



**Evergreen Park & Recreation District  
Children and Youth Programs**

## **PARENT HANDBOOK**

**Welcome to Evergreen Park & Recreation District Children and Youth Programs! We are glad you have chosen us for your child's recreational and educational needs. EPRD is committed to providing your child with quality programs, which provide social, emotional and cognitive skill development. The 40 developmental assets are a foundation for the programming and guidance you and your child receive. We hope your entire family enjoys your experience with us. Please let us know how we can be of assistance to you, we look forward to building a relationship with you and your child.**

### **Program Information**

The Preschool care program enrolls children from 3 to 5 years old. The School Age Program is made up of children from 5 to 14 years old. The Youth Programs Staff are available to answer any questions you may have regarding the program or your child. All facilities are equipped with voice mail. Facilities and Youth Program phone numbers are listed below:

Wulf Recreation Center - Front Desk: (720) 880-1200

Shannon Whitmer  
Children's Programs Supervisor  
swhitmer@eprd.co  
720-880-1218

Greg Kyle  
Site Director – Bergen Valley Elementary  
eprdschoolage@eprd.co  
303-356-3935

Cathy Baty  
Site Director – Wulf Recreation Center  
children@eprd.co  
303-356-5370

Vanessa McClellan  
Preschool Specialist  
eprdwilmot@eprd.co  
303-356-5305

Wulf School Age Before and After: (303) 356-5370  
Bergen Valley School Age Before and After: (303) 356-3935  
Wilmot Preschool Before and After: (303) 356-4898  
Bergen Meadow Preschool Before and After: (303) 356-3927

## Programs

EPRD school age offers Before and After School Programs. Preschool offers full day care, and half day care. Our programs are closed on during all major holidays. The center will be closed on snow days determined by Jefferson County School District. We do have District Resident and Non-District Resident rates and fees vary depending on the activity.

## Purpose

To provide a fun, safe and engaging child care program involving youth within their environment through a variety of recreational and outdoor activities.

## General Information

Before and After School Care is provided at Wulf Recreation Center, Wilmot Elementary School, Bergen Valley and Bergen Meadow Elementary Schools.

## Hours of Operation & Fees

<u>Preschool Hours:</u> (Bergen Meadow and Wilmot)		<u>Fees:</u>
Monday Full Day	6:30 AM - 6 PM (Wilmot)	\$48
Half Day Care	11:30 AM – 3:15 PM TU-TH (Bergen Meadow)	\$24
	11:45/11:55 AM – 3:30 PM TU-F (Wilmot)	\$24
Before Care:	6:30 AM - 9 AM (Bergen Meadow and Wilmot)	\$16
After Care:	3:30 PM - 6 PM (Bergen Meadow and Wilmot)	\$16
School Breaks:	6:30 AM – 6 PM (Bergen Meadow and Wilmot)	\$48
 <u>School Age Hours:</u> (Wulf and Bergen Valley)		
Before Care	6:30 AM - 9 AM	\$15
After Care	3:30 PM - 6 PM	\$15
School Breaks	6:30 AM – 6 PM	\$40

## Licensing

EPRD Children and Youth Programs are licensed by the Colorado Department of Human Services. We are required to maintain licensing standards, including staff to child ratios. Licensing requires a 10:1 (Pre-K) and 15:1 (School Age) ratio while on site and an 8:1 and 10:1 ratio while swimming. We strive to have a lower ratio, usually around 8:1 on site and 8:1 on field trips. Please see us with any questions or concerns that you may have regarding our facilities and staff. To file a complaint about any of our facilities call the **Colorado Department of Human Service, Office of Early Childhood, Child Care Licensing - 303-866-5700.**

## Children with Disabilities

The Children and Youth Program will evaluate all requests from parents or guardians of children with disabilities on an individual basis. All children must meet the essential eligibility requirements of the Program. These requirements include all state licensing guidelines and Children and Youth Program Behavior Code. Evergreen Park & Recreation District is committed in both policy and practice to enforce and implement all required provisions of the ADA. Through the provision of reasonable accommodations and accessible

facilities, the District desires to make our programs and facilities available to individuals with disabilities. For further information please contact your site director.

## **Parent Conferences**

Let's talk! Communication is an integral part of providing for your child's continued development. We will request conferences with the parent or legal guardian as needed, to review your child's behavior, progress, and/or social and physical needs. Please feel free to request a conference at any time you feel it may benefit the child, staff, or yourself.

