attendance. Payments received after the 15th will result in a late fee of \$15.00. If payment is not received in full by the 30th the participant will be removed from the program, and will only be reinstated upon receipt of the full balance due.

Authorized Pick Up

Your child will not be allowed to leave the program with any person who is not designated as an Authorized Pick Up on their registration form. Any person picking up a child must be able to show a valid photo ID upon request. Any changes to the Authorized Pick Up list must be submitted in writing.

Behavioral Expectations

All participants in Vernon Parks & Recreation program are expected to behave in a safe, respectful manner. Any unsafe or excessively disruptive behavior will result in a written report. Repeat or severe behaviors may result in a suspension or dismissal from the program at the discretion of the Director of Vernon Parks & Recreation. Vernon Parks & Recreation will seek assistance from the Vernon Youth Services Department and Board of Education if deemed necessary to handle severe behavioral issues.

By signing, you acknowledge that you have received and read the 2017-2018 Parent Handbook in full, and agree to abide by all policies outlined therein. If you have any questions regarding any of the policies outlined in the Parent Handbook, please contact the Vernon Parks & Recreation Office for more information.

Head of Household

Printed Name

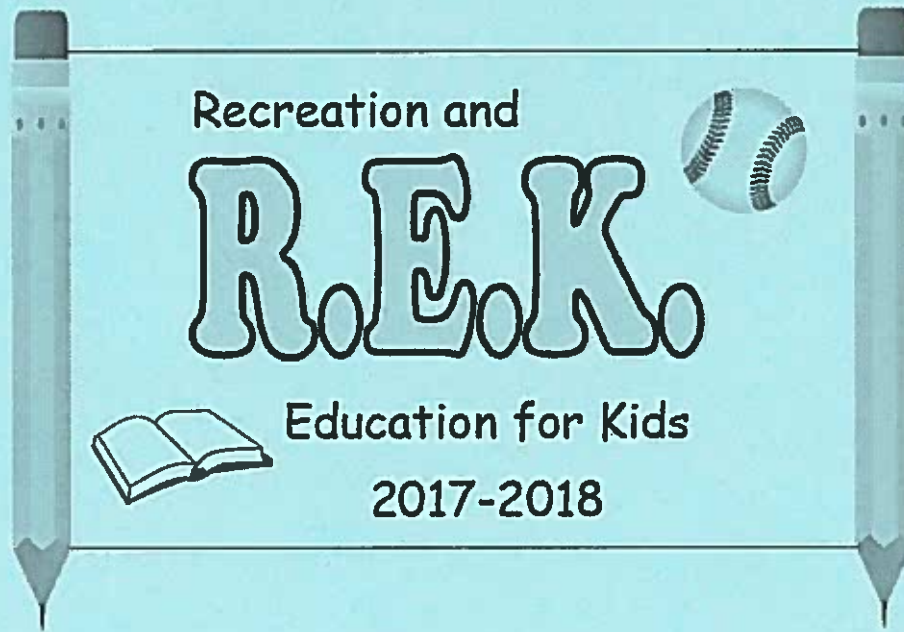
Signature

Date



Town of Vernon

Parks & Recreation Department



Parent Handbook

Vernon Parks and Recreation Department
Recreation and Education for Kids

REK After School, Morning Club, Vacation Camp

Parent Handbook – School Year 2017-2018

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Welcome to Vernon Parks and Recreation Department's Recreation and Education for Kids (REK) programs.

Thank you for choosing our programs for your family!

Children in VPR programs will participate in a variety of activities while forming new friendships with peers and building positive relationships with staff. The program encourages children to participate in activities and experiences that aim to benefit them emotionally, physically, and socially. Choices will be offered on a daily basis to meet different developmental needs, to promote decision making, and to support their individual interests.

Program Goals

1. Safety

Our program strives to provide a safe, healthy atmosphere for the peace of mind of families and the well-being of participants and staff involved in the program.

2. Education

Our program will prioritize education and support the goals of the schools. Homework time will be offered each day after school with assistance from staff members available if necessary. Participants will be held to behavioral standards that align with the schools' and will respect the school facilities that are used for the program.

