



**PIMA COUNTY**  

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**NATURAL RESOURCES  
PARKS & RECREATION**

**School-age Youth Program  
Parent Handbook**

Pima County Natural Resources Parks & Recreation Vision and Mission Statements



Our Vision

Inspiring enjoyment of our natural resources, urban parks and recreational programs.

Our Mission

Leading community efforts to conserve the Sonoran Desert and enhance the urban environment, while providing quality recreational, educational and leisure activities.

**NOTE:**

**Pima County Natural Resources, Parks and Recreation facilities are not licensed childcare facilities under section 36-882 of A.R.S. The school-age youth programs are “at will” drop in programs and youth enrolled in the programs may come and go of their own volition**

## General Information

### Participation

Pima County Natural Resources, Parks and Recreation's School-age Youth Programs are designed to provide a safe and fun environment for your children to play and grow. Each child is a necessary part of the program with a meaningful contribution to make. Their participation is essential for a successful outcome.

Summer programs include field trips to various local destinations and participants are encouraged to attend. Transportation is provided by chartered bus or 12-passenger van. Staffing levels do not allow youth to stay behind at the community center on field trip days; therefore, other arrangements must be made if your child will not be attending the field trip.

### Forms

Prior to attendance in any youth program, completion of all registration forms is required. It is extremely important all completed forms contain accurate, up-to-date information and are signed by the parent or guardian. When any modifications are made to any form, a parent or guardian must initial and date the changes.

### Attendance

The youth programs at Pima County Natural Resources, Parks and Recreation are in high demand, many times with long waiting lists. To ensure that the program is at full capacity and in the effort to offer an opportunity for recreational activities for as many youth as possible, we are instituting an attendance policy.

If your child will be absent from the program, it is the parent's responsibility to notify staff of the absence either prior to or the day of to be considered excused. Each child will be allowed three excused absences during the session. If staff are not notified of an absence, it will be considered unexcused. No more than two unexcused absences will be permitted during each session. Excused absences beyond **three** or unexcused absences beyond **two** will result in the child being dropped from the program and filled with the next child on the waiting list. If you have an extenuating circumstance, please make an appointment to speak with the site supervisor.

Youth must check-in upon their arrival and checkout at their departure on the provided sheet. Once a participant has checked-out for the day, they may not return until the next program day. Staff cannot physically restrain or prevent a participant from leaving the program. If your departure status states that Parent Pick-up is your preference and your child leaves the program, staff will begin calling the numbers listed on the Participant Information Form. It is very important for you to ensure that your contact information is up-to-date, and that you have communicated your pick-up preferences with your child.

Program staff will not check ID's – participants are expected to know who is picking them up each day. It is the parent's responsibility to ensure that their child understands who can pick them up and when the child may leave the program.

Please be prompt in picking up your child at the end of the program.

### **Injuries/Illness**

If your child is injured or becomes ill during program hours, a parent or guardian will be informed regardless of the extent of the injury or illness. It is vital that the Participant Information Form is kept up-to-date, so that we're able to contact you in a timely manner. The Participant Information Form designates whether employees have permission to secure proper medical care if we cannot reach a parent or guardian. Home, work and cell phone numbers must be current, as well as all emergency contact names and numbers. If names, addresses or phone numbers change, please inform staff immediately. In either case (injury or illness), it may be necessary for a parent or guardian to pick up the child immediately from the program.

If a child is injured, staff will assess the injury. There are CPR and first aid certified staff at each site who can attend to minor injuries. If your child is injured, staff will inform the parent or guardian of the situation and contact 911 if staff the injury warrants.

### **Infectious Diseases**

Parents or guardians will be called to come take the participant home immediately when the following symptoms are observed:

- Severe coughing

- Chills, aches

- Discharge from eye or ear

- Other commonly accepted symptoms of possible infectious conditions

Paramedics will be called in the event of an emergency.

If a child comes to the program with, or has been exposed during the program to, lice or chicken pox, staff will send a note home informing parents or guardians of the situation. Children may not attend the program until they are properly treated and/or are no longer contagious.

### **Cell Phone and Personal Electronics/valuables**

Participants are encouraged to leave their personal electronic devices or other valuables home; however, participants are allowed to bring a cell phone for use in case of emergency. Pima County Natural Resources Parks & Recreation staff is not responsible for lost, damaged or stolen items. Children will be allowed to use their cell phone only during designated times during the program hours. The Neighborhood Center Coordinator will set these times. If a parent or guardian cannot reach their child by cell phone, they may call the phone at the center any time during the program.

## **Medication Policy**

In general, medication must be administered by a parent or guardian at home and not during program hours. If circumstances make it necessary for a child to receive medication during program hours the parent must inform staff and complete the necessary medication forms provided by staff. Staff will not administer medication without a completed Medication Permit Form. Prescriptions must be in original pharmacy container and must have a legible label. Parent or guardian must check-in the medication with the site coordinator. One staff will be designated each day to administer medication. No medication may be brought to a program without the proper forms completed.

If a child is permitted to administer their own medication, the appropriate form must be completed. Emergency medication such as an inhaler or epinephrine pen may be administered by a participant if the participant is competent in the procedure and directed by a physician.

## **Lunch/Snacks**

During summer recreation, the Summer Feeding Program is available at some sites and youth at those sites will be provided lunch and snacks daily. Your child is not required to participate and you may choose to send a lunch and snacks daily. If this program is not provided at the site your child will be attending, you must provide a lunch and snacks daily. Please send lunch in an appropriate container. Microwaves and refrigerators are not available for participant use. In addition, each youth should bring a refillable/reusable water bottle each day.

In afterschool or partial day programs, please send a snack for your child daily.

## **Clothing**

Children will be participating in a variety of activities. Please ensure your child wears closed-toe shoes (tennis shoes) and comfortable clothing that adequately covers the body and is weather appropriate. Sandals and flip-flops may be brought and used for water activity days only. Hats may be worn during outside activities. It is highly recommended that youth wear sunscreen for all outdoor activities and bring extra for reapplication during the day. Clothing/hats with vulgar/offensive slogans, graphics or gang affiliation may not be worn. Staff will determine what is appropriate and contact you regarding any issues.

If a child has urinated in or soiled their clothing, parents will be called to pick them up immediately (within 1 hour) or to bring a change of clothing. Staff cannot provide personal care for participants.