



## **SUMMER MEMBERSHIP PARENT HANDBOOK**

### **WELCOME**

Welcome to our Summer Membership Program! We are excited to provide a safe, fun, and engaging environment for all participants. This handbook outlines important policies, procedures, and expectations to ensure a positive experience for everyone.

***We are committed to providing a positive and supportive experience for all participants. If there is anything you would like us to know to better assist your child, you are welcome to contact us at 956-381-5631, and we will connect you with the appropriate staff member.***

### **PROGRAM OVERVIEW**

The Summer Membership Program offers recreational activities, games, and supervised free-play opportunities for youth throughout the summer.

Ages: 6-12 years old (*Participant must have turned 6 yrs. old and not yet turned 13 on the first day of the Summer Membership.*)

Location: City of Edinburg Parks and Recreation; 315 E. Mark S. Peña Dr. Edinburg, TX 78539

Hours of operation: Monday thru Friday 7:30am – 5:00pm

Pick-up: 5:00pm – 5:30pm

Breakfast & lunch provided

### **ACKNOWLEDGEMENT**

By enrolling in the Summer Membership Program, parents/guardians acknowledge that they have read, understood, and agree to all policies outlined in this handbook.

### **REGISTRATION REQUIREMENTS**

Participants must meet the age requirement on the first day of the program. A completed registration form and payment are required prior to participation. Emergency contact information must be current and accurate.

## **CHECK-IN PROCEDURES**

All participants must be dropped off during the following days and times;

Monday – Thursday at the Activity Center (breakfast hours) 7:30am-8:30am. After 8:30am, participants must be dropped off at the Parks and Recreation building

Friday's at the Parks and Recreation building (breakfast hours and remainder of day) 7:30am or later.

## **CHECK-OUT PROCEDURES**

Participants may be checked out at any time during the duration of the program. Participants will not be walked-out of the building by staff. Parent or guardian must enter the building for proper participant pick up.

## **GENERAL PAYMENT INFORMATION**

Outstanding balances are due to your Edinburg Parks and Recreation Department (EPARD) program site at moment of registration. Postdated items are not accepted.

Participant will be removed from the program, if participant is not registered on their first day of program.

**ALL PAYMENTS ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

## **CANCELLATION AND REFUND INFORMATION**

Failure to attend the program **does not entitle you** to a credit, prorate, refund, or transfer.

## **PROGRAM REGISTRATION AND WAIVER FORM**

A Program Registration and Waiver Form must be completed and signed by a parent/guardian before a participant may participate in any EPARD program. This form contains important contact and medical information about your child that is kept on file.

By signing up for the programs with the City of Edinburg Parks and Recreation Department, you have agreed to all terms and waivers. Agreements must be accepted before a participant may engage in any EPARD program. Participants, guardian, family associate, heirs, and administrators; waive and release any and all claims I may have now, or as they may arise in the future including any claims caused by the negligence of the CITY OF EDINBURG, its officials, officers, and employees, and against the City of Edinburg Parks and Recreation Department, Board Members, Volunteers and any other officials in connection with the City of Edinburg, for any and all injuries suffered by, while traveling to and from, and while participating in the programs. I also acknowledge that inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending the programs at City of Edinburg and City of Edinburg facilities you and your party voluntarily assume all risks related to exposure to COVID-19 and agree not to hold the City of Edinburg or City of Edinburg Parks and Recreation or any affiliates, directors, officers, city officials, employees, board members, volunteers, agents, or other associates liable for any illness or injury.

## **ABSENCE/ATTENDANCE**

Due to us having an open campus policy, you do not have to give a courtesy call if your child will out for the day. If your child is absent, they will continue to have their membership until the last day of the program.

## **FOOD & SNACKS**

Participants may bring their own lunch and snacks unless otherwise noted. Avoid items requiring refrigeration or heating. Water bottles are encouraged.

## **LATE PICK-UP POLICY**

Participants must be picked up on time. Late pick-ups may result in additional fees and/or program suspension.

## **PERSONAL HYGIENE**

Staff are not permitted to physically assist with personal hygiene or the changing of a participant's clothes.

In the event that a child is unable to clean themselves or change their clothes, the parent/guardian will be called to assist.

If continuous incidents occur, the child can be removed from the program due to their health and well-being.

You are not permitted to give food to **other** participants in the program.

## **INCLEMENT WEATHER**

Activities may be modified or moved indoors due to weather conditions. Parents will be notified of any facility closures or changes.