3. Fun

After spending so much of their time in school, children need to relax and unwind. Staff will strive to maintain a fun environment while ensuring all program participants act in a safe and respectful manner.

4. Respect

All participants and staff in the REK program will treat others in a respectful manner. Staff will set a good example and maintain high standards for behavior, study habits, and good character.

5. Physical Fitness & Outdoor Time

Our program will prioritize physical recreation activities and outdoor time. We stress the importance and benefits of physical fitness through structured activities such as team sports and group games, as well as free play time outside.

Please take the time to read through this handbook. We hope that you understand and appreciate our policies, as they directly relate to the safety and well-being of program participants. We look forward to your cooperation in helping us provide a pleasant and safe experience for all families and staff in our programs. If you have any questions, please contact the Vernon Parks & Recreation Department or ask an on-site staff member for assistance.

The programs operated by the Town of Vernon Parks & Recreation Department are not licensed by the CT Office of Early Childhood (OEC). Municipal programs are not required to be licensed as per Conn. Gen. Stat. §19a-77.

Contact Information

All business regarding these programs should be directed through the Vernon Parks & Recreation Department, NOT the public schools.

REK After School

Center Road School
20 Center Road
Cell: (860) 308-0943

Lake Street School
201 Lake Street
Cell: (860) 281-4098

Maple Street School
20 Maple Street
Cell: (860) 281-4099

Northeast School
69 East Street
Cell: (860) 308-0933

Skinner Road School
90 Skinner Road
(860) 308-0932

Morning Club

Skinner Road School
90 Skinner Road
Cell: (860) 308-0932

Northeast School
69 East Street
Cell (860) 308-0932

Vacation Camp

375 Hartford Turnpike
Cell: TBD

Vernon Parks and Recreation Office

120 South Street
Vernon, Connecticut 06066

Monday–Wednesday: 8:30 a.m.– 4:30 p.m.
Thursday: 8:30 a.m. – 7:00 p.m.
Friday: 8:30 a.m. – 1:00 p.m.
(closed weekends and holidays)

Telephone: 860-870-3520
Fax: 860-870-3525
E-mail: parksandrec@vernon-ct.gov
www.vernonrec.org

Registration & Scheduling

REK After School & Morning Club

- To Register:**
1. Return a completed Registration Form to the Parks & Recreation Office. Registrations **MUST** be received by **Thursday at noon** of the week prior to attendance. Late registrations will result in a deferred start date. Forms can be found online or at the office.
 2. Full payment is due at the time of registration. Please refer to the section on Payment & Fees for details
 3. Please notify the school office or teacher that your child will be attending the program
 4. The Parent Handbook Policy Agreement must be signed and returned to the Site Director on the first day of attendance

When registering for these programs you commit to a regular schedule of attendance, and we will staff our programs accordingly. Please refer to the section on Payment & Fees for fees relating to schedule changes, cancellations, etc.

Scheduling: Any requests for schedule changes must be submitted **IN WRITING** two weeks in advance. Requests submitted after this deadline will incur a fee. Written requests can be e-mailed to parksandrec@vernon-ct.gov

Please refer to the section on Payment & Fees for fees relating to schedule changes

Vacation Camp

To Register: You must register for each session of Vacation Camp separately

If your child has **NOT** attended REK, Morning Club, or Vacation Camp yet in the 2017-2018 school year:

1. Return a completed Registration Form to the Parks & Recreation Office.
2. Full payment is due at the time of registration. Please refer to the section on Payment & Fees for details
3. The Parent Handbook Policy Agreement must be signed and returned to the Site Director on the first day of attendance

If your child **HAS** attended REK, Morning Club, or Vacation Camp in the 2017-2018 school year:

1. Register & pay online or at the Parks & Recreation Office

Scheduling: Any requests for schedule changes must be submitted **IN WRITING** two weeks in advance. Requests submitted after this deadline will incur a fee. Written requests can be e-mailed to parksandrec@vernon-ct.gov

Please refer to the section on Payment & Fees for fees relating to schedule changes

