

# Windham Youth Track Program

## Policies & Procedures

### General Policies:

- All practices will take place at the Windham High School Track unless noted otherwise. Please make every effort to be on time, as the first practice will run from 5:00pm-6:30pm and the second practice will run from 6:30pm-8:00pm.
- A water cooler will be on site, but please send your child with a water bottle for every practice.
- All personal property brought to the program is the participant's responsibility and not the responsibility of Windham Youth Track staff unless otherwise noted. Participants are encouraged to leave valuables at home.

### Health Policies:

If your child presents any symptoms that would normally keep them home from school, please do not send them to the track program, as they cannot comfortably participate in the program and we cannot allow them to unnecessarily expose others to illness.

### Emergency Procedures:

Staff will report any accident that requires first aid or leaves a mark; an accident form will be completed with a copy given to parents. Minor accidents such as cuts and scrapes will be cleaned and covered with a bandage. Bruises and bumps will be treated with ice packs. Parents will be notified immediately of accidents which may require a doctor's attention. If an accident occurs that requires immediate medical care, staff will call 911 and every effort will be made to contact a parent or guardian in such emergencies. In the case when a parent or guardian cannot be contacted, the staff will contact people on the participant's emergency contact list.

### Behavior Policies:

Our goal is to provide a safe, secure and fun recreational experience for your child. No participant should feel threatened or intimidated by the behavior of other participants. All participants should be treated with respect, be responsible and feel safe. Our discipline procedure is designed with that goal in mind.

The behavior form used for all Windham Parks & Recreation youth programs lists the following inappropriate behaviors:

- Inappropriate Language
- Inappropriate Physical Contact (fighting, hitting, biting, kicking, or pushing, etc.)
- Leaving designated group/grounds without permission
- Blatant defiance of staff and/or rules
- Breaking, damaging, or destroying property
- Threatening or behaving disrespectfully towards another student(s) or staff
- Bullying/Harassment
- Theft
- Dishonesty
- Non-compliant with vehicle passenger safety (seatbelt use, etc.)

Consequences could include:

- Discussion with the program coordinator
- Temporary break from program activities

- Parent contact

If behavior issues are continuous throughout the program with a participant, parents will be notified during the program and may receive a written behavior form if warranted. If negative behavior continues and becomes disruptive to the program as a whole, we reserve the right to remove the participant from the program either for the next practice session or for the remainder of the program depending on the severity of the situation. Communication between the head coach and parents concerning any changes in the child's routines will enable us to work as partners to provide the best care for your child.

*Please be advised that the Town retains the right to remove a participant from a program at any time during the course of the program if the Town feels that the child's actions are a threat to the well-being and safety of the other children and/or staff.*