



Connect  **With OpRec**

PARENT HANDBOOK



211 Walnut Street
Neenah, WI 54956
(920) 886-6060
www.neenahgov.org

Creating community through people, parks & programs.



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Dear Parents and Guardians,

Welcome to Neenah Parks & Recreation's Operation Recreation. We are pleased to be able to offer this program to meet the needs of your childcare. Our sessions held in Fall, Spring and Summer have been very successful, entertaining and FUN! Our structure will incorporate the use of the Boy's & Girl's Brigade, near by parks, such as Green, Washington and Riverside, Neenah Library, and Neenah Pool. Our daily activities may include field trips, arts, crafts, cooking projects, hands on science experiments, swimming, making new friends and so much more. We look forward to meeting both you and your child.

This parent handbook is your guide to assist us in providing the best experience possible for your child. Please take the time to review the handbook and keep it on hand throughout your child's enrollment as an information source.

We believe that Operation Recreation will provide your child with the opportunity for healthy growth and development and a great way to make friends. Our programs are designed to be age appropriate, safe and fun!

We see parents as partners in this adventure and welcome your suggestions and comments. Please introduce yourself to our program staff and get to know them. Each of our staff has been carefully selected based on their skills, talents and commitment to healthy child development. They will be happy to answer any questions you may have. Please feel free to give me a call or send an email should you have any questions.

Have A Great Experience at Operation Recreation!

Jim Kluge

Jim Kluge
Recreation Supervisor
Neenah Parks & Recreation Department
886-6060
parkrec@ci.neenah.wi.us



Register online at www.neenahgov.org Call our office to obtain your household ID number 886-6060
Weekly schedules can be found on our website under Activities/Operation Recreation.

OBJECTIVES

- To provide a safe and fun experience.
- To learn and develop social skills through group activities, sports, arts and crafts, games and peer interaction.
- To learn to function in a group with the emphasis on team building, leadership, group identity and involvement.
- To improve health and fitness through physical activities and recreation.

HOURS OF OPERATION AND DROP OFF/PICK UP TIMES

- Operation Recreation will begin each morning at 7:30AM and will run until 5:30PM. If children are going to be dropped off after 8:30AM or picked up before 3:30PM they must advise the Operation Recreation Supervisor one day in advance. Children MUST be picked up by 5:30PM
- **LATE PICK UP:** A late fee will be charged for all children not picked up by 5:30PM. The late fee policy for Operation Recreation is as follows:
 - 1st time: Verbal Warning
 - 2 – 4 times: \$5.00 for 1 to 10 minutes late.
 - \$10.00 for 11 to 21 minutes late.
 - \$15.00 for 22 to 30 minutes late.
 - After 30 minutes add an additional \$1.00 per minute late.
 - 5th time: Payment of above fee structure and a five-day suspension from Operation Recreation. A meeting with the Recreation Supervisor must be scheduled before participant will be allowed back in the program.

STAFF QUALIFICATIONS

- All staff is over the age of 16 and are selected based upon their experience with children, their personal character and enthusiasm. Staff 18 years of age or older have received a background check. Any participant needs should be brought to attention of an Operation Recreation supervisor. The entire program is overseen by the Neenah Parks & Recreation Department, Recreation Supervisor.

PROPER CLOTHING ATTIRE

- Children should wear comfortable, weather appropriate clothing that is able to get dirty and worn out.
- Children may not have bare feet, sandals, open-toed shoes, or flip-flops. Closed toe shoes must be worn. Only non-marking shoes will be allowed on the gym floor.
- Clothes, swimsuits, towels and bags should have the child's name on them.
- Appropriate clothing is a must. No strapless shirts, spaghetti strap shirts, halter tops or midriff shirts.
- Children should bring a backpack each day to carry their lunch and other necessities (sunscreen, water bottle etc.)

WHAT TO BRING TO OPERATION RECREATION

- **LUNCH:** All participants should bring a non-perishable lunch and a beverage to Operation Recreation daily unless otherwise notified. Lunches WILL NOT be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and juice the day before and/or inserting a cold pack in the lunch container will help preserve food. Please mark all lunches with the child's first and last name. **Please do not provide your child with food that will need heating or to be microwaved. Operation Recreation staff is not responsible for food preparation or pre-heating meals.**
- Please send a beverage for lunch and other times during the day. (A water bottle with first and last name printed clearly is recommended). Operation Recreation will not supply beverages. We will provide a morning and afternoon snack.
- Participants are NOT permitted to use the soda or vending machines. All food and drinks for lunch should come from home.
- **SUNSCREEN:** Parents/guardians will be responsible for applying the first layer of sunscreen prior to morning drop off. Staff will periodically check to ensure that children are wearing sunscreen. However, due to potential allergic reactions, and liability reasons, we will **NOT PROVIDE** sunscreen to children. In order to assist the Operation Recreation staff, please ensure your child knows how to apply sunscreen to their bodies. Staff will assist if necessary. Remember to include your child's personal sunscreen in their backpacks.