Payment & Fees

Payment Policies & Procedures

- All payments are due in full prior to attendance at the program
- Payments may be made online, at the program site, or at the Parks & Recreation Office
- Payments mailed to the office must be received by the payment due date in order to avoid a late fee
- All communications regarding payments will be made by e-mail, unless a request is made for paper statements
- Checks returned for any reason will incur a fee of \$25.00. Multiple returned checks may result in personal checks no longer being accepted for payment by the Department

Tuition Fees & Payment Schedule

REK After School & Morning Club

Schedule: Payment for the first full month is due at the time of registration

***ALL SUBSEQUENT PAYMENTS ARE DUE BY THE 15th
OF EACH MONTH PRIOR TO ATTENDANCE****

Please note that repeated late payments may be grounds for dismissal from the program.

Tuition:	<u>REK</u>	<u>Morning Club</u>
	\$14.00/day	\$8.00/day
	\$19.00/ early dismissal day	

Vacation Camp

Schedule: Payment is due in full at the time of registration

Tuition: \$40/day for Vernon residents \$50/day for non-residents

Other Fees

Late Schedule Change (adding days with less than 2 weeks' notice)

25% additional fee (adding 1 day = \$3.50, adding 2 days = \$7.00, etc.)

Late Payment (payments received after the 15th of the month prior to attendance)

\$15.00

Late Pickup Fee- First Instance (child is not picked up by the close of the program)

\$10.00 for the first 10 minutes, \$10 for every additional 10 minutes after

Subsequent late pickups will result in a higher fee and may result in dismissal from the program

Refund Policies & Procedures

- Refunds will be applied as a credit to your account. Refund checks for any remaining credit will only be issued after the last day of school in June
- Refunds are not granted for suspensions from the program of 5 days or less
- Refunds will be granted under the following circumstances:

Withdrawing from the Program

To withdraw completely from the program, please send written notice two weeks in advance. Withdrawals made with less than two weeks' notice will incur a fee of 25%.

Planned/ Scheduled Absence

If you are anticipating an absence from the program, please send written notice two weeks in advance. **No refunds will be given for absences or cancellation of days with less than two weeks' notice.**

Unplanned Absence

Refunds are only granted for unplanned absences in the case of illness, injury, or other medical issue WITH a doctor's note. The doctor's note must be provided to the Parks & Recreation Department within two weeks of the absence in order to receive a refund.

Program Cancellation

If the program is cancelled by Parks & Recreation (i.e. if school is cancelled due to bad weather), a full refund will be issued as a credit to the account.

General Program Information

Staff

Each site will have a Site Director who is responsible for all daily operations of the program. Each site will also have an Assistant Site Director and Counselors with a minimum of one staff member for every ten children.

Our staff members are carefully selected and have passed a national and local background check. Staff members are additionally trained in CPR/First Aid/AED, Child Abuse Recognition and Reporting, game leadership, positive behavioral modification strategies, and other relevant topics.

Facilities

REK After School & Morning Club

The partnership between Vernon Parks & Recreation and Vernon Public schools allows us to hold programs at the schools. The REK program is based in the cafeteria of each school. The gym, library, playground, and athletic fields are also available for the use on most days.

We expect that all program participants and their families will help us in respecting the schools by following school guidelines. This includes, but is not limited to, parking procedures, dress code, and code of conduct. Please refer to the school's student handbook for more information on these topics. School personnel are not responsible for overseeing any part of the REK program. Any questions regarding the program should be directed to on-site program staff or the Parks & Recreation Office.

Vacation Camp

Vacation Camp is held at Center 375 (375 Hartford Turnpike) on the lower level. Families should use the side entrance of the building for drop off and pick up. Amenities at this facility include a large community room, smaller program rooms, athletic fields, and a playground.

Daily Schedule

REK After School & Morning Club

Arrival: Morning Club- Children should be dropped off no earlier than 7:00 a.m. They must be walked into the cafeteria and signed in by an adult.

