



Summer Programs 2023



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pgparks.com

Summer Programs
Handbook
(English)

Summer Programs 2023



Welcome and thank you for registering for an M-NCPPC, Department of Parks and Recreation Summer Program in Prince George's County. This handbook will ensure a successful summer experience for you and your child/teen.

M-NCPPC, Department of Parks and Recreation, Prince George's County is looking forward to welcoming your child/teen to a summer of safe and fun programming. Safety is our first priority and we are committed to implementing the following guidelines set forth by our County health officials for in-person programs:

- **Face coverings are optional. If you choose to have your child/teen wear a face covering, please provide at least two face coverings.**
- If your child/teen feels sick, please keep them home.
- Wash hands frequently or use hand sanitizer.

Should you still have questions after reviewing this information, contact the Customer Service Help Desk at 301-699-CALL(2255); Maryland Relay 7-1-1 or CustomerService@pgparks.com.

Throughout the summer, parents and guardians will be encouraged to complete surveys and provide input. We would appreciate your assistance in helping us improve your child's summer experience. We look forward to your child's participation in our programs!

The information listed applies to all summer programs: Summer Day Camps, Summer Playgrounds/Teen Centers, and Virtual Summer Clubhouses.

PROGRAM ADMINISTRATION

ATTENDANCE

There will be no financial credit made for absences, illness, or suspensions for any in-person or virtual program.

- All programs are closed Monday, June 19 & Tuesday, July 3

PROGRAM ACCESS

All disability modifications requests SHOULD be noted on PARKS DIRECT accounts, and requested at least two weeks prior to the start date of the program.

For Program Access Support contact program.access@pgparks.com or call 301-249-7200 (Relay 7-1-1).

FORMS

To comply with the State of Maryland's Youth Camp Safety Standards, the Department of Parks and Recreation has instituted a new, streamlined process for completing and collecting required forms. It is the parent/guardian's responsibility to deliver all necessary, completed forms to each program location. Children may not attend any session without completed forms on site. **NO EXCEPTIONS.**

During registration, families will be required to provide information for an emergency contact (name & phone number), physician's name & phone number, whether the child has been immunized, if the child/teen is a swimmer/non-swimmer (if applicable), and whether there are any health/behavior concerns. Depending upon the answers to these questions, specific forms will be required for participation in the program. The following forms may be required for your participant, depending on the program and answers to the registration information questions:

- A Summer Day Camp Authorization Form (summer day camps only): this form authorizes who may pick up your child/teen during a camp session including parents/guardians, and must be returned to camp staff prior to participation in the program.
- Health/Medication Authorization Form: includes detailed information about a participant's health issue, including illnesses, allergies, and any medication, emergency medical devices, or asthma inhalers that are taken during camp hours.
- Maryland Department of Health Immunization Certificate: details the participant's immunization history. It should be completed for any child/teen who did not attend a public/private school in Prince George's County.

- Forms can be downloaded (in English or Spanish) online. Go to pgparks.com and search for day camps or pick up at your local Community Center.

Reminder – Prior to the start of the program, all forms must be completed and delivered to each program location where your child/teen is registered. Please keep staff informed of any changes to the information on the forms.

MEDICATION

All medications and emergency devices must be self-administered by the participant during program hours. Your child/teen should be able to identify their medication and follow direction for use including the correct route and dosage. Self-administration means that your child/teen is able to ingest, inject, or apply their own non-prescription or prescription medication.

The program director or appropriate designee will supervise and document all self-administrations of medication including emergency medical devices (i.e. inhaler, EpiPen, glucagon, etc.). If your child/teen is unable to administer their own emergency medical device, program staff who have been trained by the Department's Health Supervisor or Program Access/Inclusion Services Staff and are certified in First Aid/CPR will immediately engage in the appropriate emergency plan and administer lifesaving medication.

The Department offers limited health services and does not perform invasive health procedures. Department staff are NOT authorized to perform procedures that must be administered in an intrusive or invasive manner (which includes some lifesaving medications). This may include, but may not be limited to medications that require administration via the following methods: intravenously, suppository, syringe, catheterization and/or suctioning. We understand that some children are unable to attend programs unless health services can be provided during program hours. In such cases, the Disability Services Team (TR/Program Access) will work with your family to provide modification options to support your child's/teen's participation.

