



PYC SUMMER ADVENTURES

Parent/Guardian Handout



Welcome to the City of Pinole Recreation Programs!

Please take a moment to review the important information included in this handout.

Basic Information

Contact Information: (510) 724-9052 – Youth Center Main Room
Emergency Use ONLY! Camp Cell Phones Numbers:

Discover – (510) 418-1068
Adventure – (510) 672-1343
ICE – (510) 685-9388

Ally Renshaw, Youth Services Coordinator
(510) 724-9004 – Youth Center Office
youth@ci.pinole.ca.us

Location:

Pinole Youth Center, 635 Tennent Avenue, Pinole

Other locations include: Collins Elementary School Gym, Pinole Swim Center, City Parks and Fields, and more!

Procedures

No Drop In: All Youth participants must arrive during their scheduled hours and stay until they are picked up or the program is over at 6pm. Only registered children may attend the PYC Summer Camp program. Please contact the staff on the Youth Center Main Room telephone (510-724-9052) if you know your child will be late or absent. **Refunds, credits, or discounts are not given for missed days or weeks.**

Pick Up

The City of Pinole assumes no responsibility for how your child gets to or from the program. Child must be picked at the conclusion of program--6pm, unless otherwise noted. Any child picked up later than the scheduled end time will be charged \$1 per minute after the grace period of 5 minutes. The late pick up fee MUST be paid by 6pm Friday of the week the cost was incurred in order for your child to register and attend following weeks. **The City of Pinole and their staff are NOT responsible for your child once the site is closed.** If you are interested in setting up a carpool with another youth and his/her parent/guardian please emails the Coordinator your name, phone number, and address to be shared with others interested. Authorized persons MUST ENTER BUILDING, CHECK IN WITH STAFF, AND SIGN CHILD IN/OUT DAILY. IDs will be checked for any and all persons not known to Staff on duty.

Parent Information

Receipts may be printed upon request. Calendars, fliers and other program information will be placed next to the sign-in/sign-out area. Children should be prepared for each day of camp. Required items include: bag lunch, layered clothing, comfortable close-toed shoes, backpack, water bottle and snack or money for PYC's snack bar.

Personal Items

Be aware that bringing personal items of value to the program site such as money, iPods, cell phones, CDs, video games, skateboards, etc., is strongly discouraged. Personal belongings are the responsibility of the youth participant only. We are not responsible for any personal items that are damaged, lost or stolen. Participant use of electronics (including cell phones) is prohibited during program hours. If your child is found using electronics or other items deemed distracting to program, the device will be collected and returned to parent/ guardian by the PYC staff at the end of the day. If you



Tax Information Notice Please keep a copy of your registration forms and receipts for tax purposes. Our tax ID number is 94-6000394.

must contact your child, please contact the Youth Center Main Room or your child's camp cell phone (numbers are listed above) and encourage your child to refrain from using personal devices during programs. Skateboards/scooters will not be used during program hours per Police Code, for the safety of your child(ren) and others. While bringing valuable belongings to the PYC is discouraged, any video games or DVDs brought to the Youth Center must be rated either T(teen) or E(everybody), rated PG-13 or under, and must be approved by the Youth Center staff. Staff will take measures to ensure the appropriateness of movies prior to viewing and Project Discover will only watch PG and under.

Snack

The Pinole Youth Center highly suggests that your child be fully energized to participate in the programs. . Our program offers snack time twice a day. Your child should have two snacks daily, please provide them with either money or snacks. Snacks are available for purchase at the programs sites' Snack Bar at minimal cost. . Snack Bar Punch Cards are available to help eliminate the risk of your child losing his/her money. Punch Cards may be purchased at the Pinole Youth Center office in increments of \$25, \$20, \$15, \$10, or \$5, and are kept in the Snack Bar for future use. Snack Bar Punch Cards are non-refundable and expire on the last day of camp, except for year-round participants. **Children will NOT be given permission to leave site/ the program to purchase food through local vendors.**

Field Trips

*** Children must wear their camp T-shirt on field trip days***

Field Trip locations are listed on Summer Adventures Flier. Some trips will require additional Liability Waiver per facility/ location's needs. Children whose parents do not sign and submit required additional forms will not be allowed to go on the Field Trip. It will be the parent's responsibility to find alternative care for their child for that day. All Field Trips are planned based on age and ability of entire group and children who attend are expected to engage in all activities scheduled for the day. Bag lunch is required and children may bring spending money at their parent's discretion. Staff is not responsible for safe keeping or spending of your children's money.

