

Summer Programs Handbook



Summer Programs 2025



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 all 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 Summer Day Camps, Summer Playtime (formerly Summer Playgrounds), and Summer Teen Centers.

PROGRAM ADMINISTRATION

Attendance

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

- All programs are closed Thursday, June 19 and Friday, July 4

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 or at Maryland (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 a non-parent/guardian 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:

- **Summer Programs Authorization Form:** this form authorizes who may pick up your child/teen during a program session including parents/guardians, and must be returned to program staff prior to participation in the program.
- **Health/Medication Authorization Form:** includes detailed information about a participant's health issue, including behavioral, illnesses, allergies, and any medication, emergency medical devices which includes epi-pens, or asthma inhalers that are taken during camp hours. This form may require a doctor's signature.
- **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 click on Activities & Events, and then Children & Youth, 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.

MORE INFORMATION

Sunscreen

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 the program, please complete the Sunscreen Application 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 program 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 at home; removing such electronics (e.g., cell phones, headphones, 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.
- A signed Participant Electronic and Communication Waiver Form must be completed by parent/guardian.

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 designated 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 each time the child goes to the pool. 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 be 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.
- Respect the property of others.
- Keep my hands to myself.

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. Pick up my child/teen on time and contact the facility if I will be late, understanding that I must pay the assessed late fee, if applicable.
- 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).

- 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/teen within an hour of the call.
- Notify a staff member, in writing, when another authorized person is picking up my child/teen and if they are not listed on the Summer Programs Authorization Form.
- 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: Parents/guardians or authorized pick-up person will be required to pick up your child/teen within an hour of the initial call if at any time a child's/teen's behavior threatens his/her own health and safety OR the health and safety of other children, staff or volunteers.

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.
- Be a good sport.
- Be on time.
- Be attentive.
- Be friendly and respectful.
- When you are indoors, use your inside voice.
- Leave valuables at home. M-NCPPC is not responsible for lost or stolen items.
- Respect the property of others.
- Communicate my needs (or your) needs with staff.
- Tell someone if you (or I) see bullying.

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

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. (See Late Pick-Up Policy.)

Campers' Attire

- Dress your camper according to the day's activities and weather.
- Closed-toed shoes are required; sandals and Crocs are not permitted.

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 center if they are delayed for any reason, however, the late fee will still be assessed.

Medication - Summer Day Camps

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 Disability 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.

- 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 (i.e. fanny pack) during program hours.

Lunch and Snacks

- Please notify staff of any food allergies.
- Participants must bring non-perishable lunch.
- Please provide a sufficient lunch appropriate for your child's/teen's age.
- Due to allergies/dietary restrictions among certain children/teens, snack sharing is discouraged.
- Lunches and water bottles should be clearly marked with participant's name.
- Microwaves and refrigerators ARE NOT available on site.

When Do I Pay My Balance?

- Camp beginning on or before July 21- balance must be paid in full by **June 1**.
- Camp beginning after July 21 - balance must be paid in full by **July 1**.
- Your 'balance due' will appear in your PARKS DIRECT account on **June 1** and/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.

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 Summer Programs 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 Playtime/Summer Teen Centers

Summer Playtime/Summer Teen Centers Cancellation

- Registrants are entitled to a 100% refund (or PARKS DIRECT credit) in the event that M-NCPPC cancels a Summer Playtime/Summer Teen Centers program.
- Summer Playtime is no longer a drop-in program. Children must be signed in/out of the program daily.

Administration

- Participants cannot register for more than one Summer Playtime/Summer Teen Centers site at a time.
- Summer Playtime and Summer Teen Centers will operate Mondays-Fridays from Monday, June 23 through Friday, August 1.
 - Summer Playtime hours: 9 am-3 pm
 - Summer Teen Centers 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.
- 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.
- Closed-toed shoes are required; sandals and Crocs are not permitted.

Lunch and Snacks

Please notify staff of any food allergies.

- Participants must bring non-perishable lunch.
- Please provide a sufficient lunch appropriate for your child's/teen's age.
- Due to allergies/dietary restrictions among certain children/teens, snack sharing is discouraged.
- Lunches and water bottles should be clearly marked with participant's name.
- Microwaves and refrigerators ARE NOT available on site.

Medication - Summer Playtime/Teen Center

Summer Playtime and Summer Teen Centers programs are located at facilities not owned or controlled by M-NCPPC, we are unable to properly store or refrigerate medications. Our dedicated staff have put together several options for reasonable modifications. If your child requires medication during the day, please call us so we can evaluate the best options for your child.

- Emergency medical devices such as EpiPens®, inhalers and insulin pumps are the only medications allowed on Summer Playtime and Summer Teen Centes sites.
- Emergency medical devices must be on the participant at all times. Devices may NOT be left in lunch boxes, back packs, with staff, etc.
- The Health-Medication Form, with parent & physician's signatures, must be completed for a participant to carry an emergency medical device on their person during program hours.
- The emergency medical device will be self-administered by the participant, who must know what their medication is, be able to recognize it, know the dosage and when and how to take it.