Prior to receiving non-prescription and prescription medication during program hours, at Summer Day Camps, the Health/Medication Authorization Form (completed by your physician), MUST be on file.

- Medication must be in the original container with your child's/teen's name, medication name, dosage and route.
- No more than one (1) week of medication may be kept at the program.

FOR SUMMER DAY CAMPS ONLY

- Medications are given directly to the Program Director or designee to be stored in a medication lock box.
- The first dose of medication must be given 24 hours prior to coming to the program to ensure that there are no adverse reactions.
- Staff will make every effort to return unused medication after the conclusion of the program or if your child/teen is withdrawn prior to the end of the program. Any medications not picked up will be destroyed in accordance with state law requirements.
- Emergency medical devices must be kept securely on the participant during program hours.



PAYMENTS

WHEN DO I PAY MY BALANCE?

- Camp beginning on or before July 17- balance must be paid in full by **JUNE 1**.
- Camp beginning after July 17 - balance must be paid in full by **JULY 1**.
- Your 'balance due' will appear in your PARKS DIRECT account on **JUNE 1** or **JULY 1**.
- Failure to make full payment will result in **REMOVAL FROM THE PROGRAM** and loss of \$50 deposit or a Late Payment Penalty of \$20.
- **LAST DAY PERSONAL CHECKS ACCEPTED FOR ALL SESSIONS – JUNE 1.**
- Make a note for next year's taxes – **the Federal TAX ID– 526-001-550**. You can print your registration form from your online account.

HOW DO I PAY MY BALANCE?

In person, at any of our staffed recreation facilities using:

- MasterCard, Visa, American Express, or Discover
- Personal checks on or prior to June 1. (Checks returned for insufficient funds will be assessed a \$35 fee by M-NCPPC in addition to your bank charges.)
- Vouchers are not accepted for day camp.
- **Online via PARKS DIRECT – visit pgparksdirect.com.**

WITHDRAWAL & REFUND

- Withdrawals from programs must be processed by the facility offering the program.
- Accounts paid in full are subject to a \$50 withdrawal fee, per participant per session.
- Partially paid accounts will forfeit the \$50 non-refundable deposit. **NO EXCEPTIONS.**
- Withdrawal and refund requests from extended care (if applicable) (with continued enrollment in associated camp) will be assessed a 20% Refund Administration Fee. **NO EXCEPTIONS.**

SUNSCREEN (APPLIES TO SUMMER DAY CAMPS AND SUMMER PLAYGROUND PARTICIPANTS.)

Appropriate sunscreen use is important to prevent skin damage and skin cancer.

- If your child/teen is able to apply their own sunscreen, we strongly suggest they do. If your child/teen will need assistance in applying sunscreen at camp, please complete the Sunscreen Consent Form.
- Sunscreen must be labeled with child's/teen's name, be in the original container, and kept with their belongings.
- Staff will not be responsible for furnishing or holding sunscreen, nor will they be responsible for reminding the child/teen to reapply sunscreen throughout the camp day.

TRANSPORTATION

- M-NCPPC does not provide transportation to or from a program.
- Staff is not permitted to transport participants in their personal vehicles.

WEATHER

M-NCPPC cares about the safety and health of your children. We reserve the right to cancel or modify programs and activities if weather conditions warrant, i.e. extreme heat or air quality concerns. Please visit pgparks.com and sign-up for PG Parks Alerts.

PROGRAM POLICIES AND REGULATIONS

CONDUCT AND DISCIPLINE

The Department of Parks and Recreation is committed to providing a safe, positive and respectful environment for all our patrons. Participants and parents are expected to follow the Code of Conduct & Rules to Play By, as well as all applicable M-NCPPC Rules and Regulations, to ensure a positive experience for all. We take a constructive approach to discipline and our staff regularly reviews the rules with participants. Please, immediately report to staff any uncomfortable or threatening situations you or your child/teen may experience while participating in our programs. The Department makes every effort to promptly resolve any inappropriate behavior.

ELECTRONIC & COMMUNICATION DEVICES

- We ask that participants leave electronic and communication devices, particularly at home; removing such devices electronics (e.g., cell phones, mp3 players, tablets, video games, smart devices, etc) from our programs and special events allows participants to engage in the programs with other participants and the staff.
- If electronic devices are brought to the program, please understand that the Department of Parks and Recreation is not responsible for loss, theft, or damage.

