



Fortuna Parks & Recreation Registration Packet

Registration:

Registration forms and release of liability are required to be completed at the beginning of summer programs. Please update your child's emergency information whenever you change jobs, move, or need to update the pickup list for your child. If your family has special custody issues, please note

All forms must be completed before your child is registered. Only a parent or guardian with whom the child resides may apply for enrollment.

We would like to remind parents that because we are a recreation program, all program activities are structured for group participation. We encourage your child's involvement. We adhere to the State's requirements of staff/child ratio.

Safe Arrival and Dismissal:

Children are to be dropped off at the cook shack for Summer Fun and the Recreation Hall for Kiddie Kampers.

Parents must sign children out daily. Participants will not be able to leave the facility without an adult. If anyone other than a parent/guardian or emergency contact picks up the camper, a note MUST be brought. If staff doesn't know you, they will ask for photo identification. Please ensure that all persons listed to pick up child are aware of this requirement.

Camp Hours:

Monday – Friday
7:30 am – 5:30 pm

Late Fees:

Children must be picked up by 5:30 p.m. A late fee charge of \$10.00 for each 15 minute interval after the close of the program will be charged to those who are late. The fee must be paid before the child returns to the program the following day. Parents who are consistently late may be asked to withdraw their child from the program.

Payments:

ALL PAYMENTS MUST BE MADE PRIOR TO ATTENDING! If your payments are not received as scheduled, your child will not be allowed to attend the program. Payments may be made to the Recreation Supervisor in the Cook Shack by check or cash, in the park office by check, cash or credit/debit card or over the phone with a credit/debit card.

What to Wear and Bring:

Many of our activities are held inside and outside. Please dress your child appropriately for weather conditions.

- Running shoes are required. (No Cleats allowed. Flip flops are only allowed during water day.)

- Sunscreen and/or hat are strongly recommended.
- Full days: Lunch, two snacks, water (no sodas or energy drinks)
- Half days: lunch, one snack, water

Children are advised not to bring personal or expensive toys or other items to camp. The City of Fortuna is not responsible for lost, stolen or damaged items brought to camp.

The Free Summer Lunch Program will once again be providing lunches free of charge to children. Lunches will be available on a first-come, first-served basis.

Special Needs:

In order for the Fortuna Parks & Recreation Department to provide the best child care experience for your child, we ask that you consult with the Recreation Supervisor regarding any special needs your child may have prior to registration.

Your child must maintain the following minimum standards:

1. Able to understand and follow basic directions and rules for the program in order for staff to maintain proper supervision.
2. Able to maintain basic self control to insure the safety of themselves and others in the program.
3. Able to handle their personal hygiene/toileting needs.

Child Abuse:

All staff members are mandated reporters and required by law to report suspected cases of child abuse or neglect to the Department of Social Services.

Field Trips:

During our programs, Fortuna Parks and Recreation offers field trips that may require an additional fee and separate registration. A permission slip must be signed by the parent/guardian and will include additional information about the field trip. Please read the permission slip carefully to ensure you are aware of any special items your child may need for this day. In the case of all field trips, please make sure your child has on appropriate attire and footwear.

Rules and Behavior Policy

Safety is OUR number one priority. It is extremely important that all participants understand the rules and expectations. Staff will discuss these with the participants. Failure to comply with the rules and expectations may lead to dismissal of participants from the program. Please discuss the importance of safety and appropriate behavior with your child prior to the first day of the program.

1. We must obey the programs Recreation Supervisor, Leaders, and all employees and volunteers of the Fortuna Parks and Recreation Department.

2. We will follow the Golden Rule: “DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU”
3. We will keep our building and play area neat and clean because our environment is a reflection of ourselves. Therefore, we put our garbage in the garbage cans, keep our play areas neat, and put things where they belong.
4. We will strive for safety. We will walk instead of running. We will wear shoes at all times. Sandals with back straps only. No cleats are allowed.
5. Recreation leaders are very involved in caring for your children. Phone calls are not encouraged. Children may not make phone calls for any reason. If communication is needed by a child, a staff member will do this for the child. We strongly urge that family members and children determine before leaving each day who will be picking up the child. This takes an undue amount of time from the staff’s ability to maintain the safety of other children.
6. Parents should not confront other children or parents about matters that occur. Discuss all situations with staff members ONLY!
7. Children should tell staff members about a problem, not other children or the other child’s parents or guardians.
8. Children should not share combs, brushes, or towels with other campers. Children should wash hands frequently!
9. Please get the Recreation Leader’s attention when you pick up your child. Only adults may sign a child out unless the child walks home.
10. Participants are expected to stay with their assigned group and not to leave the site without permission, or go outside of the area without permission.

We do many different activities using various park facilities, resulting in quite a number of rules. Our program rules can be broken down into three basic categories: “Take Care of Yourself,” “Take Care of Each Other,” and “Take Care of this Place.” If children try to behave in a manner that is safe and respectful to themselves and others they will be just fine.

In the event that children make an inappropriate choice the following discipline steps will be taken:

- 1st infraction – verbal warning and reminder
- 2nd infraction – short time out
- 3rd infraction – longer time out, meet with Recreation Supervisor, written discipline report, parent/guardian notified depending on nature of infraction.
- 4th infraction – removal from the program for the remainder of the day

In the event that the first, or any, infraction is serious or violent in nature, the child will be immediately removed from the program and the parent will be notified. If a child receives 4 or more discipline reports during any City program the parent/guardian and child will be required to sign a Behavior Contract with the City. Removal from the program may be permanent if the child violates the Behavior Contract and continues to engage in offensive or violent behavior.

Refund and Cancellation Policy:

All programs have a minimum number of participants in order to be conducted. Fortuna Parks & Recreation reserves the right to cancel, combine, alter dates and times, or make any other revision which may be necessary in regards to programs or classes. All refunds will be made by the following guidelines:

- Full refunds will be issued for any program cancelled by Fortuna Parks & Recreation.
- All cancellation requests must be submitted in writing to the Parks & Recreation Office before the start of the program.
- Cancellation service fee of \$25 will be held from your refunded amount.
- **NO REFUNDS WILL BE ISSUED AFTER THE START OF THE PROGRAM!**

Refunds will be returned according to the City of Fortuna’s bill paying schedule, requested refund checks take approximately two to three weeks to process. Refunds will be mailed from the City of Fortuna’s Finance Department to your residence. Cash refunds will not be issued.

Staff:

Recreation Leaders and Aides are hired based on their education, experience, and strong interest and desire to be a positive influence in the lives of children. Recreation Leaders are usually college aged or older. Recreation Aides may be high school juniors and seniors interested in working with children as a future career. All staff and volunteers are fingerprinted and pass a background check before they begin working with the children. All staff members are CPR and First-aid certified.

Health Policies:

Children who are ill or have a contagious disease (i.e. pink eye, chicken pox, poison oak, lice) are not allowed at the Fortuna Parks & Recreation Programs. All programs are very active, and if children are too sick to participate fully in the program they need to be kept at home.

If your child becomes ill at Summer Fun & Holiday Rec Programs, you will be notified and must arrange to have your child picked up immediately. Please notify the staff if your child has been exposed to any contagious disease or condition (i.e. mumps, measles, chicken pox, lice, pink eye) so we can notify other parents immediately. If your child has a medical condition that may possibly weaken them at some stage of any rigorous physical activities, please inform us and instruct the child to remind the Leaders of their special needs.

Generally, Summer Fun staff will administer only basic first aid – band aids, ice packs, etc. In the event that an illness or injury requires immediate medical attention we will seek treatment for the child and notify the parent/guardian as soon as possible.