REK- At the dismissal of the school day, children are expected to head straight from their classroom to the cafeteria. REK staff members are not responsible for any children until they arrive and check in with a staff member.

**Homework/
Quiet
Activity:** REK-Each day will include quiet activity time. During this time children will be required to remain seated and engage in a quiet activity in order to create an atmosphere that is conducive to homework completion. Staff will do their best to assist with homework if help is needed, but due to the group setting intensive one-to-one help may not be possible. Children who do not have homework will be encouraged to read during this time. REK has a small selection of books, but we encourage you to send a book from home if they will not be working on homework at REK.

Snack: Morning Club- Children are welcome to bring a prepared breakfast item to eat during Morning Club. REK- One snack will be provided each day. Snacks vary by day but may include fruit, vegetables, cereal, string cheese, crackers, granola bars, etc. If your child requires more than one snack for the afternoon or is picky eater you may pack them an extra snack for REK. Staff carefully monitors snack ingredients for the safety of children with food allergies. It is imperative that information regarding food allergies or restrictions is included on writing on their registration form, as children are not always able to convey accurate information to staff regarding to dietary restrictions.

Recreation A variety of recreation activities will be offered each day, with a preference towards outdoor activities and physical recreation activities. All children will be encouraged to try activities, but will

be given an alternative choice if they refuse to participate.

Physical Recreation Activities may include team sports, group games, dance, and playground time. We understand that children have varying levels of athletic ability and coordination so the emphasis will be on fitness, fun, good sportsmanship, and skill building rather than winning/losing. All children will be encouraged to engage in a minimum of 20 minutes of physical activity per day.

Other Recreation Activities may include arts & crafts, board games, Legos, coloring, Bingo, etc. Movies or computer lab time may be offered in the case of inclement weather or consecutive early dismissal days, but these and other “screen time” activities will be kept to a limited basis and offered only as a secondary choice to physical activities and social group games.

Pick-up Morning Club- Children will be dismissed to their classrooms when the first bell rings.

REK- All children must be picked up by 6:00 p.m. Please refer to the section on Operational Policies for more detailed information on the sign-out procedures, and the section on Payment & Fees for late pick-up fees.

Vacation Camp

Arrival: Children can be dropped off beginning at 7:00 a.m. All children should be walked into the building by an adult. The program is held in the Teen Center, which is accessible through the side entrance on the lower level of the building.

Snack: All children should bring a morning snack, a lunch, and an afternoon snack. We encourage all children to bring water bottles that they can bring outside as well, especially during warm weather. Refrigeration is not available for lunches.

Recreation A variety of recreation activities will be offered each day, with a preference towards outdoor activities and physical recreation activities. All children will be encouraged to try activities, but will be given an alternative choice if they refuse to participate.

Physical Recreation Activities may include team sports, group games, dance, and playground time. We understand that children have varying levels of athletic ability and coordination so the emphasis will be on fitness, fun, good sportsmanship, and skill building rather than winning/losing. All children will be encouraged to engage in a minimum of 20 minutes of physical activity per day.

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Pick-up All children must be picked up by 6:00 p.m. Please refer to the section on Operational Policies for more detailed information on the sign-out procedures, and the section on Payment & Fees for late pick-up fees.

Operational Policies

Attendance

The Site Directors will have a daily attendance list showing all children who are registered for the program on that day. If your child will not be attending the program on a scheduled day, please contact the Parks & Recreation Office or the Site Director so we can ensure that your child is accounted for. Any changes to your regular schedule should also be reported to the school. Please see the section on Payment & Fees for information about refunds and fees associated with schedule changes.

REK After School

If your child is registered for the program but does not arrive at REK at the close of school, the Site Director will take the following steps to ensure your child is safe and accounted for:

1. Check the school attendance list to see if your child was in school that day
2. Check with the school office to see if your child was signed out from school or sent home on the bus
3. Contact the primary parent/guardian, leaving a message if there is no answer, to notify you that your child did not arrive at REK as expected

Staff will make every effort to ensure your child is accounted for if they do not arrive at REK as expected. REK staff, however, are not responsible for any child until they physically arrive at the designated REK meeting location and are signed in by a staff member.

