



## Youth Programs Guidelines & Policies

The City of Newport Beach Active Kids Program would like your child to have the best experience possible in our program(s). Therefore, we expect that all participants and staff follow the guidelines and rules. These guidelines and expectations are in place to ensure the safety of both the children and the staff.

Note: These rules serve as a guide for Newport Beach Active Kids staff to ensure the safety of all participants. Participants must follow these rules while attending all Newport Beach Active Kids Programs.

### Rules

1. General Rules:
  - a. Keep hands, feet, other body parts, and all objects to yourself, and out of your mouth, unless part of a staff-led activity. There will be no hitting, biting, fighting, poor language, theft, or destruction of program property or property belonging to another camper.
  - b. Appropriate clothing must be worn. Closed-toe shoes are recommended for every day and are required on excursion days. During the summer, participants may wear sandals on beach/bay days.
  - c. Tell the staff if there is any conflict with fellow participants.
  - d. What not to bring:
    - i. Weapons
    - ii. Heelies (shoes with wheels), skateboards, Razor scooters, etc.
    - iii. Personal items including but not limited to video games, toys, and tablets.
2. If a participant attempts to run away from Newport Beach Active Kids staff or facilities, parents/ guardians will be contacted and required to pick up the child immediately. Further disciplinary steps may be taken for repeat occurrences.
3. Do not touch the staff desk. Do not take craft supplies unless given permission to do so.
4. The City is not responsible for any personal property that participants bring to Active Kids.
5. Restroom Rules:
  - a. Ask a staff member before going to use the restroom.
  - b. Take a buddy when going to the restroom.
  - c. When using the restrooms, remember only one person in each stall, clean up after yourselves, do not leave trash on the floor, and keep the water in the sinks when washing hands.
  - d. No playing within the restrooms.
6. Playground Rules:
  - a. No equipment/toys on the playground structure.
  - b. No climbing up the slides.
  - c. One at a time going down the slides.
  - d. No throwing woodchips or sand.
  - e. No playing with sticks.
  - f. No eating on the playground structure.
  - g. Must wash hands or use sanitizer before going out to snack.
  - h. Must stay within the boundary set by staff members.
7. Excursion Rules:
  - a. Follow all excursion rules as outlined by staff, bus drivers, and/or venue management.
  - b. Stay within the group you are assigned.
  - c. Do not leave any area without a staff member.

8. Have a positive attitude and have fun!

### **Participant and Parent Expectations**

1. Follow all instructions from staff promptly to ensure safety.
2. Play well with others.
3. Sit quietly on the rug while Recreation staff is talking.
4. Talk in a pleasant manner. Foul language, put-downs, and/or bullying will not be tolerated.
5. Participants must be adaptable to a group setting, whereas staff oversee multiple participants simultaneously.
  - a. If one-on-one support is needed, see the Recreation Coordinator or Recreation Supervisor.
6. Show respect for all participants, staff, equipment, and property.
7. Make a reasonable effort to participate in the program to the best of your ability. Do not disrupt activities other participants may be enjoying.
8. Fighting, bullying, and/or aggressive behavior will not be tolerated.
9. Clean up after yourself throughout the day to keep the program space clean and safe.
10. The program staff seeks to treat participants and families with respect, and parents and guardians are also expected to display professionalism in all inquiries and disputes about discipline decisions and incident response.

### **Policies**

1. Pick-up policy:
  - a. Please have your ID ready, as staff will be requesting to see it at pick-up.
  - b. All children must be picked up by the listed end time of the program. A late fee will be charged to the parent/guardian in the amount of \$1 per minute, per child after the stated end time.
2. Emergency Contact/Waiver Form:
  - a. Please complete the Emergency Contact Form and return via email, fax, or to Recreation Staff prior to the beginning of the program.
3. **Medications:** Recreation staff will not administer medication or treatments to participants at any time. Required medication or treatments can be stored by staff but must be self-administered or coordinated by the parent/guardian for completion. If the participant requires emergency care, 911 will be called. Recreation staff are not responsible for any lost/misplaced medications.
4. Vomiting of any kind results in immediate pick-up.

