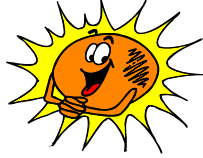


# SUMMER ACTIVITY PROGRAMS



July 5, 2010

DEAR PARENT(S) AND/OR GUARDIAN(S),

The Recreation and Parks Department would like to welcome all participants to the Parks Play Program Summer of 2010! Our program is designed for children aged 5 – 12 and aims to keep its participants active and entertained through games, crafts, sports, stories, and various presentations and special events throughout six weeks of the summer. The program will run at Kin Park, West Side Park, ACT Park, Riverside Park and Salteaux Park from **8:30 AM – 12:00 PM** and continue in the afternoon at ACT Park, Riverside Park and Salteaux Park from **1:00 PM – 4:30 PM**. Attached to this letter you will also find a personalized introduction letter from your child's Parks Play Leader; I hope you find this helpful in getting to know the leader and interacting with the program.

At this time I would like to outline the specifics of the Parks Play Program, established by the Recreation and Parks department, so that everyone involved is well informed of our program guidelines. We are a free, **drop-in program** offered by the City of Swift Current, and largely supported by community involvement and funding from various businesses. **Participants are free to join and/or leave the program as they please**; though children will be encouraged by our leaders to participate in our activities as they visit the park, the focus and attention of the leaders will be with the participants involved in their structured activities. Leaders will be available during their work hours at the park to assist any child in distress (e.g.: in need of medical attention) and to help maintain a safe play environment. We do advise you that on field trip days – when the leaders will be walking with program participants to other locations (e.g. library story time) – **we are not, nor will we be held accountable for children coming and leaving the park during the leader's time away from the park site**. Therefore, we ask that you please ensure you and your child know when and where they should go when leaving the program.

The Recreation and Parks Department would also like to inform parents/guardians of the steps taken to implement the rules and regulations of the Parks Play Program. These rules are available at each park site and are decided upon by the leaders and participants together. Listed below are the procedures that will be enforced to ensure these rules and the safety and wellbeing of the Parks Play Program and its participants.

## First Offense

The participant will be explained why such behavior is inappropriate and that it will not be tolerated in the Program. They will discuss this first matter offense and a logical consequence (e.g. apologizing, cleaning up, etc...) in order to continue taking part in the program that day. The participant will also be informed of the consequences of any second, third, and fourth offenses. All similar or different offenses will be treated as additional to this first one.

## Second Offense

The participant is again notified what behavior is unacceptable and why.

The participant can then be banned from the Program for the morning/afternoon/evening or the entire day – this is decided by the gravity of the matter. This is not to say, the participant has to

leave the park site; they may stay in the park but will be unable to participate in the program activities.

### **Third Offense**

The participant is advised of their offense and why it is unacceptable. The parent(s)/guardian(s) are advised of their child's behavior by way of the Play Leader or Summer Program Coordinator. At this point, the participant can be banned from the Program for an amount of time ranging from one day to one week – this is decided by the gravity of the matter. If they are banned, they will not be able to participate with/at any of the Parks Play Program sites. Parents and participants will also be notified of the preceding offenses and the proceeding consequences if the participant's behavior continues.

### **Fourth Offense**

The participant is informed of their fourth offense, why it is inappropriate, and its consequences. The Summer Program Coordinator is then notified by the Play Leader of the offense. They, in conjunction with the Recreation and Scheduling Superintendent, will notify the child's parent(s)/guardian(s) to come and pick up their child from the park. At this time, the participant is no longer able to participate with/at any of the program sites for a period of time determined by the Coordinator and/or Superintendent – this will be decided upon by the gravity of the matter.

As previously stated, the Parks Play Program may arrange field trips away from their regular site on occasion and would like to include all program participants in these excursions. Due to the drop-in nature of the program, the completion of permission slips for every event is a difficult task. As a result, **we are sending this notice home to you in order to gain parental permission for all off-site events organized by the Parks Play Program.** These can include our small field trips by foot to the Chinook Regional Library or to a nearby spray park or playground. We will keep you informed by sending newsletters home with the participants outlining special events and/or leaving a public note at the park sites announcing the program's temporary location. **Attached to this letter, you will find a permission slip form to complete and return to your child's Park Play Leader.**

Once again, we will be creating an e-mail list regarding the Summer Activity Programs. E-mails are sent once a week to highlight the main activities that your child can participate in with any City Summer Activity Programs available to them. If you would like to join this mailing list please send an e-mail to me at [d.cabrales@swiftcurrent.ca](mailto:d.cabrales@swiftcurrent.ca) and you will be added to our recipient list. You can also view information the other programs offer by visiting [www.swiftcurrent.ca](http://www.swiftcurrent.ca).

The Recreation and Parks Department appreciates your cooperation with the Parks Play Program guidelines. If you have any questions or comments concerning the Parks Play Program or The Hub on 6th, please call or e-mail me. Hope you and your child(ren) enjoy your summer and your time with our programs!

Sincerely,

Diana Cabrales  
City of Swift Current, Rec. & Parks Dept.  
Summer Programs Coordinator  
Phone: (306) 778 2787  
E-Mail: [d.cabrales@swiftcurrent.ca](mailto:d.cabrales@swiftcurrent.ca)



# City of Swift Current Recreation and Parks Department

P.O. Box 340, 177 - 1st Avenue NE  
Swift Current, Saskatchewan S9H 3W1  
Phone: (306) 778-2787 Fax: (306) 778-6202

Carefully read the following statements. Please place a checkmark of indication in the appropriate box to indicate that you have read and understood each statement. It is of extreme importance to both the safety of your child and the success of the program that you carefully read each statement.

- I understand the nature of the drop-in program. My child is free to join and leave activities and the park as he or she wishes. Parks Play Leaders are not accountable for when my child comes or chooses to leave the park.
- I understand the procedures that will be taken should my child cause offense to the program.
- I understand that the program may be cancelled if weather does not permit for planned activities to continue.
- I understand that the Parks Play Leaders are there to organize and oversee crafts, games and activities. If my child does not choose to be involved in the planned activity or if the Play Leader is beginning daily clean up, he or she may fall out of of the Park Play Leader's sight and may as a consequence go unsupervised.
- I understand that my child will not be allowed to leave the park with the Parks Play Leaders to attend special events if the permission form is not signed and returned to one of the leaders. **This form only needs to be filled out once and if appropriately returned to a leader, it will apply for the entire summer and all special events which take place in the Parks Play Program.**

Child's/Children's Name(s): \_\_\_\_\_ Age(s): \_\_\_\_\_

Please list any allergies or conditions your child/children possess:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other pertinent information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Please print parent/guardian name) Phone # (H) \_\_\_\_\_

\_\_\_\_\_  
(Signature) Phone # (W) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone # \_\_\_\_\_



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**Photo Disclosure**

I, \_\_\_\_\_, being a lawful parent/guardian of  
\_\_\_\_\_, give consent to the City of Swift Current to take  
photographs of my child/children and use the said photographs to promote City  
sponsored activities for children and youth. Such use includes publishing the  
photographs on posters, pamphlets and websites but does not include permission to  
publish my child's/children's name, address or other personal information except with  
prior written consent from me.

Dated \_\_\_\_\_, 2010

\_\_\_\_\_  
Parent/Guardian Signature