Attire

Participants should abide by the school's dress code policy (detailed information on this policy can be found in the school's Student Handbook). Participants **MUST** have appropriate footwear to play in the gym, run on the athletic fields, or climb on the playground. Children wearing flip flops, high heeled shoes, open toe sandals, or snow boots and do not have a change of shoes or refuse to change their shoes may be directed to an alternative seated activity.

One of the goals of our programs is to encourage outdoor play whenever weather conditions are appropriate. Please send your child with outdoor clothing that is appropriate for the weather, including snow pants, boots, hats, gloves, etc. You may send your child with sunscreen but staff members are not allowed to physically assist a child with applying it to their bodies. A child who does not have appropriate clothing for an offered outdoor activity may be directed to an alternative seated indoor activity.

Bathroom Breaks

Scheduled group bathroom breaks will be offered, and participants will additionally be allowed to use the bathroom upon request during program hours. Bathroom breaks will be limited to no more than 2 people at a time for multi-stall bathrooms, and all participants are expected to behave appropriately in the bathroom. All participants in the program must be fully toilet trained and able to manage the bathroom by themselves. A participant who has three or more bathroom accidents during the school year will be considered not fully toilet trained and will be removed from the program until the issue is resolved.

Children with Special Needs

The Vernon Parks and Recreation Department, in accordance with ADA, accepts children with special needs in an integrated group setting when it is determined that the child can best be served in this program's environment. All program participants are expected to abide by the Behavioral Expectations for participants for the safety of all program participants and staff. Please see the section on Behavior Expectations and Disciplinary Procedures for more information. An Inclusive Recreation Assessment form is available upon request at the Parks and Recreation Office and must be submitted prior to the start of the program to allow us to prepare adequately. The more information provided to us about your child and the resources he or she needs, the more readily we will be able to meet those needs and ensure the safety of your child and other in our program.

Early Dismissal Days & Snow Days

REK After School & Morning Club

Morning Club- Morning Club will not be held in the event of school cancellation, and a full refund will be given for that day.

REK- In the event of an early dismissal day, whether scheduled or unexpected, the REK program will run from dismissal time until 6:00 p.m. In the case of an early dismissal due to inclement weather, we ask that whenever possible your child be picked up by 4:00 p.m. for the safety of your family and our staff. If your child attends REK on an unexpected early dismissal day, your account will be re-billed at the early dismissal rate. In the event of school cancellation, the REK program is not held and a full refund will be given for that day.

Vacation Camp

If a Vacation Camp day needs to be canceled due to severe inclement weather, notification will be given in the following ways:

- An announcement will be listed on our website at www.vernonrec.org
- A message will be left on our cancellation line at (860) 870-3520

In the event that Vacation Camp is canceled by Vernon Parks & Recreation a full refund will be given for that day

Emergency Procedures

Each program site has a detailed Emergency Action Plan (EAP), created with guidance from the Town of Vernon, Vernon Police & Fire Departments, and Vernon Human Resources. Many of our EAP procedures reflect those used during the school day and should be familiar to your child. Staff are trained in emergency management and drills will be held periodically throughout the school year so that all program participants will feel comfortable responding should an emergency situation arise.

Should your child be involved in an accident or emergency situation during program hours, staff will take the following steps:

1. Assess the nature of the accident or emergency to determine the appropriate response
2. Contact appropriate emergency first responders and administer First Aid as necessary
3. Implement any necessary procedures such as an evacuation or lockdown to ensure the immediate safety of all program participants and staff
4. Contact the primary parent or guardian as listed on the child's registration form. If that person cannot be reached immediately, a brief message will be left and the staff will continue to call Emergency Contacts in the order they are listed until someone is reached directly

**If emergency first responders determine that your child needs to be transported in an ambulance and the child's Emergency Contact is not on site at that time, a staff member will accompany your child to the hospital. Please note that staff members are not allowed to transport any program participants in their own vehicles under any circumstances unless that program participant is a direct relative AND prior permission has been granted by the Director of Parks & Recreation.*

Extra-Curricular Activities

REK After School & Morning Club

If your child participates in another school activity (i.e. tutoring, chorus, sports, walk to school, etc.) the child may attend their activity and then join the REK program after the activity has finished. Please keep your Site Director informed of the days and times of these activities, and inform the activity director that the child should go to Morning Club or REK at the end of the activity.