## **PERSONAL BELONGINGS**

Please label all personal items. EPARD is **not responsible** for lost, damaged or stolen property. Participants are **NOT permitted** to bring any valuable items to programs. EPARD staff require the attention of each participant, therefore students are not allowed bring any personal items including, but not limited to:

- Cell phones
- Music Devices/head phones
- Tablets/laptops
- Pocket/ hand held games
- Trading/ playing cards
- Toys
- Anything disruptive

## **APPROPRIATE PARTICIPANT ATTIRE**

Participants are expected to wear appropriate attire for program activities. **We encourage our participants** NOT to wear expensive clothing as for many of our activities may stain clothing and are hands on. Instructor's and programs may require specific equipment, gear or attire. (please meet with instructor)

## **PHOTO & MEDIA RELEASE**

Participation in the program may include photographs or videos used for promotional purposes by the City of Edinburg Parks & Recreation Department.

## **EXPECTATIONS**

Participants are encouraged to participate in all activities.

At all times participants as well as parents/guardians, are expected to respect themselves, other participants, staff and EPARD property.

Behaviors that endanger oneself, other participants or staff are prohibited.

Participants, parents/guardians are expected to keep hands and feet to themselves.

Foul or abusive language, disruptive behavior, **striking/hitting anyone**, running and/or shouting within buildings will not be allowed.

EPARD reserves the right to dismiss any participant or parent/guardian from a program or facility without warning when it is determined that the person displays unsafe or disruptive behavior to other participants, himself or herself and/or staff in danger; including parents/guardians.

***Participants and parents/guardians are representation of the City of Edinburg, department, program, and instructors. If participant, parent and/or guardians represent the City of Edinburg in any negative form; City of Edinburg has the right to remove individuals from program and premises.***

## **FIELD TRIPS, TOURNAMENTS, COMPETITIONS, AND SHOWCASES**

Field trips are a fun activity or trip that EPARD plans for members to enjoy. We always encourage the members to have fun, however; excellent behavior is required at all times. If the member has disruptive/unsafe behavior or multiple incidents; Field Trips/Tournaments/Competition privileges can be revoked from the members as well as participation in any outside extra-curricular activities that pertain to the program.

Safety is a priority, instructors will deem what participants may participate in activities for the safety of the participant.

## **PROCEDURES**

This policy is designed to provide guidance as to handling disruptive or unsafe behavior displayed during an EPARD program or service. For the safety and consideration of all patrons, EPARD expect program participants, parents/guardians to follow program rules and respect other participants, staff and property.

When using any behavior management methods staff will observe the following:

- Staff may use brief supervised separation from the group if necessary. For any youth program participant who demonstrates disruptive behavior or does not adhere to facility or rules, the following procedure will be observed by staff:
  - Staff will notify the participant's parent/guardian or caregiver and provide details regarding the incident. For any participant who demonstrates unsafe behavior, the following procedure will be observed by staff:
  - Staff reserve the right to remove participants, parent/guardian from a program or facility until the disruptive or unsafe behavior has been corrected.

- Staff will contact law enforcement officers if determined to be necessary. If individual is removed from a program or facility for disruptive or unsafe behavior, then EPARD reserves the right to:
  - Withhold a refund of any fees for time remaining in a program to a youth participant that has been removed from the program or facility.
  - After multiple recorded incidents, prohibit further participation in City of Edinburg Parks and Recreation programs.
    - Bullying – physically or mentally causing harm to another individual, this is a very serious offense and will not be tolerated at the EPARD. Any type of bullying can lead to immediate removal of the program.

## **MEDICATION RELEASE AND STANDARDS**

Staff are not registered nurses and may not administer medication to a participant. Parents must inform staff of any medical conditions, allergies, or special needs. In case of an emergency, staff will contact parents/guardians and seek medical assistance, if necessary.

## **FAQ's**

1. If my child does not attend every day, can my fee be prorated? No. Attendance is the responsibility of the participant. Failure to attend a class does not entitle you to a transfer or refund. Make-ups are not available and fees are not prorated for absences.
2. How should my child dress? Wear comfortable clothing appropriate for activities and movement such as t-shirts, pants or shorts and sneakers. You may also refer to dress attire category or ask us for more information.
3. Why can't participant bring his/her digital device? EPARD is not responsible for any lost, damaged or stolen property. Our staff require participant attention; items from home can be distracting to other students and staff.
4. Under what conditions can participant be removed from a program? While EPARD makes every effort to ensure the success of each participant, staff reserve the right to remove any participant from a program or facility when unsafe behavior places themselves, other participants, or staff in danger.

**NOTE: The department does not provide a one to one basis of provider.**