SWIMMING POLICY

- Please read the following information carefully prior to selecting your child's swimming designation during registration.
- To help ensure the safety of your child while he or she is participating in swimming this summer, you will be asked if you want your child to take the "Swim Test" or designated as a "Non-Swimmer". Children who pass the "Swim Test", will be designed by staff as a "Swimmer". Use the following descriptions as a guide for selecting your child's appropriate swimming designation.

NON-SWIMMER:

- Non-swimmers have limited or no previous experience with swimming pools or other aquatic environments. They are unable to independently swim distances of 25 yards or more and/or cannot swim or play comfortably in water that is above their heads.
- If you designate your child as a "Non-Swimmer" he or she will be restricted to chest-deep water on swim trips and will not take the swim test.

SWIM TEST:

- To be swim tested, children must have previous experience in swimming pools or other aquatic environments.
- If you designate your child to take the "Swim Test" he or she will be required to pass the swim test. The swim test consists of the following skills, which are based on the American Red Cross Water Competency Guidelines: Enter the water, going completely under.
- Recover then float or tread for 1 minute with head remaining above the water.
- Turn completely around and swim on their front for a minimum of 25 yards without stopping or touching the bottom.
- Exit the water by pulling self-up and over the side of the pool. (Not using a ladder or stairs)
- Upon successful completion of the required swim test, children will designated as "Swimmers" by staff and will have full access to all water depths and slides/features in which they meet the proper height requirement. Children who do not pass the swim test will be re-designated as "Non-Swimmers" and are restricted to chest deep water.
- If your child's swimming abilities change between the time you register for a program and the start of the program please contact staff as you will need to sign a new profile form.

CODE OF CONDUCT

Participants, parents, staff and volunteers are expected to:

- Follow directions and cooperate with staff.
- Know and follow the rules of the program.
- Communicate in an appropriate manner, which means no foul language or gestures and harsh words.
- Respect the rights and beliefs of others.
- Be polite and show respect to all people.
- Use program equipment, supplies and facilities in a safe and respectful manner.
- Be fully responsible for my actions and understand that behavior that is unsafe will result in disciplinary action.
- Be friendly and respectful.
- Respect the property of others.
- Keep your hands to yourself.

AS A PARENT/GUARDIAN, I WILL:

- Serve as a positive role model and example for my child/teen
- Review the Code of Conduct with my child/teen.
- Provide staff with all requested information in a timely manner.
- Assure my child/teen arrives and or departs the program site on time.
- Show respect for staff and participants and not interfere with staff or volunteer duties.
- Inform staff of any and all relevant issues pertaining to my child's/teen's physical, mental and emotional health, behavior and/or special needs, so that staff can respond appropriately.
- Keep all my child's/teen's records up-to-date (i.e., phone numbers, emergency contacts, medication information).
- Pick up my child/teen on time and contact the center if I will be late, understanding that I must pay the assessed late fee, if applicable.
- Let the staff know if my child/teen will not be attending the program for the day.

- Be available to be reached by telephone in case of an emergency and be able to pick up my child/teen or have an authorized person pick up my child within an hour of the call.
- Notify a staff member, in writing, when another authorized person is picking up my child/teen.
- Inform staff if my child/teen has been exposed to a contagious illness.
- Notify staff of planned vacation and other absences in advance.
- Share my concerns with staff members if the program is not meeting my child's/teen's needs.
- Be available for Parent/Guardian/Staff Conferences in a reasonable amount of time, especially in regards to behavioral concerns.
- Listen to concerns that staff members have about my child's/teen's behavior and work together with staff towards an agreeable solution to any challenges that might occur.

If challenging behaviors occur or persists, the Program Director or Designee will:

- Ensure written notice of behavior challenges via the Notification to Parent/Guardian: Injury/Illness/Incident Report Form.
- Call parents/guardians for support with challenging behavior.
- Schedule Parent/Guardian/Staff Conference to discuss confidential concerns regarding your child's/teen's behavior.