Late Pick-Up

All children must be picked up by **6:00 p.m.** We understand unplanned emergency situations arise, so if you are unable to pick up your child by the close of the program it is your responsibility to send someone else from your authorized pickup list to sign out your child. After 6:00 p.m. staff will attempt to contact the Parent/Guardian, and if that person cannot be reached the Emergency Contacts will be called in the order they are listed until someone is reached. If no one can be

reached by 6:30 p.m. the Vernon Police will be contacted for assistance. Repeat late pick-ups may result in dismissal from the program. Please see the section on Payment & Fees for late pick-up charges.

Personal Items/Electronics

Vernon Parks & Recreation is NOT responsible for lost, stolen, or damaged personal items. Participants are encouraged to leave such items at home or leave them zipped in their backpacks for the duration of the program. The use of personal electronics (i.e. cell phones, tablets, video games) during program hours is only allowed at the discretion of the Site Director. Staff will periodically monitor the content accessed on personal electronic devices, but the child is ultimately responsible for ensuring that inappropriate material is not accessed. Accessing or sharing inappropriate materials on personal electronic devices may be grounds for disciplinary action or dismissal from the program.

Any item brought to the program that is deemed dangerous or inappropriate, or is used in an inappropriate manner, will be confiscated and held by the Site Director and returned to the parent/guardian at the end of the day. Bringing a weapon or other dangerous item is grounds for dismissal from the program, and the Vernon Police may be called in for support.

Parking

Parking is available in the parking lots of each school and at Center 375 for Vacation Camp. Guardians must park their vehicle in an appropriate parking area and not in the fire lanes. Please remember that buses have the right of way at all school sites, and please respect reserved parking spaces for school staff members. More specific information about parking and driving on school property can be found in the school's Student Handbook. Repeated violation of the school's parking lot procedures may create an unsafe environment and result in dismissal from the program.

Pick-up Policies

Each child MUST be signed out by an authorized adult each day. Any adult who comes to pick up a child will be required to show a valid photo I.D. if they are not recognized by staff members as being authorized to pick up that child. Your child will not be allowed to leave with anyone who is not designated as an Authorized Pick Up person on their registration form. If you would like to allow someone to pick up your child who is NOT listed on your registration form, a written note must be provided prior to pick up.

UNDER NO CIRCUMSTANCES WILL A CHILD BE ALLOWED TO LEAVE THE PROGRAM SITE WITH AN UNAUTHORIZED INDIVIDUAL. THIS INCLUDES INDIVIDUALS WHO MAY BE LISTED ON THE REGISTRATION FORM BUT ARE UNABLE TO CORROBORATE THEIR IDENTITY WITH A VALID PHOTO I.D.

This policy is for the safety of each child in our program and we appreciate your cooperation.

Screen Time

As a Parks & Recreation Department, we prioritize outdoor time and active play when offering activities to program participants. In the event of unusual circumstances such as extended periods of inclement weather, "screen time" activities such as movies or computer lab time may be offered. All movies shown will be rated G or PG only and will be reviewed by a staff member beforehand. If you would prefer that your child be only allowed to watch G rated movies or no movies at programs, please notify the Site Director of your preference.

Behavior Expectations and Disciplinary Procedures

All children, families, and Vernon Parks & Recreation Staff participating in programs are expected to behave in a safe and respectful manner.

Program Rules

Participants in the program will be responsible for following ALL rules. Violation of rules may result in disciplinary action or removal from the program.

