



Murraysville Playground Program Parent Handbook



Welcome to the Murraysville Playground Program!

The Playground Program, operates as an 8 week park program with full season pre-registration and drop-in options, where kids enjoy outdoor sports and games and a variety of other activities. The program will be offered Monday-Friday, June 14-August 6 in Bear Hollow and Murraysville Community Parks from 10:00 a.m. -2:00 p.m. each day (no program July 5.)

This handbook has been developed to help answer several of the most common questions about the program and to provide you with the procedures, policies, and guidelines we expect of our staff, parents and children.

Please feel free to contact us anytime with questions and suggestions throughout the summer so that we can continue to provide the BEST possible park experience for you and your children!

Sincerely,

Carly Greene
Recreation Director

Amy Wengrzyn
Program Coordinator

ATTENDANCE REQUIREMENTS

Children ages 6-12 may participate.

Attend any day or every day!

THE PROGRAM OUTLINE

This is an outdoor park program. The only available shelters from sun and rain are the park pavilions. We urge families to send their children with sunscreen and bug spray or whatever products will keep them comfortable while they enjoy the fun outdoor activities. Please dress for the weather!

Dates: June 14-August 6 (No program July 5)

The program will be held on two parks each week, as listed below:

- **Mondays: Bear Hollow Park:** Bear Hollow Park Ct., Murrysville 15668
- **Tuesdays: Bear Hollow Park:** Bear Hollow Park Ct., Murrysville 15668
- **Wednesdays: Murrysville Community Park:** 4056 Wiestertown Rd, Export 15632
- **Thursdays: Murrysville Community Park:** 4056 Wiestertown Rd, Export 15632
- **Fridays: Murrysville Community Park:** 4056 Wiestertown Rd, Export 15632

Hours: 10:00 am-2:00 pm. Please do NOT forget to pick up your children from the program. Staff will wait at the park for 30 minutes and will contact parents/any authorized pickup persons by phone. If, after 30 minutes, the children have not been picked up, they will be taken to the Murrysville Police Department where they can remain safely supervised until parents or guardians arrive.

- If there is an emergency and you will not be able to pick up on time, you must call the Recreation Department at 724-327-2100 x131 or x115 or the Murrysville front desk at x104 and they will alert the program staff at the park.
- A \$15.00 late fee will be assessed for late pickups after 3:00 and \$1.00 per minute additional thereafter.

Parents/guardians must sign out children from the program each day. Children will only be released to those listed on the registration card. Identification will be required. If a participant is to be picked up by anyone other than those listed on the registration card, the legal guardian must notify the Park Program staff in advance in writing.

REGISTRATION, FEES

Children may attend any day or every day!

- The pre-registration fee is for the entire eight weeks of the program
- \$10.00 drop-in fee to attend if not pre-registered
- Drop in fees may be paid by check, cash or money order. No credit cards are accepted.

Half-days are not pro-rated and refunds/discounts are not provided for inclement weather, suspensions, vacations, etc.

An emergency card must be completed at the time of registration on the first day, so please allow for a few extra minutes during drop off. This allows staff to have emergency contact information and be alerted to any allergies or medical conditions.

DAILY

****Children MUST bring lunches, snacks, a refillable water bottle and a GREAT, FUN, POSITIVE ATTITUDE every day!**

Please pack sunscreen and bug repellent, as necessary, and dress for the weather.

Campers will be allowed to play in the stream at Bear Hollow Park, with adult permission, but *only if they are wearing closed toe shoes*. Please pack extra shoes, if they wish, and plan for them to get wet.

At MCP, campers will be making trips to the playground and splash pad so please pack towels, clothes, sunscreen, and anything else needed.

STAFF

The program is staffed by college students who have all clearances and are CPR/First Aid certified. They are assisted by high school aged volunteers. The staff report directly to the Recreation Department Program Coordinator and Director.

VOLUNTEERS

High school students are needed to assist staff. Interested students should visit: <https://murrysvilleparecreation.com/FormCenter/Recreation-6/Volunteer-Interest-Form-80> and complete the Volunteer Interest Form or call the Recreation Department at 724-327-2100 x131. The Recreation Department staff will reply and provide additional information.

Be a mentor to younger kids and make some summer memories! Don't sleep away summer or spend it staring at a screen; get out to the parks and have some fun; be a KID again!

WEATHER POLICY/RAINY DAYS

The Playground Program is a rain or shine program and does not cancel for rain. However, if there is lightning or thunder parents/guardians will be called to pick up children, as storms are not a safe environment when out in the parks. If the morning looks like it might be a wet day, feel free to still drop off your children at the park because rainy day activities will be planned for under the pavilion until the weather improves.

BEHAVIOR EXPECTATIONS

Be happy and have FUN!

Participants are expected to have fun and treat all other participants, volunteers, and staff with respect and they will be treated with the same in return. Appropriate language is also expected. Physically harming other children is not tolerated and is dealt with promptly in the program.

If any behavior problems do occur, staff will resolve in the following process:

1. Verbal warning
2. Verbal and written warning
3. Parent contact in person or by phone
4. Referral to Recreation Department staff, parents, and attendance suspension for one day
5. Referral to Recreation Department staff, parents, and attendance suspension for 5 days
6. Expulsion from attending the program

If necessary, staff reserves the right to skip any steps to handle situations as they occur.

PHOTOS

The Murrysville Recreation Department and program staff reserve the right to photograph/videotape facilities, activities, and program participants for potential future use to advertise the programs and facilities.

All photos/videos will remain the property of Murrysville Recreation and will be used for promotional purposes only.

If you do not want photos taken of you or your children during the Playground Program, please alert the staff and note it on your emergency contact card.

For more information please call us at 724-327-2100 x131 or x115.

See you in the parks!



**Murrysville Recreation's Playground Program
Behavior Notice**

Date: _____

We must inform you that _____
(child's full name)

has had difficulty following the reasonable limits we have established in our program. Previous steps taken have not been effective in addressing this difficult behavior; therefore we found it necessary to issue this written behavior notice. Please note that our behavior expectations can be found in the parent handbook and below.

Please impress upon your child the seriousness of the situation. If you would like to discuss the matter further please call the Recreation Director at 724-327-2100 x115.

Behavior Displayed _____

Parent/Guardian Signature

Playground Staff Member Signature

Behavior Expectations

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If any behavior problems do occur, staff will resolve in the following process:

1. Date: _____ Verbal warning #1
2. Date: _____ Verbal warning #2 and written warning
3. Date: _____ Parent contact in person or by phone
4. Date: _____ Referral to Recreation Department staff, parents, and attendance suspension for one day
5. Date: _____ Referral to Recreation Department staff, parents, and attendance suspension for 5 days
6. Date: _____ Expulsion from attending the program

If necessary, staff reserves the right to skip any steps to handle situations as they occur.