Village of Walton Hills, Ohio

Recreation and Community Life Department

Kevin Hurst – Mayor / Safety Director

Carol Stanoszek-Recreation Director
Recreation & Community Life

February 22, 2012

Dear Parents/Guardians,

Welcome to the 2012 Parker Program. Attached you will find the 2012 Jr. Parker Program Packet. The packet is broken down into 2 sections:

For your review:

- Parker & Jr. Handbook
- Thomas G. Young Recreation Center Regulations

To be completed and returned:

- 2012 Jr. Parker Registration
- Pick Up and Sign Out Authorization Form
- Consent to Use Photographs
- Participant Waiver Form

Please attach your payment to the forms and return to Recreation Dept. Make checks payable to: **The Village of Walton Hills.**

An "Emergency Procedure Card" can be picked up at the Recreation Dept to be filled out and returned. This must be turned in before June 11th.

If your child requires medication while at the park, a REQUEST FOR ASSISTANCE IN THE ADMINISTRATION OF MEDICATION form can be requested and must be returned before June 11th.

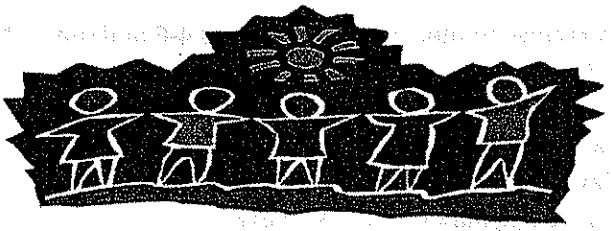
Please call the Recreation Dept. if you need additional information 440 786-2964. I look forward to the upcoming summer.

Sincerely,

Karleen Dean
Youth Coordinator

7595 Walton Road • Walton Hills, OH 44146 • (440) 786-2964 • FAX (440) 232-4070
www.waltonhillsohio.gov

THE VILLAGE OF WALTON HILLS



SUMMER 2012

PARKER AND JR. PARKER HANDBOOK

MAYOR- KEVIN HURST

RECREATION DIRECTOR- CAROL STANOSZEK

YOUTH LEADER- KARLEEN DEAN

RECREATION & COMMUNITY LIFE COUNCILPERSONS-

MARY BRENNER

BRIAN SPITZNAGEL

GLORIA TERLOSKY

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.
The Parker Program is for children ages 7- 14.
Our camp starts at 9:30 a.m. with the flag raising at 10:00 a.m. The program ends at 4:00 p.m. Monday through Thursday.
The phone number at T.G. Young Park is 440-232-3112.
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.

LUNCHES:

Lunch is from 12:00 p.m. to 12:30 p.m. At this time all activities stop and equipment is turned in.
The counselors will also be having lunch at this time. The children are required to remain seated under the pavilion until lunchtime is over. Every camper must bring a lunch each day. Lunches will be stored in a refrigerator. Please have your child's name on the outside of the bag or lunch box. You will be notified if there is a special lunch planned. Your child will be required to clean up the remains of their lunch. When everything is cleaned up, all activities will resume.

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. Please observe the age requirements on field trips. 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:

Parents, please do not park in the parking lot located on the right hand side as you enter the park. Cones will mark this area off; this is a play area designated for bike riding, skateboarding, etc. You may park in the parking lot on the left hand side or park in the circle turn around. 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. Please be aware that there is NO DISCOUNT in the registration fee due to late drop off or early pick up. The Parker Program ends at 4:00 p.m. Please be prompt in picking up your child. If you are late picking up your child, there will be a fee.

- 1st late pick-up – warning
- 2nd late pick-up - $10.00 fee
- 3rd late pick-up - $20.00 fee

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.

MEDICATIONS:

If your child needs to take medication during the day, you must complete a REQUEST FOR AUTHORIZATION OF THE ADMISTRATION OF MEDICATION FORM. This form must be completed for both prescription and non-prescription drugs (including allergy prescriptions i.e. beestings). 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.

EQUIPMENT:

Equipment is available for various games and sports. These items are for everyone's use. In the event of loss or abuse of equipment, parents will be charged for the restoration or replacement of the lost/ damaged items. Parents please talk over this policy with you children.

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.

2012 JR. PARKER REGISTRATION

Forms due May 4th

Complete one form per child

Jr. Parker ages 4-6

Name of child _____

Home address _____

Home phone _____ Cell phone _____

Age of child _____ Birth date _____

Email address_____

REGISTRATION FEES:

$65.00 Per Resident child (Child lives in the Village year round)
$100.00 for 2 Resident children
$120.00 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

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 hereby 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
PARKER PROGRAM

Pick Up and Sign Out Authorization Form

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_____

THOMAS G. YOUNG RECREATION CENTER REGULATIONS

1. No persons shall cut or injure any tree, shrub, fence, bench or other structure which is the property of the Village of Walton Hills.

2. No person shall make or kindle an open fire.

3. No abusive, profane or indecent language or any conduct that may annoy others shall be tolerated.

4. No pets are permitted in the park.

5. No person shall carry or fire a firearm or any air gun, bows and arrows, B.B. gun or sling shot.

6. No person shall shoot or explode any fireworks, firecracker or explosive of any kind.

7. No person shall throw stones or other missiles, or fly model air-planes and rockets except with the permission of the Recreation Director or Assistant Director.

8. No person shall use, consume, carry or bring any alcoholic beverages in or upon the park.

9. No person shall sell, offer or solicit for sale any goods or merchandise without special permit from the Village of Walton Hills.

10. Betting, gambling in any form or maintaining any gambling equipment are prohibited.

11. The playing of baseball is prohibited at diamonds set aside for this activity, and by permit only.

12. It shall be unlawful for any person to hold, conduct or address any public assembly, meeting or gathering or take part in any public debate or discussion without first having a written permit from the Village of Walton Hills.

13. No person may remain, stay or loiter in the park between darkness and dawn.

14. No person without authorization shall distribute any circulars cards, or written notices or post, paste, affix and placard, notices or signs within the park.

15. No entertainment or exhibition shall be given in the park without the permission of the Recreation Department.

16. Hours: The Park shall open from 10:00 a.m. to dark, except for special events.

17. This park is under the administration's control of the Mayor and all matters pertaining to this area must be discussed with the Recreation Director.

18. No bikes or motorized bikes of any kind shall be permitted except at the designated areas.

19. No parking shall be permitted except in the designated areas.

20. Specific rules pertaining to the baseball fields and tennis courts shall be posted.

21. Village Residents shall have priority to the use of the park facilities and activities.

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 Summer on the Stage, Baseball program, Parker program, 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