## **Program Evaluations**

We welcome your feedback. How are we doing? How can we better meet you and your child's needs? EPRD will provide parent evaluation forms periodically throughout the year which enables you to evaluate our program, staff, and facilities. Please take a moment to let us know what you think.

## **Registration**

**All registrations are on a first-come first-serve basis.** Prepayment guarantees the child's space within the program. Fee schedules are varied to accommodate your child's schedule.

**There is no "day of" drop in enrollment.** Late registration can only be done 24 hours before care based on space availability and with a late fee payment of \$5.00. Registrations for vacation camps are generally conducted online and through Wulf Recreation Center. Registration is separate for these programs and requires completing additional registration information.

**Note: Your child is not registered until all required forms are submitted.**

## **Admission/ Enrollment Forms**

The forms that you receive are an important beginning for our getting to know your child. All children must have current enrollment forms, which are updated annually, on file with the Children and Youth Program office. The enrollment form must be filled in accurately and completely, and is required to be signed by a parent or legal guardian. A signature on the enrollment form shall be an acknowledgement that the parent or guardian has read and understood the contents of such form and, in addition, has advised all other parents, guardians or custodians who may be involved in the child's participation in the program(s).

The following documents are required to be turned in PRIOR to enrollment:

- **Child/Youth Programs Application** (available online for each program)
  - If the application form indicates evidence of emotional or physical problems, a Permission for Release of Information may be requested. This information will assist staff in the care of the child. This release will be used in compliance with the Family Educational Rights and Privacy Act and the Colorado Open Records Law.
- **Immunization Records or Exemption – Required for all Programs**
- **Potty Training Policy (Preschool Only)**
  - Evergreen Park & Recreation District is licensed by the state of Colorado to serve children from the ages of 3 to 14. In accepting younger children, it is important for parents to understand the need for all children to be potty trained. Your adherence to this policy helps ensure a positive first school experience for your child and the other children in their class.
- **Sunscreen Permission Slip (Preschool Only)**
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**Children will not be allowed to participate in the program without the required forms.** Changes to address, phone and employment must be provided in writing to the Children and Youth Program staff as soon as they occur. Some programs require a financial agreement form.

## **Confidentiality**

The District shall maintain the complete records of children and personnel as required for licensing. The confidentiality of all personnel and children's records shall be maintained. Personnel and children's records shall be available, upon request, to authorized personnel of the State Department of Human Services. All records regarding children and all facts learned about children and their relatives shall be kept confidential both by the facility and the department.

## **Payments**

All payments are to be made before a child is enrolled in the program(s). We accept checks, credit cards, or cash. All payments can be made at the front desk at one of the recreation centers or with the recreation supervisor. Sessions vary from program to program. Please request current information from the recreation supervisor or Wulf Recreation Center.

## **Disclosures Regarding Payments**

All payment information relating to a child's participation shall be deemed confidential by the District, unless otherwise ordered by a court of competent jurisdiction. If asked, District personnel shall inform the requesting party of the standard fee(s) for the program(s), and shall provide no other information regarding amount of payments or the source of payments.

## **Late Registration Fee**

Any dates in which participants need care after the tuition/calendar due date will be considered late registration and there will be an additional \$5 per day late fee based on space availability. If payment isn't received in a timely manner, the child will not be permitted to attend the program until all charges are paid in full and space availability is determined. Repeated late payments or outstanding balances of program tuition fees may result in actions including the dismissal of the child from all EPRD Children and Youth Programs.

## **Refunds, Transfers, and Credits**

Due to program operations in preparing for a quality program, refunds, transfers or credits will not be issued. This includes but not limited to refunds, transfers or credits for sick days, partial days or transferring from one day to another. Any transfers that occur must be based on space availability, will need to be approved by the Recreation Supervisor during business hours, and a \$5.00 transfer fee will be charged.

## **Withdrawal Procedures**

Written notification must be given to the Program Director when a child is being withdrawn from a Children's Program. This notification must include the child's last day. A zero balance must be reached by the child's last day.

## **Notification of Absence**

We worry when your child does not arrive on schedule. Notification by a parent or legal guardian is required whenever a child will be absent from the Children and Youth Program. If your child will not be attending, please call the Children and Youth Program office to notify staff of your child's absence. Refer to the phone numbers in the front of this document. In the event that a child is prepaid for a program or class and is absent without prior notification, staff will make every attempt to locate the child including checking with school staff and parents immediately. When children do not arrive as scheduled, we will verify the absence is unaccounted for and an emergency plan will be activated to locate the child.