WHAT NOT TO BRING TO OPERATION RECREATION

- Toys, CD players, iPods, hand held video games, cell phones and other personal items are NOT allowed at Operation Recreation. Neenah Parks & Recreation or Boy's & Girl's Brigade are not responsible for lost, stolen or damaged items.

PAYMENT, CANCELLATION AND REFUND POLICIES

- When registering for Operation Recreation you must pay for the desired weeks or days at the time of registration. **Participants are required to sign up at least one-week in advance (no exceptions).** This will help us to insure that we are properly staffed for the days ahead and help staff in planning activities and supplies. Multi-Family registration for families with two or more children must be made at the City of Neenah Parks & Recreation office. Cash, Check or Credit Card are accepted. CANCELLATIONS must be made by 4:00PM the weekday before the program, by calling 886-6060. Refunds can be credited back to your account for the whole day/week fee that you are canceling less a \$5.00 administration charge. **No Refund will be given once the registered day begins.**

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RULES

- The purpose of rules is to set boundaries for a child's behavior. Please read and discuss these rules with your child. We will encourage your child to make choices to help them understand the consequences for their choices, as we are all responsible for our actions.
 1. Respect other children, staff, equipment, facilities and yourself.
 2. Keep hands, feet and objects to yourself.
 3. Use appropriate language.
 4. Cooperate with staff and follow directions
 5. Stay in program areas with your group at all times.
 6. Maintain a positive attitude.
- Behaviors that will result in mandatory suspension and may result in immediate dismissal include but are not limited to:
 - ❖ Any action that could threaten or pose a direct threat to the physical or emotional safety of the child, other children or staff.
 - ❖ Fighting, biting, stealing, running away.
 - ❖ Possession of a weapon of any kind.
 - ❖ Vandalism or destruction of the Boy's and Girl's Brigade or Neenah Parks & Recreation or property of others.
 - ❖ Sexual misconduct.
 - ❖ Possession or use of alcohol or controlled substances.
- The Neenah Parks and Recreation Department also reserves the right to suspend or expel any participant who poses serious or continual discipline problems, whether or not all of the steps in the progressive discipline plan have been completed.

DISCIPLINE POLICY

- Staff has been trained on Neenah Parks & Recreation policies regarding discipline procedures. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior.
 1. Redirection of the child's activity.
 2. Removal from the activity or loss of privilege.
 3. Discipline form is filled out and parent is notified.
 4. Removal from the program (final discipline and last resort)
- No refunds for suspensions or early pick-ups on scheduled days. **Positive behavior will be acknowledged and rewarded frequently.**

MEDICATION AND SPECIAL NEEDS

- All medication must be turned in to the Operation Recreation Supervisor with a completed Authorization of Medication Form. The time, dosage and name of medication must be listed. A parent must sign this medication form. Medication must be in original container, with original label. Medications will be disbursed by the Operation Recreation Supervisor only and will be documented.
- The Authorization of Medication Form is available on our website under Parks & Recreation then Permits, Forms & Applications. You may also pick one up at our office or request one to be mailed to you.

LOST AND FOUND

- Those items left at Operation Recreation on will be placed in a lost and found box located at the Boy's & Girl's Brigade. All items not claimed by the end of the program will be donated to children in need.

ILLNESS

- If your child is sick, please keep him/her at home. If your child is sent to Operation Recreation with an illness, we will notify you to pick up your child. Children must be sent home from Operation Recreation for the following reasons: fever, diarrhea, unexplainable rash, lice, upset stomach, and vomiting. A child, who has been vomiting, has a fever or diarrhea must be kept home for a minimum of 24 hours after the symptoms have subsided. Children with lice must be nit free before returning to Operation Recreation. When a child is sent home with a communicable disease, he/she cannot return to Operation Recreation without a note from a doctor. Remember, we have the health of all Operation Recreation participants and staff to consider.

REQUIRED PAPERWORK

- Every participant is required to have an emergency information sheet and liability form completed before attending Operation Recreation every calendar year. It is the responsibility of the parent/guardian to notify the Operation Recreation staff of any changes to their emergency information. If your child requires administration of medication that form is available on our website, under the parks and recreation department then to activities, Operation Recreation, emergency contact/ administration of medication form.

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