



## PARKS MAINTENANCE & RECREATION SERVICES DIVISION

### INTRODUCTION

The Department of Parks and Recreation's **Parent Handbook** explains its policies and standards of operation for children and youth programs. While there is a vast range of needs and interests represented by children, ages three through seventeen, this handbook provides parents with basic information to prepare for successful participation in recreation programs.

### PROGRAM

#### Program Goals

Recreation programs for children are designed and conducted to promote physical, emotional and social well-being and development. The Department's program goals are to provide opportunities for children to participate in physical, cultural, civic, and educational activities so that they may learn skills and knowledge to achieve the lifelong benefits of constructive leisure.

#### Ages of Children Accepted

**Children** *Summer Fun and Summer Plus programs:* Children shall have attained the age of five as of the previous December 31 or have completed kindergarten to, and including thirteen years old who have not yet entered the seventh grade.

*Intersession, before, and after school recreation child care programs:* Children shall be age five or currently enrolled in kindergarten through sixth grade.

*Enrichment Activity/Program:* Children shall be age five or currently enrolled in kindergarten through sixth grade.

**Teens** Ages thirteen through seventeen. Children enrolled in middle school but have not reached their thirteenth birthday may be accepted in teen activities. Children who have attained the age of 18 and are still enrolled in high school may be accepted in a teen program/activity unless otherwise specified.

#### Types of Recreation Activities

##### Enrichment Activity/Program

An enrichment activity is a recreation class or specific activity taught or conducted for brief (one or two hour) periods, once or twice a week. It may be taught or conducted by a DPR employee, contract instructor, or volunteer.

#### Recreation Child Care Program

Recreation child care programs are programs such as the Summer Fun Program, Summer Plus program, intersession programs, and after school programs which involve multi-activity content for more than six hours per week.

#### Special Events

A special event is a one-time activity that may be seasonal, annual, or singular. Some special events are geared to children, but should not be considered an activity where children can be dropped off. Parents/ guardians are expected to accompany children.

#### Reasonable Modifications

The Department will make reasonable program modifications for the inclusion of any child with disabilities in recreation activities and programs. The parents of the child and the Program Director will discuss the child's individual needs and what, if any, modifications are needed and can be reasonably met. The Department will not be responsible for providing personal care or personal care attendants for any child. Parents or guardians shall provide the Department with five working days advance notice when requesting modification assistance, including but not limited to, the provision of sign language interpreters, equipment, or transfers or lifting to provide access.

#### FEES, WAIVERS, REFUNDS

Fees will vary according to program and activity. There is a \$25.00 registration fee for the Summer Fun Program. In addition, there are various activity fees for recreation classes, special events, bus excursions, or admission fees.

##### Payment

Fees are due and payable upon registration. Checks and money orders must be made payable to the City and County of Honolulu. Cash is accepted, but checks or money orders are preferred. There is a \$25.00 service charge for all returned checks. Failure to pay fees or charges will result in dismissal from the program.

##### Waivers

The \$25 Summer Fun Program registration fee may be waived by submitting a letter or written verification from the Department of Human Services, State of Hawaii, verifying that the child is in foster care or from a family or household receiving State/Federal aid to families with dependent children or food stamps.

##### Refunds

Refund requests must be in writing and accompanied by an original receipt, cancelled check, or appropriate registration form indicating payment. Allow six to eight weeks for processing.

- 1. Recreation child care program:** All fees are non-refundable after the start of the recreation child care program or collection deadline (for special activities) as designated at the time of registration. No refunds for unused days or activities are permitted after the start of the recreation child care program or collection deadline has passed.
- 2. Enrichment activity/program:** Requests must be made before and including the first meeting of the class/activity. No refund after the first meeting of the class/activity.
- 3. Canceled by DPR:** If the Department cancels any activity, refunds shall be made on a pro-rata basis of completed classes/special activity as applicable.

#### REGISTRATION & ATTENDANCE

When registering a child for a recreation activity, parents or guardians will pay any applicable fees. They will also be asked to complete a DPR program registration form giving background information on the child, emergency contacts, release of claims, media release, and authorization to participate in off-site field trips.

##### Registration Priority and Waiting Lists

**Registration Priority** Registration is limited and on a first-come, first-served basis. Eligibility for waived or discounted fees does not provide an advantage or disadvantage to registration in any program. Applicants who desire to enroll full-time shall be given priority over applicants who desire to enroll part-time.