## **Illness**

Parents are requested to keep children at home when they show any signs of illness including cough, sore throat, vomiting, diarrhea, and green discharge from nose or elevated temperature. We ask that you keep your child at home if they exhibit any of these symptoms. A visual check of all children will be conducted as they arrive to the program. Those who arrive to the program ill or who become ill during program hours are required to be picked up by an authorized adult immediately. Parents or guardians shall be notified pursuant to the procedure set forth under medical emergencies. For the safety and well-being of all children, children with a contagious virus or illness, such as strep throat, flu, or a fever, etc., will not be allowed to return to the program without written permission from a physician, or for 24 hours after initial administration of medication. EPRD does not provide care for sick children.

## **Delegation of Medication/Health Care Plans**

EPRD does not employ any medical staff or provide any medication, including sunscreen, aspirin, non-aspirin products, antiseptic, etc. The parent must provide prescription and non-prescription medications. **All medications** must be kept in the original container bearing the directions and/or the pharmacy label. **All medications**, (temporary, long term, prescription, non-prescription) must be accompanied by a prescription or note signed by a physician and must include dosage and length of time meds must be taken. You can find the immunization form on our website.

Medication cannot be dispensed to the child until a signed note from a physician is received and all medical documentation is completed. It is the responsibility of the parent to notify staff of the need to dispense medication and to fill out the medication documentation in its entirety. For medications requiring measurement, parents must provide an accurate measuring utensil. Medications left with the program staff will be stored in a secured location supervised by staff, and medication will be returned to the parent at the close of the day, or as specified by the parent. All expired medication will immediately be returned to the parent or guardian.

Any child that is taking a medication for a severe medical condition or any child who needs special medical attention such as seizure medication, feeding tubes, etc. must have a Health Care Plan that has been approved by EPRD's Nurse Consultant. Parents must meet with the EPRD Nurse Consultant to create a Health Care Plan prior to their child's enrollment.

Medication is only administered in our programs by staff members that have been delegated by our nurse consultant and who hold a current certification in Colorado State Medication Administration Delegation.

## **Communicable Disease**

Communicable diseases are reported to Jefferson County Health Department. The Health Department will determine the appropriate and necessary actions, as the situation requires.

## **Child Abuse/Neglect**

Your child's best interests, health and safety are our prime concern. As required by law, if a staff member has reasonable cause to believe or suspect that a child is being abused, neglected or has observed the child being subjected to circumstances or conditions which could result in abuse or neglect, they will immediately file a report with Jefferson County Department of Human Services and/or local law enforcement agencies. A report demonstrates that there is cause for concern, and should not be taken as an accusation. We are not allowed to consult with the parents first and must report immediately.

If you believe that your child has been physically or sexually abused, you should seek immediate assistance from your local department of Human Services. The telephone number for abuse reporting at Jefferson County Department of Human Services is (303) 271-4357.

## **Discipline Procedures**

Discipline is based on the fundamental premise that all children should be treated equally and with fairness. The development of rules and expectations is vital in the application of discipline. The ultimate goal of the discipline program is for the child to demonstrate self-control and the ability to make proper decisions. We strive to achieve a safe and healthy environment for all children, and insist on respect for all people and property. Physical punishment is not permitted by any EPRD staff member.

### **Disciplinary action may include one or more of the following guidelines:**

- 1) Verbal warning: staff will speak to the child and offer reminders about rules and provide redirection
- 2) Removal from activity: a natural consequence and loss of privilege
- 3) Discussion with parent or guardian: communicate concerns and outline behavior expectations
- 4) Behavior modification plan: a signed contract outlining behavioral expectations;
- 5) Suspension from program: immediate removal of the child from the program and loss of program privileges for a specified time period
- 6) Dismissal from program.

These guidelines are not specific to every incident. The initial steps may be bypassed depending upon the severity of the situation. Unauthorized leave (running away) from the EPRD Children and Youth Program or possession of a weapon, fireworks, drugs or tobacco are grounds for immediate suspension from the program. We require that an authorized adult be available if it is determined that the child needs to be removed from the program. Notification of parent or guardian shall be made pursuant to the procedures set forth under our normal notification procedures.

Removal of the child from the program may be a result of an injury or illness, a behavior problem, or due to the inability of a parent to abide by the procedures set forth in this document. EPRD and the Children and Youth Program reserve the right to immediately dismiss any child without a grace period or prior notice.

