



UPPER MORELAND PARKS AND RECREATION

2021 SUPERVISED PLAYGROUND PARENT  
INFORMATION

**Updated 6/10/21**

[WWW.UPPERMORELANDREC.COM](http://WWW.UPPERMORELANDREC.COM)

[PROGRAMS@UPPERMORELAND.ORG](mailto:PROGRAMS@UPPERMORELAND.ORG)

(215) 659-3100 X1039

## 2021 SUPERVISED PLAYGROUND INFORMATION

- Dates:** June 21 – August 13 (omit July 5)
- Days:** Monday – Friday
- Time:** 8:30am – 4:30pm
- Site:** Upper Moreland Middle School
- Fees:** \*\$900 for the full 8-Weeks OR \*\$500 for either 4-week option
- Ages:** Upper Moreland Youngsters Entering Grades 1 – 8

\* Fees include ALL onsite activities, special events, meals, and off-site trips

### WHAT DO WE OFFER?

The Department of Parks and Recreation offers a supervised recreational program, which includes sports, fun & games, special events, arts & crafts, and various trips. We are open to Upper Moreland resident youngsters entering GRADES 1-8. Our playground program is offered as one (1) eight week or two (2) four-week sessions. We are an all-weather program with indoor facilities in case of inclement weather.

Parents are reminded that our staff is available during regular playground hours. *Youngsters arriving early and staying late are the responsibility of the parents.* Please be sure to pick up and drop off your youngster at the stated times. *It is imperative that you stress to your youngster that they should remain at the facility the entire day. Our responsibility ends when your youngster leaves the program site.*

UMPR appreciates your interest in this ever-popular summer program. The safety and health of participants and counselors is always the highest priority! The township has taken steps to help prevent the spread of COVID-19 in all our programs. **We need your help!** A healthy program begins at home! Here is our Health and Safety Plan for Summer Supervised Playgrounds 2021.

MASKS/FACE COVERING (AS OF 6/8/21): Our counselors will wear masks, counselors who are vaccinated may remove them when outdoors. Youngsters will be required to wear masks while inside the building and participating in sedentary activities. If a youngster is outside, or inside and involved in physical play, he/she may remove their mask. Please provide a mask for your child. Please make sure that your child's mask is clearly marked with his / her name. We will have disposable masks on site if needed. *As guidelines change or are updated, our policies may change as well.*

## GENERAL INFORMATION

For 2021, ALL GRADES / AGES will be meeting at the Upper Moreland Middle School. This is due to planned school construction that will be occurring at the Upper Moreland Elementary Center. We have secured enough spaces in the Middle School to accommodate the participants in a safe manner. Participants will be divided into groups based on grades and assigned a leader(s) and 'home base' location at the Middle School (gym, café, classroom). We will follow a daily schedule to ensure all participants have the opportunity to enjoy each activity planned.

The drop off/ pick up location for ALL AGE GROUPS will be on the gymnasium side of the middle school (use the right side drive way and parking lot when facing the school).

DROP-OFF PROCEDURES: Parents must sign their youngster in daily. Pick-up and Drop-off will occur on the gymnasium side of the middle school, please park in the right side parking lot and walk your child(ren) to the sign in location. Participants/Parents will be asked a series of wellness questions and their temperature will be taken, prior to sign in. Parents will be asked to follow the same procedure for sign out. **We will NOT have claim check cards for 2021.** Drop-off is from **8:30am – 9:00am**. Please be prompt.

TEMPERATURE CHECKS: Youngster and counselor temperatures will be checked daily upon arrival. Individuals with temps of 100.4° F or higher will not be permitted to attend. We will use a non-contact thermometer. Normal forehead temperatures should read between 97.4 – 98.4 degrees Fahrenheit or 36 – 37.2 degrees Celsius.

INCLEMENT WEATHER: All locations are designated as "All-Weather" sites. Supervised Playgrounds will be held regardless of the weather.

For TRIP THURSDAYS, the first group will be bussed out at 8:45am, please report to the program as close to 8:30am as possible.