Note: At any time, if a child's/teen's behavior threatens his/her own health and safety OR the health and safety of other children, staff and volunteers, parents/guardians or authorized pick up person, will be required to immediately pick up your child/teen within an hour of the initial call.

Depending on the severity of the behavior, your child/teen may be suspended from the program:

- If your child/teen is suspended, prior to re-entry, a Parent/Guardian/Staff Conference must be held to discuss behavior expectations and planned outcomes.
- Parents/Guardians will be expected to assist staff with reinforcing program rules, setting expectations and provide supportive strategies that promotes positive and cooperative behavior(s).

Note: If a Parent/Guardian Conference is requested and your child/teen has a disability, a representative from Disability Services will be notified to be present.

If a parent/guardian fails to attend a conference, or a child/teen repeatedly displays disruptive behavior, the Department reserves the right to suspend or terminate enrollment.



RULES TO PLAY BY

- Be a good listener.
- Leave valuables at home. M-NCPPC is not responsible for lost or stolen items.
- Be a good sport.
- Be attentive.
- Be friendly and respectful.
- Be on time for field trips.
- Respect the property of others.
- Use a quiet voice.

ZERO TOLERANCE BULLYING POLICY

The Department of Parks and Recreation recognizes the prevalence of bullying in our society and has developed a **ZERO-TOLERANCE BULLYING POLICY**. We take bullying very seriously in our programs and have trained our staff to recognize the signs and the need for early intervention. Staff will immediately address bullying behavior and disciplinary actions will be taken, if warranted. Everyone has the right to expect a great experience, and by working as a team, we can identify and manage bullying and ensure everyone has a safe and healthy experience.

The Department is dedicated to bully-free programs and wants to partner with parents on prevention. Please talk to your child/teen about our philosophy on bullying and let them know it will not be tolerated and there will be consequences for bullying behavior. We encourage you to let us know if your child/teen has been involved in bullying either during or after program hours and to let your child/teen know that they can talk to staff in confidence if they need help in managing a situation.

DEFINITION OF BULLYING

Bullying is deliberate, repetitive, and extremely hurtful behavior, where the victim finds it difficult to defend themselves. It can also include individual incidents. Bullying can be:

- **CYBER** – Using any form of technology to abuse, embarrass, humiliate or threaten another. Examples include sending harassing text messages, making malicious/abusive phone calls, writing threatening e-mails or instant messages and/or inappropriate postings in chat rooms, social media, etc.

- **EMOTIONAL** – Writing offensive notes or graffiti about another, excluding one from a group or an activity, ridiculing another's appearance, way of speaking or personal mannerisms.
- **PHYSICAL** – Physical violence such as hitting, poking, shoving or pushing, jabbing, touching, blocking, pinching and tripping, interfering with another's property by stealing, hiding or damaging it.
- **VERBAL** – Teasing or spreading rumors about others or their family, name calling, belittling others by making fun of their achievements, mocking, humiliating and/or putting them down.

POLICY INTENTIONS

- To maintain a safe environment that is conducive to recreating, socializing and learning.
- To ensure that staff takes measures to prevent all forms of bullying, harassment and intimidation in our programs including off-site activities.
- To support staff in their actions to identify and protect the targets of bullies.
- To promote an environment where participants feel comfortable reporting bullying behavior in a confidential way.
- To promote positive attitudes in our participants.

RECOGNIZING THE SIGNS OF BULLYING

A participant who is being bullied may show changes in behavior such as:

- Becoming shy, nervous, anxious, angry, or depressed.
- Feigning illness or having a change in eating habits.
- Not wanting to attend or participate in activities.
- Clinging to adults and avoiding other participants.
- Isolating themselves and avoiding certain places
- Bullying rarely stops until there is an intervention

EXPECTATIONS OF OUR PARTICIPANTS

We ask that participants support themselves, their peers and our programs by:

- Showing respect for each other and each other's property.
- Refraining from bullying others. It is wrong and will not be tolerated.
- Supporting each other by reporting any witnessed or suspected instances of bullying to staff.
- If you know someone who is being bullied, report it to staff right away.

IF YOU ARE BULLIED, YOU SHOULD:

- Immediately tell staff if you are being threatened or bullied. Many who are bullied make the mistake of keeping it to themselves because of fear or embarrassment.
- Keep calm, ignore the bully and do not let them see that you are hurt by their behavior.
- Stay confident and behave in a friendly way towards the bully so that they have no reason to be aggressive.
- Walk away before the bully has the chance to treat you badly.