## **Notification and Pick Up Procedures**

The following notification procedures will be used in all cases, including children that have not been picked up by 6:00 pm, except a medical emergency:

Every effort will be made to reach the parents or guardian as identified on the enrollment form or application. If all efforts to reach the parent or guardian have failed, the Children and Youth Program staff will take all the steps necessary to obtain care. These steps include, but are not limited to the following:

- 1) Staff will attempt to contact a parent or guardian by telephone.
- 2) Staff will attempt to contact any of the authorized persons listed on the enrollment form.
- 3) If we are unable to reach any of the above-mentioned people, the next contact would be to Human Services and/or the appropriate law enforcement agency, dependent on the circumstances. Any expenses incurred under this step may be the sole responsibility of the child's parent or legal guardian.

## **Late Pick Up Procedures**

A fee of \$10 is charged for every 15 minutes after the noted end time of the program. This fee must be paid upon arrival. Staff will follow protocol of the steps above if they cannot contact a parent or guardian immediately.

## **Sign In/Out and Alternates for Child Pick-up**

You must accompany your child into the program and sign them in and out. Human Services regulations require a parent or legal guardian to sign a child in and out of the program each day. Children and Youth Programs accepts responsibility for the child upon the parent's or legal guardian's signature on the daily sign-in/out sheet and relinquishes responsibility when the parent or legal guardian signs the child out. The sign in/sign out procedures are a critical component of the child's safety in our programs. Compliance is mandatory. Failure to comply with the sign in/sign out procedures can result in the dismissal of the child from the program.

Only those listed on the child's enrollment form will be allowed to pick up your child. You may list as many people as you like, but must include at least two names. This list may be updated as needed. Arrangements for alternates to pick up a child must be requested in writing by the parent or legal guardian. Alternates will be required to show picture identification at the time of pick up. Children may sign themselves in and/or out only when authorized by a parent or legal guardian.

In the event that a person arrives to pick up a child without proper authorization, the program staff will attempt to contact the parents or legal guardian for confirmation. Children will not be released to unauthorized individuals. Should the unauthorized person persist, staff will immediately notify the local authorities.

We ensure that all children have been picked up by an authorized person prior to staff leaving for the day by reviewing the sign in and out sheet, and confirming that all children have been signed out for the day. It is critical to your child's safety that you sign them out on the sign out sheet. If a staff member feels that an authorized adult picking up a child appears to be intoxicated we will suggest that the adult call an alternate driver/taxi. If the adult in question refuses, the child will not be released, a phone call will be placed to the local authorities advising them of the situation. The driver's name, address, car make, and license number will be recorded and given to the local authorities.

### **Medical Emergency**

In case of a medical emergency, every effort will be made to reach the parents or guardian as identified on the enrollment form. If all efforts to reach the parent or guardian have failed, the Children and Youth Program staff will take all the steps necessary to obtain care. These steps include, but are not limited to the following:

- 1) In a true medical emergency, 911 will be called immediately.
- 2) Staff will attempt to contact a parent or guardian by telephone.
- 3) Staff will attempt to contact any of the authorized persons listed on the enrollment form.

If it is necessary for a child to be transported by ambulance to the nearest hospital, a staff member will stay with the child until a parent or guardian arrives.

Any expenses incurred for emergency medical transport or care shall be the sole responsibility of the child's parent or legal guardian. Staff will complete EPRD's incident and accident form to verify contact made with parent/guardian or emergency contact.

### **Injury Policy**

Evergreen Park & Recreation District is not liable for any injury incurred while participating in our activities or programs. Additional waivers may be required for certain activities.

### **Child Participation and Activities Schedules**

Children are encouraged to participate in all scheduled activities. However, parents may notify staff if their child should not participate in any activity. Parents must make all such requests in writing prior to attendance in the program. The enrollment form may be utilized to communicate this information and parents are strongly urged to review any special requests or needs with the staff prior to leaving their child.

### **Closures**

You will want to note that Children and Youth Programs will be closed on the following days: Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, New Year's Day, Memorial Day, and Fourth of July.

## **Staff Training Days**

Evergreen Park & Recreation District reserves the right to close programs up to five (5) times a year to provide in-service training for staff. Sufficient notification will be given in order for families to arrange alternate care.