- The emergency medical devices must be in their original pharmaceutical container with prescription label.
- The Health-Medication Form (with parent signature) must be completed if participant is currently taking medication at home. A separate form is required for each medication.
- At least one dose of any new medicine must be given to participant at home at least 24 hours prior to attending program.

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

- Summer Playtime is not a drop in program and participants must be signed in and out each day by parent/guardian or other authorized person listed on the Summer Program Authorization Form which can be found on pgparks.com.

Early Drop-Offs/Late Pick-Ups

The safety and security of our participants—your child/teen—is our top priority. We ask for your assistance and request that you and your family comply with our rules, regulations and policies to ensure that your child/teen is safe and secure.

Staff members are not responsible for participants who leave the program site, arrive prior to the scheduled opening time and/or remain on site after the program's scheduled closing time.

Participants remaining on program site after closing may be transported by M-NCPPC staff to the closest M-NCPPC facility where staff is available to monitor them. In such situations, M-NCPPC Park Police will be notified and a referral to Prince George's County, Child Protective Services may be made.

If you have an emergency, please contact staff to let them know the circumstances.

When Participants Arrive Early or Remain After Closing Policy

- 1st occurrence—notification of parent/guardian
- 2nd occurrence—1 week suspension from program (without a refund)
- 3rd occurrence—expulsion from program (without a refund)



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 PG Parks 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 Maryland (Relay 7-1-1) with questions.





Summer Playtime/Summer Teen 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/teen to attend our Summer Playtime/Summer 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 Summer Playtime/Xtreme Teen Center Parent Handbook and understand the following:

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

REMINDERS

- Please remember the Summer Playtime/Summer Teen Center Waiver of Liability MUST be completed and signed by the parent/guardian of each participant. This form is available at your local community center or online at **pgparksdirect.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.

Acknowledgment

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 Summer Playtime/Summer Teen Center Teen Parent Handbook.

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

A PROGRAM OF



live more, play more
pgparks.com

WAIVER OF LIABILITY & PARENT/GUARDIAN'S AGREEMENT, AUTHORIZATION, AND RELEASE ("Waiver of Liability"):

PLEASE READ CAREFULLY. THIS WAIVER OF LIABILITY CONTAINS A RELEASE OF ALL CLAIMS BY YOU AND/OR YOUR CHILD.

I fully understand that the Summer Teen Centers is a drop-in and out program. The parent/guardian of all children must complete the signature line below to allow them to participate in a Summer Teen Centers.

Name of individual(s) participating in activity: _____

Name of individual completing this form: _____

I hereby acknowledge and am fully aware of the risks involved in this activity and that participation in this activity, the Summer Playtime and Summer Teen Centers, carries inherent risks including the risk of injury or death. I understand and acknowledge that participation in this activity is purely voluntary and hereby expressly assume the risks and expenses of participation. In consideration of the opportunity to participate in this activity, I hereby agree to release, indemnify, and forever hold harmless The Maryland-National Capital Park and Planning Commission (Commission), as well as its Commissioners, officers, employees, and agents, from any and all liability, claims, and causes of action of any kind or nature, including any such claims and/or causes of action caused in whole or in part by the negligence of the Commission and/or its agents, employees, officers, directors, successors, and assigns, for any alleged harm, damage, or injury that I/we (myself and the child for which I currently serve as parent/guardian) may incur as a result of participating in this activity. I understand and agree that I am responsible for any and all damages that I/we may cause or incur to people or objects, both public or private, while participating in this activity. By way of this form, I authorize the staff of the Commission to obtain medical/hospital treatment for the above participant(s) in the event of an emergency.

I grant the Commission and its agents and assign the right to photograph the participant(s) and use the participant's image and likeness as shown in any photographs, videotapes, motion picture film, or electronic images and any audio recordings made of the participant's voice in whatever way the Commission desires, including television, print, and internet websites, without compensation. Any photographs, videotapes, films, recordings, electronic images shall be the sole property of the Commission.

I hereby represent that if the participant is a minor or dependent, I am his/her legal guardian and authorized to provide the releases, authorizations, and permissions stated herein and all the information provided is accurate and complete. I hereby give permission for the participant(s) named above to participate in the Commission's program, including transportation in approved vehicles (Commission Vehicles, Board of Education School Buses, or Commercial Motor Coaches) and acknowledge and knowingly accept any and all risks associated therewith. I acknowledge that the Commission has a policy for conduct in recreation programs and facilities and I hereby agree that the participant(s) is/are subject to said policies, including the disciplinary provisions.

The terms of this Waiver of Liability shall be binding on my heirs, executor, administrator and all members of my family.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS WAIVER OF LIABILITY, AND KNOWINGLY AND VOLUNTARILY SIGN BELOW:

Signature of Participant and/or Parent/Guardian if participant is under 18

Date



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