IF YOU ARE BULLIED, YOU SHOULD NOT:

- Suffer in silence – there is nothing wrong with asking for help. Have the courage to speak to a staff person.
- Retaliate and hit the bully – because now you could be accused of bullying.
- Exaggerate – always be truthful. If anything you say is untrue, people may doubt your whole story.
- Believe the lies a bully tells about you. You know they are untrue and are only being said to hurt you.

EXPECTATIONS OF PARENTS

We ask parents to support their child/teen and our Department by:

- Watching for signs of distress or unusual behavior in their child/teen, which might be evidence of bullying.
- Advising their child/teen to report bullying to staff and not retaliate. Explain the impact of allowing the bully to continue their behavior – for the target and for other participants.
- Being sympathetic and supportive of their child/teen.
- Informing staff of any suspected bullying, even if their child/teen is not involved.
- Working in partnership with the Department in the best interest of all participants.

EXPECTATIONS OF M-NCPPC STAFF

Staff will protect all participants and ensure a safe program environment by:

- Expecting high standards of personal and social behavior for participants and themselves.
- Acting as a role model to participants and to never participate in or advocate bullying behavior.
- Discussing the importance of telling staff about bullying when it happens and to promote an open environment where participants feel comfortable reporting bullying behavior.
- Listening to a participant who has been bullied, take what they say seriously and act to support and protect them.
- Dealing with bullying promptly and effectively.
- Following up on all complaints about bullying.
- Creating an environment where participants feel comfortable reporting incidents.
- Being required to keep confidentiality to avoid the accusations of “tattling” and retaliation.
- Acting immediately when they witness bullying behavior or when it is reported to them.
- Bullying hurts and can be as distressing and harmful to children as child/teen abuse. It is unacceptable behavior and needs to be reported and dealt with as a high priority.

Summer Day Camps

(in person)

CAMP CANCELLATION

Registrants are entitled to a 100% refund (or PARKS DIRECT credit) in the event that M-NCPPC cancels a camp.

HOURS OF OPERATION

- Day Camps operate from 9 am–4:30 pm.
- All camps are closed on June 19 (Juneteenth) and July 4 (Independence Day).
- All activities and programs are subject to change and/or cancellation on code red or orange weather days.

EXTENDED CARE

- Extended Care, a supervised, non-structured playtime, is available for most programs. AM Care hours: 7-9 am and PM Care hours: 4:30-6 pm.
- Available to registered campers only.
- Parents/Guardians are asked to pick up their child/teen on time and to contact the center if they are running late. A late pick up fee will be assessed.

CAMPERS' ATTIRE

- Dress your camper according to the day's activities and weather.
- Closed-toed shoes are required; sandals are not permitted.
- Face covering requirements will be adjusted per local COVID-19 guidelines.

LATE PICKUP FEE POLICY

- \$10 per camper for every 15 minutes late (or portion thereof) will be assessed for campers who are not picked up by the program's scheduled closing time.
- Payment is due when camper is picked up. Example: Camp ends at 4:30 pm. Camper is picked up at 5:12 pm. The assessed late fee will be \$30.

- We recognize that emergencies arise and request that parents call the campsite if they are delayed for any reason, however, the late fee will still be assessed.

LUNCH AND SNACKS

- Please notify staff of any food allergies.
- Participants must bring non-perishable lunch.
- Due to allergies/dietary restrictions among certain children, snack sharing is discouraged.
- Lunches and water bottles should be clearly marked with participant's name.
- Microwaves and refrigerators are not available on site.

SAFETY

- Each program site has certified staff in CPR & First Aid.
- You will be notified should your child/teen become injured or sick. If you are unavailable, we will notify the individual listed as emergency contact on the Participant Profile Form.
- A note of Injury/Illness/Incident Form will be sent home to you each time First Aid is given to your child/teen.
- Per State of Maryland regulations, we are required to report if we suspect or have reason to believe there is an incident of neglect, sexual abuse, mental injury, or injurious treatment.