## **Inclement or Excessively Hot Weather**

When Jefferson County School District closes due to inclement weather, all Children and Youth Programs may be cancelled. Parents are requested to secure alternative care prior to the event of a cancellation. Parents should listen to the local media for closure announcements of Jefferson County School District. Parents may also call Wulf Recreation Center at (720) 880-1200 to see if the programs have been cancelled. We will use Wulf Recreation Center and/or Buchanan Park Recreation Center as shelter during excessively hot days or cold weather during program hours. Water will always be available to the participants in the program.

## **Emergency Procedures**

### **Natural Disaster**

EPRD staff have been trained to respond to natural disasters and will take every precaution necessary to protect the children. An emergency or natural disaster could include, but is not limited to, floods, severe weather, lost or missing children, severe injuries or illness. Staff will first assess the situation, activate emergency procedures, and promptly notify their immediate supervisor after evaluating the following:

- 1) Provide a safe environment and assess the situation.
- 2) Determine if local authorities should be notified.
- 3) Emergency transportation will be provided in the event that the weather becomes severe during the course of the program. If we experience excessively hot or cold weather children will be provided with alternative indoor activities during the duration of the extreme weather. It is our procedure to seek shelter any time lightning is seen.

### **Tornado/Forest Fire**

If appropriate to the location of the center, we will hold monthly tornado and forest fire drills, so that all occupants are familiar with the drill procedure, and that their conduct during a drill is a matter of established routine.

### **Fire**

All children are to evacuate the facility through the closest emergency exit. There is a plan to hold monthly fire drills so that all occupants are familiar with the drill procedures and their conduct during a drill is a matter of established routine.

### **Lockdown/Threat is Inside of the building**

In the event of a lockdown situation, staff will turn off the lights, lock the door and be prepared to defend or self-evacuate. Staff will have their cell phone on their person and on silent or vibrate. If there are students in the room, all doors should be closed and locked and students will sit quietly on the wall away from any doors or hallway windows to ensure they are out of sight from threats in the building. Staff will ensure they have all paperwork, attendance of who is in program and cell phone. Communication with 911 will be made via cell phone to await further instruction.

If there is an active shooter on site, all students and staff will immediately evacuate if possible. If evacuation is not an option, the staff will then use closets and other areas without windows, behind closed and locked doors to hide and protect students. Furniture will be used to blockade doors for added security and students will be kept calm and quiet. Staff will keep open lines to 911 and other emergency agencies for tracking their location.

### **Lockout/Threat is Outside of the Building**

In the event of a threat outside the school or building, but in the immediate area, communication will be made with EPRD personnel from local law enforcement, reverse 911, and Emergency Management. If students are outside they will be quickly brought inside, accounted for, and taken to the closest safe room. All doors will be closed and locked to ensure safety. Staff will ensure they have all paperwork, attendance of who is in program

and cell phone. Parents will be notified via phone of the situation in the area and given further instructions as advised by EPRD regarding reunification.

### **Evacuation**

When given direction to evacuate the premises, staff will lead students to the tennis courts, unless advised otherwise by EPRD staff and/or local law enforcement. Staff will ensure they have all paperwork, attendance of who is in program, and cell phone. Parents will be notified of the situation via cell phone once everyone has been accounted for at the evacuation site and given instructions as advised by EPRD and local law enforcement. If any children with disabilities are present, an evacuation plan will be implemented to meet their needs. Children who require a mobility device and can safely evacuate in their mobility device will remain with their mobility device. If it is unsafe for them to evacuate with their mobility device, staff will evacuate them as far as safely possible in their device and then move them using staff assistance. The student will help direct staff in how to best move them without their device. Staff will do their best to ensure that the participant and their mobility device are reunited.

If it becomes necessary to evacuate to an alternate location, this will be done using EPRD vehicles and/or Jeffco Public School buses. The evacuation location may change depending on the situation.

Parents should be aware of these potential alternate evacuation locations:

**Wulf Recreation Center** – children could be evacuated to Buchanan Park Recreation Center.

**Wilmot Preschool** – children could be evacuated to Wulf Recreation Center or Buchanan Park Recreation Center.

**Bergen Valley** – children could be evacuated to Buchanan Park Recreation Center.

**Bergen Meadow** – children could be evacuated to Buchanan Park Recreation Center.

\*During the school day, our preschool before and after care programs would evacuate with the rest of the school

### **Transportation/Field Trips**

EPRD provides transportation for field trips. Jefferson County School District buses and drivers may also be used. Jefferson County drivers are not included in the ratios and are not considered part of our staff while driving as a Jefferson County School District employee. EPRD provides additional staff supervision during field trips and follows procedural guidelines for emergency procedures in the event that such a situation arises.