**Waiting Lists** Waiting lists are established on a first-come, first-served basis but do not guarantee enrollment in the program. Full-time applicants and part-time applicants may be placed on separate waiting lists.

##### Attendance, Release, Pick-up

**Program Attendance** Attendance in recreation programs is voluntary. Therefore, any child who does not report at the start of the program day or the scheduled, supervised activity is considered absent.

**General Release** Any child enrolled in an enrichment activity or recreation child care program, including Summer Fun, will be released at the end of the class or program day. It is the parent's responsibility to make arrangements for pick-up. However, the child may not leave the class/program while it is in progress unless written permission has been granted by the parent/guardian.

**Restricted Pick-up** Some recreation child care programs such as the "Summer Plus Program" specifically require that the child be released only to parents or authorized persons at the end of the day. In such programs, parents/guardians may request, in writing, that the child be given a general release whereby the parent/guardian need

# PARENT HANDBOOK

for

## Children & Youth Programs



DEPARTMENT OF PARKS AND RECREATION

KIRK CALDWELL  
Mayor of Honolulu

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not pick-up and sign-out the child at the end of the program day.

**Late Pick-up** Late pick-up applies to recreation child care programs in which children are released only to authorized persons at the end of the day/program, when the child is not picked up within one-half hour after the close of the program. If the child is not picked-up or the Program Director is not contacted by the parent/ guardian within one hour of the end of the program day, then the Program Director will call the Honolulu Police Department to arrange for proper custody of the child. Chronic late pick-ups may be grounds for a child's termination from the program. The City may assess the parent/guardian a late pick-up fee.

#### ***Withdrawal, Suspension and Dismissal***

**Withdrawal** Parents/guardians may withdraw their child from the park's program at any time upon giving the Program Director verbal or written notice of the date of withdrawal and reason(s).

**Suspension** The Program Director is authorized to suspend any child for a period of time as a disciplinary measure. The Program Director will notify the parents/ guardians in writing of the suspension.

**Dismissal** The Program Director, at his or her discretion, is authorized to dismiss any child from a recreation program based on, but not limited to, the child's behavior that is unsafe and harmful to him or herself or others, repetitive disciplinary problems, unexcused tardiness or absences, repeated late pickups, or untreated health problems or conditions.

## **CHILDREN'S RECORDS AT PROGRAM SITE**

#### ***Children's Records***

Program Registration forms for each child will be kept on file at each program site. In the event a child registers for activities at more than one site, each site will maintain a separate file.

#### ***Disclosure of Information***

Information pertaining to an individual child or parents/guardians of the child is confidential and shall not be disclosed to persons other than to other agencies pursuant to HRS Section 92F-19 unless the parents/guardians of the child grant written permission for the disclosure or an emergency arises. Individuals or organizations requesting information about the child or parents/guardians of the child shall provide written approval to release such information signed by the parents/guardians before release of any of the records.

## **FIELD TRIPS**

Parents/guardians will be informed at all times of field trips or excursions that take children off-site. As much as possible, field trip information will be provided at the time of program registration and/or in publicity flyers. The parent/guardian may also be asked to authorize participation by the child in other field trips on a Travel Permission Form.

#### ***Supervision on Field Trip Days***

**There will be no supervision provided at the park/program site for those children not participating in the field trip.** It is the parent's responsibility to make alternative provisions for child care for the child or children not participating in the field trip.

Parents who send their children to the program site on a field trip day are responsible for any field trip cost. Failure to pay any field trip cost may result in suspension or dismissal of the child from the program.

## **SNACKS**

The Department does not provide any snacks in any of programs or activities unless specifically noted in program notices and flyers.

## **SAFETY, HEALTH & EMERGENCIES**

#### ***Sick/III Children***

The program sites have no separate facility or adequately trained staff to provide special care for sick or ill children. If a child becomes sick or ill while in the program, or has a communicable health problem, parents/guardians will be contacted immediately (to pick-up the child).

Sick or ill children with communicable diseases such as chicken pox, influenza, and measles, or with head lice (pediculosis) will be excluded from the program according to Department of Health guidelines.

#### ***Medication Requests***

Except for supplies used in standard first aid treatment, medication will not be administered to any child, under any circumstance, by any recreation staff. Administer means to inject, apply, or feed.