SIGN-IN/SIGN-OUT POLICY

- Campers must be signed in and out each day by parent/guardian or other authorized person listed on the Day Camp Authorization Form.
- ALL authorized persons (including parents/guardians) will be required to show ID.
- Campers may not sign themselves in or out unless special permission is granted.

Summer Playgrounds/Summer Xtreme Teens Centers

(in person)

SUMMER PLAYGROUNDS/SUMMER XTREME TEENS CENTERS CANCELLATION

- Registrants are entitled to a 100% refund (or PARKS DIRECT credit) in the event that M-NCPPC cancels a Summer Playground/Summer Xtreme Teens Center program.

ADMINISTRATION

- Participants cannot register for more than one playground/xtreme teens center site at a time.
- Playgrounds and Xtreme Teens Centers will operate Mondays-Fridays from Monday, July 3 through Friday, August 11.
 - ◊ Playground hours: 9 am-3 pm
 - ◊ Xtreme Teens Center hours: 11 am-5 pm
- Both programs will be closed on:
 - ◊ July 4 (Independence Day)
- For Prince George's County residents only.
- Operated at facilities throughout the County.
- Staff supervision is only provided during program operating hours.
- Staff is NOT responsible for participants who:
 - ◊ Arrive prior to program start time.
 - ◊ Leave the program site during operating hours.
 - ◊ Remain past scheduled program closing time.
- Extended Care is not available.
- Program locations are subject to change based on insufficient registration.
- M-NCPPC cares about the safety and health of your children/teens. All activities and programs are subject to change and/or cancellation if weather conditions warrant, i.e. extreme heat or air quality concerns and weather.

PAYMENTS

- Fee: \$100/per child/teen for the 6-week session.
- Fee is non-refundable and non-transferable.
- Make a note for next year's taxes: Federal Tax ID 526-001-550. You can print your registration form from your online account.

ATTIRE

- Dress your child/teen according to the day's activities and weather. Face coverings are optional. If you choose to have your child wear a face covering, please provide at least two face coverings for your child.
- Closed-toed shoes are required; sandals are not permitted.

LUNCH AND SNACKS

- Please notify staff of any food allergies.
- Due to allergies/dietary restrictions among certain children/teens, snack sharing is discouraged.
- Microwaves and refrigerators are not available on site.

SAFETY

- Each program site has certified staff in CPR & First Aid.
- You will be notified should your child/teen become injured or sick. If you are unavailable, we will notify the individual listed as emergency contact on the Participant Profile Form.
- A note of Injury/Illness/Incident Form will be sent home to you each time First Aid is given to your child/teen.
- Per State of Maryland regulations, we are required to report if we suspect or have reason to believe there is an incident of neglect, sexual abuse, mental injury, or injurious treatment.

SIGN-IN & PICK UP POLICY

- Participants must sign-in each day.
- Pick up procedures have been amended for the safety and well-being of your child. If your child is given permission to walk home, the Playground/Teen Center Walk-Home Waiver MUST be completed and signed, and returned to staff. This form will help staff identify how children will leave the program each day. Participants with a completed Playground/Teen Center Walk Home Waiver will be allowed to sign themselves out at the end of the day.
- This form is available onsite and can be found on pgparks.com.

Virtual Clubhouses

WE'RE HEADED INTO THE VIRTUAL CLUBHOUSE WHERE YOU'LL FIND:

- Safe, live interaction with our Clubhouse staff
- New friendships
- Lots of fun art, nature, and STEAM activities
- A variety of virtual activities to build youth confidence through their exposure to new experiences
- A way to help prevent the achievement gap in summer learning loss
- A daily choice of interesting live and prerecorded content on a mix of topics

VIRTUAL CLUBHOUSE RULES AND CODE OF CONDUCT

M-NCPPC is committed to providing a safe and positive environment for all participants. To ensure this, participants and parents/guardians are expected to immediately report any personal offenses or threatening situations to staff.

Parent/Guardian: Program instructors cannot speak individually with individual children/teens during the virtual activity. Adult supervision during the duration of the virtual activity is the parent/guardian's responsibility.