The District maintains a fleet of passenger vans, special needs vans, and shuttle type passenger buses, which are utilized to transport groups of children. Drivers are required to have all current licenses and certifications. Seat belts are required for any one riding in District vehicles. Vehicles are inspected prior to transport, to ensure they are in good, safe operating condition. All children are instructed to abide by the rules pertaining to safe transport.

A field trip permission waiver is also required and must be on file with the Children's Program office prior to transport. Staff to child ratios are maintained at all times during excursions. During Excursion and special events the children are divided into smaller groups with at least one Program Leader and a ratio of 10:1. We also use head counts, role call, a buddy system and items to identify the children such as t-shirts and/or wristbands. A copy of emergency contact information will be taken on all field trips/excursions.

### **Location of Children/Lost Child**

The children will participate in a variety of activities including outdoor activities, walking field trips, and excursions. All parents will be given advance notice if the children will be leaving the facility or grounds. If you arrive to a program and find that children and staff are not present, please look for signs as to where to take your child or go to the nearest front office for assistance. Signs will be posted to give the location of the children whenever they are not located in their usual room or facility. Please watch for postings in the classrooms, emails, calendars and newsletters, which will give advance information about scheduled trips.

It is our policy to do constant head counts and to take roll to prevent lost children. In the event a child does become lost, we will notify the parent immediately, to decide the next course of action, including notifying the

local authorities and an emergency plan will be activated immediately and the parents will be notified. Licensing will also be notified in the event of a lost child.

### **Snack and Lunch**

Parents are requested to provide a nutritious lunch and snacks during all full day programs. EPRD facilities cannot accommodate cold storage of lunches or microwavable food, therefore, parents must send a non-perishable lunch and drink with the child attending full day programs. Perishable items including lunchmeats and salad dressings must be packaged with a cold storage product such as an ice pack. Along with lunch and snacks, please also send your child with a water bottle.

Snack time will be provided mid-morning and mid-afternoon. Lunchtime will be mid-day. Please alert staff to any food allergies or dietary restrictions. If food is served within the program, parents will be notified ahead of time. EPRD discourages use of the onsite vending machines, and prefers that students who need additional snack items or beverages bring them from home.

### **Visitors**

EPRD welcomes you to visit at any time, provided that visitors do not disrupt or otherwise interfere with the conduct of the program. Staff shall be the sole arbiter as to whether a visitor is creating an undesirable disruption or disturbance. In such an event, the visitor will be asked to leave, and expected to leave promptly upon request. All visitors are required to report to the Children and Youth Program staff and sign the visitor's log. Visitors will be required to present picture identification at the time of sign in. Visitors are required to sign out with the Children's Program staff at the conclusion of their visit.

### **Sunscreen**

Sunscreen should be applied to your child daily before they arrive. Additional sunscreen to be applied during the course of the day requires written authorization for application. Staff will appropriately teach children, as applicable, to self-apply sunscreen when needed.

### **Movies**

It is always a challenge to find appropriate movies that will satisfy children of all ages. Therefore, it is the procedure of the District to show only "G" rated films. If a "PG" rated film will be viewed, we will obtain parental permission beforehand. Movies are generally announced ahead of time, and posted on the calendar. Please communicate any concerns with the site director or staff available.

### **Clothing/Dress**

Appropriate clothing is necessary to allow children the freedom to participate in all class activities. Clothes that are sturdy and washable should be worn with closed toed shoes. Weather permitting, children will participate in outdoor activities and should be dressed accordingly. Children enrolled in EPRD programs MUST be potty trained. Should your child be prone to accidents, please pack extra clothes.

### **Personal Belongings**

EPRD and its employees are not responsible for lost, stolen, or damaged items brought to Children and Youth Programs. Parents are discouraged from allowing a child to bring personal belongings to the program. Electronic devices such as cell phones, video games, etc. should remain at home. The use of any electronic devices will require written permission for use. If the child cannot adhere to these guidelines the device will be confiscated and returned to parent at pick up. We discourage children from bringing cash to the program, unless it is requested for the activity. In the event that you wish to send cash with your child for use while on an excursion, please check in with the Site Director. Please label all belongings.

By signing below, I acknowledge that I have read and agree to the terms and conditions in the Evergreen Park & Recreation District's Children and Youth Programs Parent Handbook.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Customer Printed Name \_\_\_\_\_