PICK UP AND RED DOT POLICY: Our supervision of your youngster ends at **4:30pm**. **When picking up your youngster you MUST record your initials in the "Site Attendance book" and mark the time.** During pick up, please take note: we have a "red dot" policy; whereby, our staff will place a red dot on the sign out line of a child who did something extraordinary at the playground that day and/or had to be disciplined. That dot will notify you that you need to see the site supervisor in order to discuss the reason why the dot was placed there. We hope this strengthens communication between our staff and parents. Pick-up is from **4:00pm – 4:30pm**. Please be prompt.

All children must be picked up at 4:30pm. Any time requiring extra supervision will result in the department charging a late fee of \$1 per minute (per child). Pennsylvania State law does not allow for you to leave an unattended youngster on school property. This fee will be assessed beginning at 4:35pm and payment must be remitted before your child returns to the program.

COUNSELOR/STAFF: Our staff members are caring, energetic individuals with a background in childcare, teaching, and/or parks and recreation. Playground program Site Supervisors are certified teachers. All staff members are age 18 and over (lifeguards may be under age 18) and have a current FBI clearance, PA Criminal History Check, PA Child Abuse clearance, and a Mandated Reporter Training Certificate. Many of our staff are certified in American Red Cross CPR / First Aid / AED. All lifeguards have their lifeguard certifications.

Counselors are not permitted to attend Supervised Playgrounds if they are not feeling well. We provide counselors with up-to-date education and training regarding proper use of PPE and COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

VISITORS: Visitors are not be permitted at the sites.

TRANSPORTATION: All youngsters must be dropped off and picked up at the playground location for which they are registered. The Township does transport youngsters to and from events that are offered off site. However, responsibility for morning drop off and afternoon pick up lies solely with the parents/guardians.

If someone other than you will be picking up your youngster, they must be noted at the time of registration (or we must have received your signed written notification giving permission for your child to leave with someone other than those listed on the form). When they arrive to pick up your child, they will be asked to show photo ID and that will be checked against the names you listed on the form. If they are not on the list you provided, your youngster will not be permitted to leave the site with that person, and you may be charged for late pick-up if applicable.

## **BREAKFAST AND LUNCH WILL BE PROVIDED TO PARTICIPANTS**

LUNCH/SNACK/WATER BOTTLE: UMTSD has been approved to serve FREE breakfast and lunch at the Upper Moreland Middle school. This is available for all playground participants, no 'qualification' is necessary. Should you elect to pack a lunch for your youngster, please pack a plastic bag / brown bag lunch, a snack (or the free breakfast will be considered a snack), and a refillable water bottle daily. There is no access to a microwave or refrigerator. We are asking for lunches to be completely disposable to reduce items in and around our playground sites.

BREAKFAST will have cold selections only. Children may choose muffins, cereal or pop tarts, juice or milk, and a fruit. Breakfast will be served between 8:45 – 9:15am daily. Groups will select from the grab-and-go breakfast items.

LUNCH will be served daily at an assigned time. All items used are completely disposable. Lunch menu will be announced before the program begins.

Example of lunch menus: Chicken Nuggets, Macaroni and Cheese, Cheeseburger, Grilled Cheese, Pizza milk, juice, fruit and a hot veggie.

There will always be an option for Cereal and Turkey Sausage patties for lunch.

PROGRAM DRESS CODE: Please send your youngster dressed appropriately for the weather. We suggest sneakers, cool clothing, hats, or anything else to protect from the sun. You may send slides/flip flops for swim days.

SUNSCREEN: Be sure to apply sunscreen to your youngster prior to arriving at the program. If your youngster requires additional sunscreen throughout the day, they must be able to apply their own sunscreen. Staff is NOT permitted to reapply sunscreen.

USE OF ELECTRONICS: We recommend these devices be left at home. We have planned activities to keep youngsters engaged and active for the duration of the program. We will have sedentary activities available during 'quiet time' (coloring, puzzles, arts and crafts, etc.). Upper Moreland Township is not responsible for lost/misplaced/broken/stolen items. We recommend these devices be left at home.

GROUP SIZE: Group sizes will be limited. Supervised Playground groups, once determined, will remain together and will be MOSTLY separated from other groups. **If your child has a 'friend request', please list it in the questions during registration. We will do our best to accommodate requests, but we do NOT guarantee it.** Update 6/4/21: We have decided to go back to grouping youngsters based on grades.