Medication may be dispensed provided the parent/guardian signs a request to dispense medication and release of claims and indemnification agreement. Dispense means to make the prescribed dosage available for the child to self-administer. Only prescription medicine shall be dispensed; no over-the-counter medicines, creams, cough drops, pain relievers or other nonprescriptive medications shall be dispensed. At its discretion, staff may refuse to dispense medication.

#### ***Allergy***

When a parent reports to staff that his/her child has allergic reactions to food and other substances, it will be recorded on the Program Registration form. It is the

parent's/ guardian's responsibility to notify the Department and to include this medically related information at the time the child is registered.

#### ***Accidents/Medical Emergencies***

In case of an accident causing minor injury, first aid may be rendered by a certified staff member. In case of a major accident, a medical emergency unit will be called to transport the child to the nearest medical treatment center. Parents, designated adults, the child's own physician, or emergency contact will be notified. **Parents/guardians will assume all costs for medical service rendered on behalf of the child.**

#### ***Emergency Closing of Program***

Due to unforeseen circumstances, i.e., unavailable toilet facilities, electrical power failure, broken water main, the Program Director may suspend or temporarily relocate the program at another facility. Parents will be notified by telephone of the suspension or relocation, and signs will be posted at the program site.

In the event of an evacuation, program staff will evacuate the children to the nearest shelter. Signs shall be posted at the program site informing parents/guardians where evacuees have been taken. Children will remain under the supervision and care of department staff until reunited with their parents/guardians or, if that is not possible within twenty-four hours of the all-clear notice, the Honolulu Police Department or appropriate governmental entity will be contacted to arrange for custody of the child.

## **INFORMED CONSENT & ASSUMPTION OF RISK**

Recreation activities have inherent risks of which you should be fully informed. Ask questions to help you make a fully informed decision regarding the participation of your child.

Children may participate in certain sports activities, such as football, basketball, and volleyball that may have physical contact. All contact sports necessarily and unavoidably carry with them the risk of high speed collisions with other persons, balls, and equipment. In addition, irregular playing surfaces may be present. There are, therefore, risks of *orthopedic, dental, cervical, spinal, head injury*. There is also the risk of *lacerations and other injury from falling and/or colliding with people or objects*. In addition, all sports require a level of fitness and health that only your physician can determine your child possesses. ***We strongly urge that you obtain medical advice as to whether contact sport activities are suitable for your child.*** Many undetected or chronic diseases such as cardiac disease or high blood pressure may be worsened by your child's participation in these activities.

Other activities may involve the use of chemicals which may be toxic when ingested or inhaled or when coming in contact with skin. There may also be ***allergic reactions or individual sensitivity to these chemicals when ingested, inhaled, or when in contact with skin.*** Activities such as ceramics, painting, or cooking are examples of these types of activities.

Swimming at the beach or pool is another activity with inherent risks involved.

If you are making a determination that your child is able to participate, ***it is your responsibility to assess your child's maturity, fitness and willingness to obey safety rules and determine for yourself if the risks associated with these activities are acceptable to you.***

While the City and County of Honolulu hopes that every participant enjoys an injury-free activity, by ***your signing a RELEASE OF CLAIMS FORM. YOU ASSUME ALL RISKS associated with the activity for which you have registered your child.***

## **INSURANCE**

The City and County does not provide any primary, or secondary medical insurance. Parents/guardians are required to obtain their own personal medical and health insurance to cover all of their child's medical costs and expenses.

## **PARENTS/GUARDIANS RIGHTS & RESPONSIBILITIES**

### **A. The rights of parents/guardians of children in the recreation program are:**

1. To expect that their children are safe and well-supervised.
2. To ask the staff about the behavior and well-being of their children in the program.
3. To see all pertinent information in the files of their children.
4. To participate in the program by volunteering to share their talents and interest with the children.
5. To feel that their children are growing and enjoying a program that is caring, nurturing, and supporting their child's physical development and social-emotional development.
6. To visit and observe the program in operation.

### **B. The responsibilities of parents/guardians of children in the recreation program are:**

1. To inform the appropriate Program Director of their children's absence or tardiness.
2. To ensure that their children have clear instructions about when they will be picked up or are expected home.
3. To provide all information about their child, accurately and truthfully, in order for the Program Director to make the best possible judgment and decisions for the children.