- Family involvement is encouraged but not required.
- Links to Virtual Clubhouses are for registered participants only and those links cannot be shared.
- Be respectful of all participants and program staff.
- Appropriate clothing is required.
- Upon entry into the Clubhouse, your video must be turned on so program staff can see you.
- Do not share your screen (show videos) during Clubhouses unless requested by program staff.
- Be aware of what is showing in the background of your camera.
- Mute your microphone while the program staff are leading an activity. Unmute when you have a question ready to ask staff.

- This is a safe space. If you need help, program staff are here to assist you.
- Come prepared to participate, to interact, and to have fun!

ALL PARTICIPANTS MUST FOLLOW OUR CODE OF CONDUCT:

I will:

- Show respect to staff, and cooperate fully with their instructions.
- Respect the rights and beliefs of others, and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language or gestures, harsh words or tone of voice.
- Conduct myself responsibly. I understand that horseplay, unwelcome teasing or other unkind behaviors are not allowed. Bullying will not be tolerated.



Summer Fun for Everyone!

**GET THE LATEST INFORMATION
AND UPDATES ABOUT CLASSES,
PROGRAMS AND EVENTS!**

*Update your email address in your
PARKS DIRECT account. Stop by your
nearest community center or call the
Customer Service Help Desk at
301-699-2255; Maryland Relay 7-1-1, or
email CustomerService@pgparks.com*

*Sign-up for PGParks Alerts powered
by NIXLE by visiting pgparks.com*

Our staff has access to an over-the-phone interpretation service and can help in over 150 languages. Please ask for assistance when you call or visit us.

The Department of Parks and Recreation encourages and supports the participation of individuals with disabilities. Register at least a minimum of two weeks in advance of the program start date to request and receive a disability accommodation. Contact program.access@pgparks.com or 301-249-7200 (7-1-1-) with questions.



Summer Playgrounds/Summer Xtreme Teens Centers

Participant/Parent Agreement

The Maryland-National Capital Park and Planning Commission, Department of Parks and Recreation, Prince George's County is glad that you have chosen to register your child to attend our Summer Playground/Xtreme Teen Center program. It is our goal to provide a fun, safe and healthy program environment and we need your help! Please read our policies and procedures in the Parent Handbook, discuss them with your child/teen, and help us make sure that all the rules are followed.

Please complete the following checklist, sign this Agreement, and give the completed form, along with all other required forms, to your onsite Program Director by the first day of the program.

Thank you for your assistance and cooperation!

I have read the Playground/Xtreme Teen Center Parent Handbook and understand the following:

- ✓ Program Dates and Hours of Operation
- ✓ Payment and Registration Information
- ✓ Required Forms and Due Date
- ✓ Medication Policy
- ✓ Inclusion Service – Requests for Accommodations
- ✓ Lunch/Snacks, Attire, Safety, and Weather Information
- ✓ Sunscreen, Transportation and Trip information
- ✓ Swimming Pool Rules and Swimmer/Non-Swimmer Designation
- ✓ Code of Conduct and Disciplinary Actions
- ✓ Early Drop-off/Late Pick-up Information and Consequences
- ✓ Our Bullying Policy and the Expectations of the Participant, the Parent and the Staff
- ✓ Rules to Play By

REMINDERS

- Please remember Playground/Xtreme Teens Centers are drop-in programs.
- Please remember the Playground/Xtreme Teens Center Walk-Home Waiver MUST be completed and signed by the parent/guardian of each participant. This form is available onsite and can be found on **pgparks.com**.
- Please communicate your attendance expectations and intentions to your child.
- Staff are responsible for participants only when they are onsite.
- All participants must leave the school/park grounds at the end of the program hours.

Acknowledgement

Participant's Name _____ Program Name _____

As indicated by my signature below, I agree to accept, endorse and abide by the policies and procedures set forth in the Playground/Xtreme Teen Parent Handbook. I acknowledge and understand that the Summer Playgrounds and Xtreme Teen Centers operated by the M-NCPPC are drop-in programs and participants may leave the program site at any time during program hours. I will express my expectations to my child on pick-up procedures and the drop-in status of the program. I understand that M-NCPPC staff is responsible for participants only when they are onsite during scheduled program hours.

Participants must leave the school/park grounds at the end of the program hours each day. Participants may not stay on school/park grounds after program hours. I understand the consequences if my child is left onsite prior to opening or after scheduled closing time.

Parent's Signature

Date



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M-NCPPC
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Join us this summer!



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