REFUND POLICY: Parents wishing to withdraw their youngsters from our program are entitled to the following:

- Through June 19: Full refund.
- During the first week of enrollment: Full amount paid less prorated daily rate.
- After the first week of enrollment: No refunds are available.
- Refunds will **not** be issued for any child being asked to leave the program for disciplinary reasons.

## ACTIVITY INFORMATION

Activities that will limit physical contact are planned. These activities will be fun and engaging for everyone. In addition to arts/crafts and sports activities each day, we are scheduling special events throughout the weeks. Here is a list of examples of activities that counselors will plan for your children during each day:

Pickleball Tournaments	Dance Competition	Rock garden
Magic Show	Yoga	Shaved Ice Truck
CSI crime solving	Roller Skating	Water Play
Relays	Scavenger hunt	Brain Busters
Nature Walks	Escape Rooms	Fitness classes
Zumba	Trivia event (indoor, using kahoot)	Stone (sit still game/camp fave)
Science Kits	Sing Along	Creative Games
Learn to draw	Bingo	Dance Class
Ice Cream Truck	Talent show practice and presentation	Minute to Win It
Tie dying (tying their own shirts)	Anywhere Mini Golf	Playground Olympics
Police Bike Safety	Simon Says	Traveling Zoo

2021 TRIP UPDATE: We have included one trip per week into the activity schedule. All “local” trip fees are included in the program fee. Therefore, we will be taking ALL LEADERS and ALL YOUNGSTERS on ALL LOCAL TRIPS. If your child does not wish to participate in a local trip, he or she may still attend the playground and will be transported to the trip site, but may opt not to participate in the activity. **Should your youngster wish to not attend a specific “local” trip do not send them to the playground that day, since all the leaders will be attending the trip.** For example: your youngster does not wish to bowl and we have a bowling trip scheduled. They may attend for the day and will be transported to the bowling alley and may observe or partake in other activities at their own expense (arcade, snack stand, etc.). If they simply do not wish to go to the bowling alley; do not send them to playgrounds, as all leaders will be attending the trip.

Local trips include: Penn Cinema, Urban Air, Speed Raceway, Altitude, Masons Mill

SWIM DAYS: will be noted in the weekly newsletter. We are planning to swim two times per week at the Upper Moreland Middle School pool on Wednesday afternoons and Friday mornings.

Middle School Pool - We will be swimming indoor at the Middle School pool, even if it is raining, we will go to the pool. The shallow end pool depth is 4'. Your child will have to pass a swim test in order to swim in the deep end. In addition to three certified lifeguards, we will have all staff on deck. Younger group parents, please send your child to the program in his/her suit. Swimming aides (float devices) are allowed, but you must supply your own. Please label these items clearly, as we will not allow sharing of swim aide equipment. Children will have time to change after swimming. Please send a plastic bag for wet suits and towels. Children are not required to swim, but are required to remain with their group during swim time.

## **YOUNGSTER COVID-19 ILLNESS AND PREVENTATIVE MEASURES**

YOUNGSTER ILLNESS: If your youngster shows any signs of being ill they will not be permitted to attend.

Upon arrival, during check-in, all youngsters will have a health screening, which may include but not limited to a series of questions relating to common COVID-19 symptoms –

- Temperature taken by staff
- Dry cough
- Nausea
- Fever
- Loss of taste
- Shortness of breath
- Sore throat

No youngster or counselor is permitted to attend if they are not feeling well.

Sick Youngster Protocol:

- Most importantly, if a youngster is not feeling well, they need to stay home
- Sites will have an isolation area: we will immediately take the child to that area (TBD)
- The youngster will be required to be picked up immediately
- All surfaces the youngster had contact with will be closed/removed and cleaned. They will then be cleaned again (after waiting 12 hours) after all respiratory droplets have settled

Sick Counselor Protocol:

- Most importantly, if a counselor isn't feeling well they will stay home
- The counselor will be required go home immediately - replacement supervision will be brought in to maintain ratios
- All surfaces the counselor had contact with will be closed/removed and cleaned. They will then be cleaned again (after waiting 12 hours) after all respiratory droplets have settled

## IF A CONFIRMED CASE HAS ENTERED SUPERVISED PLAYGROUND:

We may need to implement short-term closure procedures, regardless of community spread, if an infected person has been in a particular location. If this occurs, CDC recommends the following procedures regardless of the level of community spread:

**Coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been on site, immediately notify local health officials. These officials will help administrators determine a course of action.