\*Cell phones are permitted but may only be used to contact parents in an emergency. They must remain in a backpack at all other times and are the child's responsibility. If you need to contact your child, please use the site phone.

### **Incident Report**

For any serious incident that occurs at a program, an incident report will be immediately completed by staff and reviewed. A parent notice of injury report can be provided upon request, following its review by administrative staff.

Any serious injury/incident that occurs will result in a parent/guardian courtesy phone call to inform them of the incident. All head-related injuries will result in an immediate parent/guardian phone call following aid rendered to the participant.

### **Confidentiality**

All conversations with parents and guardians regarding incidents will be kept confidential. Please note that if multiple participants are involved in an incident, the staff will not discuss consequences issued, or names of other participants involved, to the participant who is not your child. Two participants involved in the same incident may be at different stages of the discipline procedure.

### **Discipline Procedures**

The goal is for all participants to act appropriately for their safety and the safety of others. Steps will always be taken to re-direct disruptive behavior before problems arise. Special efforts will be taken to help our young and special needs participants develop the social, self-regulation, and cooperation skills they need to be successful. When participants cannot follow the behavior guidelines and expectations, the following steps will be taken as the behavior progresses. Staff will work with participants on a case-by-case basis but reserve the discretion to enact the most appropriate steps below depending on the situation, frequency, and severity:

1. **Verbal Warning.** Staff will warn the participants and attempt to redirect their behavior.
2. **Time Out/Alternate Activity.** Staff will contact the Recreation Coordinator or Recreation Supervisor, and the participant will be removed from the activity and given time to self-calm or do an alternate activity until ready to return to scheduled activities with the group.
3. **1<sup>st</sup> Parent Contact.** The parent or guardian will be notified at pick up or by phone call that the participant has violated the rules. The parent will sign the incident report and be informed that further disciplinary action may be taken if the misbehavior continues.
4. **2<sup>nd</sup> Parent Contact.** The parent or guardian will be contacted to pick up the participant immediately. The child will be suspended for the remainder of the day. The parents will sign the incident report confirming notification of further disciplinary action.
5. **3<sup>rd</sup> Parent Contact.** The parent or guardian will be contacted to pick up the participant immediately. The participant will be suspended for the remainder of the day and for the next scheduled day. The parents will sign the incident report and a parent meeting may be required.
6. **Dismissal.** The parent or guardian will be contacted to pick up the participant immediately. The participant will be removed from the program for an extended period of time, which may include the remainder of the school year and/or the upcoming school year. The parents will sign the incident report. Participants will not be eligible for a refund of program fees.

#### **Additional Information/Accelerated Steps**

***The participant does not have to exhibit the same misbehavior to progress to the next step in the discipline procedure. For example, if a participant is caught stealing or destroying another participant's property, or hits someone later in the session, that participant will be sent home from the program.***

Staff reserves the right to accelerate the discipline process in the event of serious misconduct. Examples include, but are not limited to:

- Any participant who repeatedly commits violations of guidelines and expectations, with frequent parent communication, can be suspended or dismissed from the program, after the Recreation Supervisor has reviewed the incident. The Recreation Supervisor will make this decision in consultation with the Manager and Deputy Director of Recreation & Senior Services.

**Process of Dispute** - All program and/or staff issues should be directed to the Recreation Coordinator, not to the staff on site. If the parent is not satisfied with the response by the Recreation Coordinator, the parent may request to meet with the Recreation Supervisor.

**Important Phone Numbers** - Should you need to reach your child or Recreation Staff, please call:

Community Youth Center  
(CYC), Active Kids  
(949) 447-1347

Mariners  
(949) 239-2615

Newport Elementary /  
Marina Park  
(949) 566-3512

Newport Beach Recreation & Senior Services Office  
(949) 644-3151