Health

Illness/Injury: If a participant appears to be ill, the parent/guardian will be contacted to pick up their child(ren). If there is fever, vomiting, diarrhea, and/or lethargy that prevent your child from engaging in the program, we ask that your child stay at home. All staff members are trained in Basic First Aid and CPR. A first aid kit is always available onsite and on field trips. If your child's injury is severe enough to need professional attention, we will make all attempts to contact your listed emergency contacts first and will take the appropriate steps needed in the case of an emergency. Please refer to the Consent to Treat and Liability Waiver sections of the Registration Form for details.

Medications: | The Pinole Youth Center do not administer or store medications.

Feedback and Being Involved

The Pinole Youth Center and its staff work to be responsive to youth, parents, volunteers and community members. Please share your constructive ideas, concerns, comments and suggestions in person or by emailing youth@ci.pinole.ca.us. We will continue to adapt our programs and services accordingly to meet community needs.

Registration

Payment and paperwork due by Wednesday, 5:30pm prior to the week you are registering for. Applications will not be accepted after Wednesday. Partial payments are not accepted for prorated fees or in order to secure future weeks of registration. The City does not provide discounts for missed or partial days of participation. Payment is due at time of registration. Space is available on a first-come, first-served basis and waitlisted registrations will be served in the order they were received.

Pinole Residents must show proof of residency (current utility bill with address and name matching that on DMV ID) at time of registration in order to receive resident rate. Proof of guardianship will also be required at time of registration. Approved proof of guardianship forms are limited to: Birth Certificate and Court Approved Documents only.

Payment Methods: We accept cash, check, and credit cards (Visa and MasterCard only) and payments may be made by telephone. **Payments are non-refundable.**



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Payment by cash: Bring cash directly to the Youth Center (do not mail). Give the cash directly to a Youth Center staff person; do not set it on an unattended desk.

Payment by check (payable to City of Pinole): Bring checks directly to the Youth Center or by mail: Pinole Youth Center, 635 Tennent Avenue, Pinole, CA, 94564. Please note that returned checks are subject to a \$20 Returned Check Fee, plus the original amount the check was written for. Payments not received within 7 days of notification of a returned check will be sent to collections. Persons with outstanding returned checks on their record may not thereafter submit payment via check to the City of Pinole, and must choose an alternate form of payment. If a returned check goes unpaid, the family and child will be unable to register for City of Pinole programs for one year.

Payment by credit card: Credit Card payments may be made in person at the PYC or by telephone only. Credit Card information will no longer be held on file for PYC programs.

Financial Assistance: Unfortunately, financial assistance is not provided by The City for the 2016 Summer Program, as the Recreation Department is now a “self-sustaining” entity. Our program sponsor, however, the Pinole Youth Foundation offers limited scholarships. Please email youth@ci.pinole.ca.us to inquire about scholarships.

PINOLE YOUTH CENTER BEHAVIOR CONTRACT

PLEASE ONLY FILL OUT IF YOU ARE A NEW APPLICANT

Treat others the way you want to be treated; the youth center belongs to everyone. We will not tolerate bullying, teasing, and/or picking on one another. We want everyone to feel welcomed and included while attending the Pinole Youth Center.

Respect others and respect the Pinole Youth Center staff: No put-downs, swearing, hands on or fighting (even conversations about fighting). Respect everyone’s personal and public property. Respect the leaders by listening to them, giving them your attention, and following their instructions when requested.

Safety First: Stay within the eye sight of a Recreation Leader. Stay within the boundaries of the Pinole Youth Center or boundaries given by a Leader. Bring any hazardous, dangerous, and concerning issues or objects to the attention of staff immediately. Help others--if you see they are in an unsafe environment or need help. Be aware of your surroundings.

Responsible Behavior & Actions: Items used/played with must go back into the location and/or the position from where they were obtained. All trash must go into the trash can, not the floor or left on the table. No running inside. While inside the facility remember to speak in a low or quiet voice.

Vehicle Safety: Leave your seat belt on until the vehicle comes to a complete stop, and the driver states that they may be removed. Only open the door when the vehicle is completely stopped and you are directed to by a staff member. No eating or drinking in any city vehicle. Booster Seats must be used by all children unless they are 8 years or 80 pounds. Cell phones may only be used to notify your parent or guardian that you are with a PYC staff member. After contacting you parent or guardian cell phones are not to be used and must be stored out of site.