- All program participants must conduct themselves in a safe manner. This includes, but is not limited to:
 - Remain in designated program area at all times
 - Use all program equipment only in the intended way
 - Refrain from engaging in horseplay or rough play (keep hands & feet to yourself)
 - No weapons, projectiles, alcohol, drugs, or illegal substances allowed
 - Participants must keep their actions under control and engage in appropriate activities for the area (i.e. no running in the cafeteria, no wildly throwing sports equipment in the gym)
- All program participants must be respectful of the program space and abide by applicable rules. This includes, but is not limited to:
 - Cleaning up after an activity is complete
 - Use all equipment and facilities only for their intended purpose
 - Wear appropriate attire in accordance with the school dress code & activity
- All program participants must be respectful to staff and their peers. This includes, but is not limited to:
 - Use appropriate language
 - No name calling, put downs, or bullying activities
 - Good sportsmanship
 - Listen to directions given by program staff & report any problems to a staff member immediately

Behavior Management and Disciplinary Procedures

Staff will focus on positive reinforcement and prevention of negative behavior, by praising the positive and attempting to downplay the negative in an effort to bring out the best in every child. We believe disciplinary procedures should vary according to age, individuality, and the development level of each child. Staff will use positive guidance, redirection, continuous supervision and set clear limits.

While children are in attendance at the program the staff shall not engage in, nor allow, abusive, neglectful, physical, corporal, humiliating or frightening treatment or punishment, including, but not limited to, spanking, slapping, pinching, shaking or striking children, and shall not tie nor bind children and shall not physically restrain children except for the protection and safety of the child or others, using least restrictive methods, as appropriate.

Actions that are unsafe, disrespectful, or disruptive to the program environment may result in disciplinary action. Disciplinary action is implemented at the discretion of the Site Director, Program Coordinator, and Administrative staff at Parks & Recreation and varies in accordance with the severity of the offense.

Minor disciplinary issues will be addressed by asking the child to sit out of an activity for a designated period of time and the behavior will be recorded in a log, which will be initialed by the adult picking up the child. The behavior will be discussed with the child and alternative strategies for handling the situation in the future will be reviewed. Repeat or major disciplinary issues, including unsafe behaviors, will result in a written discipline report to be signed by an adult upon pickup. The child may be removed from further activities for the day at the discretion of the Site Director. Depending on the severity of the behavior, additional action may include requiring immediate pick-up from the program or a suspension from the program of 1-5 days. Severe or repeated disciplinary infractions

The Vernon Parks & Recreation Department reserves the right to determine the seriousness of the infraction and issue consequences accordingly in order to preserve the safety and well-being of ALL program participants and staff. In the case of an extended suspension or expulsion, behavior records may be reviewed when considering enrollment for other Vernon Parks & Recreation programs, including summer camps.

Photographing Children
Image Release and Consent Form

We are very proud of the children in our REK program and like to tell the community about them. Therefore, we frequently photograph the children to publish in our recreation flyers, local newspapers, and for the Parks and Recreation Department's scrapbook.

We obviously encourage this. However, we are also sensitive to safety reasons unique to an individual family. It may not be wise for pictures of a child to appear in any media. If you so desire, we will do our best to ensure that your child is not showcased or named in any media.

If you do **NOT** wish for your child's picture to appear in the media, please fill out, sign and return this form to the Parks and Recreation Department office. If you have more than one child enrolled in the REK program, please use a separate form for each child.

Please inform your child of your desire, so he/she can assist in fulfilling your request. Be aware, however, that if a child is involved in a 'high profile' activity, it will not be possible to keep him/her from being photographed. Also, because schools and school grounds are relatively public places, we cannot guarantee that your child will never appear as part of an incidental crowd picture.

Fill out this form only if you do **NOT** want your child's pictures to appear in any media form.

Parent/Guardian name _____
Last First

Child's name _____
Last First

Street Address _____

City _____ State _____ Zip _____

Telephone: Home _____ Work _____ Cell _____

As the parent or legal guardian, I do NOT wish the picture of the above named child to appear in any public media. I therefore request that the Vernon Parks and Recreation Department take reasonable precautions to prevent it. I understand that it is my responsibility to inform my child of my wishes in this regard and to request that he/she assist Parks and Recreation Staff in meeting those wishes.

Signature of Parent or Legal Guardian

date