**Dismiss youngsters and staff for 2-5 days.** This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the program. This allows the local health officials to help determine the appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

Discourage counselors, youngsters, and their families from gathering or socializing anywhere.

**Communicate with counselors, parents, and students.** Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

In such a circumstance, it is critical to maintain confidentiality of the youngster or staff member as required by the ADA and the Family Education Rights and Privacy Act.

### **Clean and disinfect thoroughly.**

Cleaning staff will clean and disinfect all areas (e.g., offices, restrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

For disinfection, most common EPA-registered household disinfectants should be effective. Additionally, diluted household bleach solutions can be used if appropriate for the surface.

Several handwashing / sanitizing breaks are scheduled throughout the day.

## CLEANING PROCEDURES

YOUNGSTERS/COUNSELORS: Everyone will sanitize their hands when they arrive and as needed throughout the day. We will have multiple handwashing breaks throughout the day for both counselors and youngsters, minimum once per hour. We will also provide other means to clean hands.

Our team will sanitize and clean surfaces thoroughly - including restrooms, sports equipment, playgrounds...

SPORTS EQUIPMENT/ART SUPPLIES: will be disinfected after each group use. Every attempt to minimize sharing will be used



RESTROOM FACILITIES: will be cleaned and disinfected before Supervised Playground, during Supervised Playground hours, and at the end of the day

TRASH CANS: will be cleaned and sanitized daily after Supervised Playground

WATER SOURCES: will be cleaned and disinfected before Supervised Playground, twice during Supervised Playground hours, and at the end of the day

## **SUPERVISION – PARTICIPANT CODE OF CONDUCT**

The Upper Moreland Township Supervised Playground program strives to present a safe and enjoyable experience for all participants, staff members, and families involved. Staff members are held to high standards when supervising this program. Participants are also expected to uphold common standards of conduct while participating in this program.

In addition to specific site rules, examples of expectations of Supervised Playground participants may include but are not limited to:

- Respect other participants in the program. Personal space, feelings, actions.
- Respect the property of others. Do not touch something that isn't yours.
- Make safe choices for yourself and for others. Prevent injuries and unsafe situations by staying with the group and keeping your hands to yourself.
- Follow the instructions of your site leaders, staff and supervisors.
- Do not disrupt others who are participating in the program. Participants can't be a threat to themselves or others during the Supervised Playground Program.
- Do not leave the site or the group without a staff member, parent or other authorized person.
- We are guests in the school as well as trip destinations. Participants are only allowed in designated areas. Only authorized staff is allowed to utilize school district equipment and manage tools to maintain proper function of the facility.

## **DISCIPLINE PROCEDURES**

For the benefit of all participants, there may be situations that require some form of disciplinary action taken by the Department of Parks and Recreation. While most of this discipline is minor (sit out of an activity for 15 minutes), it is possible that additional discipline may be warranted. In these cases, youngsters may be suspended from the program for a period of one day or more. If problems continue, youngsters may be expelled from the program and forfeit all monies paid.

If a youngster interferes with the proper and/or safe function of the program, we will notify the parents of the situation and ask for the parents' help in resolving the problem. In many instances, making the parent aware of the situation will correct any problems.

We will not tolerate vandalism, fighting, foul language, bullying or troublesome and unsafe behavior. Additionally, any youngsters found to be abusing others personal property or rummaging through others belongings will be suspended and/or expelled from the program. No weapons of any kind are allowed in the program.

All disciplinary actions will be recorded on our Disciplinary Report form. Parents or Guardians are responsible for paying for any damages or repairs caused by participants. *Please see the "red dot" policy under Drop off/ Pick up section.*

### **Steps for Disciplinary Action:**

In an effort to better acquaint the participants and parents of our discipline procedures, Upper Moreland Parks and Recreation Department is providing our policy for dealing with disciplinary concerns during our Supervised Playground program.