Have fun!

DISCIPLINE PROCEDURES

If a rule or policy is violated the following steps will be taken:

- The staff will discuss the violation with the youth participant and give an appropriate warning with clear consequences if their behavior continues.



PARENT/GUARDIAN HANDOUT

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- If the behavior does continue or is initially severe enough staff will contact the parent/guardian and remove the youth from PYC activities as needed for the day or a longer term suspension at the discretion of the Recreation Coordinator and Recreation Manager. Additionally, the accumulation of violations is subject to review to determine any child's ability to continue in PYC programming.

The staff reserves the right to suspend or expel a youth participant from the program at any time based on the severity of their actions. The parent/guardian will always be contacted when this step is taken. This policy is to ensure the safety of youth, staff members, volunteers, and the general public.

Please be reminded that PYC offers recreational programming. While we make every effort to create a warm and engaging program for all children in our care, our staff are not trained in therapeutic or behavior modification practices.

_____ youth initials	I have read the Discipline Procedures and I agree to follow them. I also understand that if I do not <i>follow</i> the rules my parent/guardian will be contacted and I will be disciplined based on the severity of my behavior.
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Print Youth Name _____ Youth Signature _____

Parent Signature _____ Date _____

Payment is due for camps and after school care before services are offered. For afterschool care, payment is due on the 20th day of the preceding month. For camps, payment is due the Wednesday before camp is to start. Your payment secures your space in program. If payment is not made on time you risk losing your child's place in program.

Any child dropped off without prior registration will have parent or guardian called for immediate pick-up.

Pinole Youth Center Progressive Behavior Plan

PYC Participants				
Concerning Behavior	1st Incident	2nd Incident	3rd Incident	4th Incident
Disruptive Behavior <ul style="list-style-type: none"> • Horseplay • Use of profanity & vulgarity • Refusal to follow agreements & guidelines • Attempted tampering or destruction of program equipment • Running from area or leaving designated area without permission • Teasing/Bullying • Stealing from program/program participants/and- or staff • Removal of seatbelt or unsafe behavior in program vehicles. • Inappropriate display of affection including prolonged kissing Dress <ul style="list-style-type: none"> • Wearing clothing that is doesn't cover body parts. • Clothing bearing offensive or obscene words 	<ul style="list-style-type: none"> • Redirected behavior • Document in Behavior Log 	<ul style="list-style-type: none"> • Redirect behavior • Document in Behavior Log • Parent Notification 	<ul style="list-style-type: none"> • Redirect behavior • Document in Behavior Log • Parent Notification • Request that Child be picked up for the remainder of the day • Up to a 10 day dismissal from program. 	<ul style="list-style-type: none"> • Redirect behavior • Document in Behavior Log • Parent Notification • Up to a 30 day dismissal from program. • Any Additional behaviors will be subject to full dismissal from the program. Reinstatement will be considered at the start of the following school year.



Elevated Concerning Behavior

<p>Verbal threat (to cause harm or damage against another individual)</p> <p>Physical Fighting</p> <p>Falsifying Information</p> <ul style="list-style-type: none"> • Deception • Forgery • Use of someone else's identity <p>Verbal harassment, Hate crimes and or Racial slurs</p> <p>Vandalism or Property Destruction</p> <p>Trespassing (coming onto property/entering facilities without authorization)</p> <p>Tobacco Use (as well as other drugs) or possession</p> <p>Touching someone's body without consent*</p> <p><i>Aggressive behaviors that are unresponsive to corrective action</i></p>	<ul style="list-style-type: none"> • Parent Notification • Parent provided with cost of repair • Up to 5 days suspension • Document in Behavior Log <p>*May be readmitted with parent/staff agreed behavior plan in place</p> <p><i>Parent will be called for immediate pick-up. If behavior is too great, emergency personnel will be called to collect the child at once.</i></p>	<ul style="list-style-type: none"> • Any Additional behaviors will be subject to full dismissal from the program. Reinstatement will be considered at the start of the following school year. • Document in Behavior Log <p><i>Aggressive behaviors will be subject to full dismissal from the program. Reinstatement will be considered at the start of the following school year.</i></p>		
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