

# Windham Teen Programs

## Policies & Procedures

### General Policies:

- Participants are expected to meet program staff in the Windham Middle School cafeteria after school is dismissed, unless otherwise noted in the program description.
- Once a participant has signed into a program, he/she may not leave the program site except to participate in the designated program activities until the program is concluded.
- Participants will be expected to bring a lunch from home, unless a school lunch has been pre-ordered. For early release day outings, participants will be expected to bring a lunch from home unless otherwise noted in the program description.
- Participants must follow vehicle safety rules at all times in Windham Parks & Recreation vehicles.
- All personal property brought to the program is the participant's responsibility and not the responsibility of Windham Parks & Recreation. Participants are encouraged to leave valuables at home.
- Cell phones, iPods, Game Boys, and other electronic devices may be used at the discretion of Windham Parks & Recreation staff, typically during bus rides or open gym programs. We reserve the right to restrict any devices not appropriate for the program setting, including use of cell phones or electronic devices to access inappropriate websites. **During the program, parents can reach a program staff member or their child by calling or texting (207) 800-6187.**

### Dismissal Policies:

- Please make sure that you have provided accurate information concerning your child's dismissal. If your child is leaving with an adult other than a parent/guardian, or if he/she is signing themselves out of the program, you *must* indicate this during the registration process.
- Any changes to your child's dismissal plan must be made by contacting the Parks & Recreation office directly; please note that we cannot make these changes without speaking to a parent or guardian.
- Late Policy: If you have not arrived to pick up your child within 15 minutes of the program's scheduled ending time, Parks & Recreation staff will transport him/her to the Windham Parks & Recreation office and begin attempting to contact the emergency contact person(s). Please be aware that there may be instances when we will call the police to come pick a child up who has not been picked up with an hour after the program ends and there has been no contact with the parent.

### Health Policies:

- All participants that are required to take medication during the day (including an EPIPEN or inhaler) must provide a Parent/Guardian's Request to Administer Medication form ([download here](#)).
- A participant must be well enough to attend school in order to participate in Early Release programs. Participants should not attend Windham Parks & Recreation programs if participant received a positive Covid test within 5 days of the program or one or more of the following symptoms is present: fever of 100.4 or higher within the previous 24 hours, vomiting or diarrhea within the past 24 hours, flu or flu-like symptoms, conjunctivitis or pinkeye, contagious illness (such as strep throat or impetigo), unexplained rash with behavior change, Covid symptoms including cough, shortness of breath, fever, chills, headache, sore throat, muscle pain, or loss of taste or smell.
- If your child presents any of the symptoms above, you will be notified and ask to pick up your child *promptly* from the program. Please note that children with these symptoms cannot comfortably participate in program activities and we cannot allow them to unnecessarily expose others to illness.
- Participants may be required to wear a well-fitted mask during the program and will be noted on the program description page.

## **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 with soap and water 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, the participant will be transported to the closest hospital and always accompanied by a staff member. 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, spitting, kicking, 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 day 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 session or for the remainder of the school year depending on the severity of the situation. Communication between staff 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.*

**WINDHAM RECREATION BEHAVIOR FORM**

CHILD'S NAME: \_\_\_\_\_ 1st 2nd 3rd 4th Offense

PROGRAM: \_\_\_\_\_ DATE: \_\_\_\_\_

TIME OF INCIDENT: \_\_\_\_\_ LOCATION: \_\_\_\_\_

STAFF MEMBERS INVOLVED: \_\_\_\_\_

**INAPPROPRIATE BEHAVIOR (Please circle all that apply.)**

Disruptive Behavior	Verbal Abuse
Physical Aggression	Unsafe Behavior
Severe Physical Aggression	Serious Harassment
Non-Compliance with Health Protocols	Other:

**Brief Description of the Incident:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONSEQUENCE (Please circle all that apply.)**

Activity break and discussion with staff member	Loss of next activity
Meet with program administrator	Written warning to parents via Behavior Form
Behavior Plan to be developed	One-day suspension from program
Removal from program	Other:

If needed, a copy of the Behavior Rubric may be attached to this form to document disciplinary procedure.

**DISCIPLINE PROCEDURE**

Please note that we do not provide refunds for missed days due to disciplinary infractions.

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*I have read and understand the contents of this Behavior Form, and have been given the opportunity to discuss the incident with the leadership at my child's program site. I understand that if I have additional questions or concerns about my child's discipline while at this program I may speak with the program administrators about my concerns.*

Parent Signature: \_\_\_\_\_

Staff/Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Communicated to parent/guardian by: \_\_\_\_\_ Date: \_\_\_\_\_