On the first day of the program our leaders will establish site rules. We review these rules with all youngsters and ask them to acknowledge that they understand our rules and boundaries. We stress to each of our leaders to be fair to all parties involved, listen to all sides, make the discipline fit the offense, and do not pre-determine an individual's guilt based on previous behavior or other circumstances. Disciplinary actions will be taken in this order...

#### **Step 1: Time-Out**

We make the child aware that they have crossed a defined boundary, have them acknowledge their wrong-doing; explain why they need to sit out of an activity for a brief period (2-15 minutes). We also remind them that continuation of such behavior may lead to suspension from future activities.

#### **Step 2: Activity Suspension**

If the behavior persists, the child is suspended from a daily activity. This may include activities such as swimming, bowling, skating, etc. In this case, we notify the Site Supervisor of the second incident and document the discipline. We will verbally inform the parent of the incident and inform the parent that this behavior has happened before.

#### **Step 3: Discipline Report Sent Home / Parental Notification**

If the behavior persists, our leader will report the child to the Site Supervisor and a discipline report will be recorded. The Site Supervisor then notifies the parents that a discipline report is being sent home. A parent needs to sign the form and return it to the Site Supervisor the next day. The Site Supervisor also copies and forwards the information to the General Supervisor.

#### **Step 4: Parental Meeting / Behavior Contract**

If the behavior persists, the Site Supervisor will notify the General Supervisor who will contact the parents. The parents are asked to meet with Site Supervisor, General Supervisor, Program Coordinator and Leader(s) if necessary within 23 hours (if the incident occurs on Friday, we will meet on Monday). Meetings will be scheduled during regular playground operation hours. Behavior issues will be discussed, resolutions will be determined, and a behavior contract will be created and signed by the child, parent, Site Supervisor, and General Supervisor.

#### **Step 5: Program Suspension / Expulsion**

If the behavior persists, the Department of Parks and Recreation reserves the right to suspend the child for a period determined by the Department or to expel the child pending severity. If a child is expelled all fees paid are forfeited.

**The Department reserves the right to skip steps should the situation warrant.**

### **BEHAVIOR AGREEMENT**

We will follow regular behavior policies. Bad behavior will not be tolerated. You need to talk to your youngster about their behavior and the importance to follow the rules. In these stressful and uncertain times, we will not tolerate inappropriate behavior. For the safety of all other youngsters and counselors, any youngsters that cannot follow these safety rules will be dismissed immediately. We will call you and ask you to come pick up your child, should their behavior warrant such. We will not have the 'red dot' policy this year because pick up is curbside. Distance communication with parents will be enforced. Youngster must / will:

- \* Stay with assigned group at all times.
- \* Social Distance when and where possible.
- \* Be responsible for their own actions. Do not blame others.
- \* Never hit, push, shove, bump or be rude to others.
- \* No running in the building hallways.
- \* Respect others in what you say and do.
- \* Listen to program leaders and follow directions.
- \* Use appropriate language.
- \* Keep hands to oneself and maintain self-control.
- \* Take care of own belongings.
- \* Use equipment and supplies in a safe and appropriate manner.
- \* Teasing and bullying are not tolerated and children should report these incidents immediately to their counselor.
- \* Communicate properly; no foul language or gestures, harsh words or tone of voice.
- \* Never bring weapons or unsafe items to Supervised Playground.

**Purposefully or maliciously spitting, sneezing, or coughing on another youngster or counselor will result in immediate permanent dismissal from Supervised Playground**

We would like you to become familiar with all of our policies. Parent awareness of our policies helps our program run more smoothly and ultimately your youngster receives a more enriched experience. Should you have any questions or comments regarding our Supervised Playground program, please notify the Parks and Recreation Office at (215) 659-3100 x 1039. You may also email us at [recreation@uppermoreland.org](mailto:recreation@uppermoreland.org).

We encourage you to visit our web-site at [www.uppermorelandrec.com](http://www.uppermorelandrec.com) for more information on this and other programs we offer throughout the year. You may also register to receive information via e-mail while on our web-site.

Participants in Upper Moreland Recreation programs may be photographed from time to time for future advertisements. Please let us know if you prefer not to allow your child to be photographed.