



## Attendance and Payment Policy

### Registration

Complete all questions on the registration form. If you are registering more than one child, please photocopy the form to create an individual registration for each child. Paid registrations are accepted in the order in which they are received. Full payment is required for us to reserve your spot. If a program is full (maximum of 20 children per session), a waiting list will be created. A minimum of 10 children are required in order to run the Jr. IMN class for a particular season. All Allen County Park programs are subject to cancellation. A confirmation brochure, with detailed information about preparing your child for their experience will be mailed, emailed, or given to you after your paid registration is received.

### Payments/Deposits

Class Fees: \$75.00 per child. Sack lunches with drink bottle are **required** from home.

Checks payable to: **Allen County Parks and Recreation**. **Returned checks are subject to a \$35.00 return check fee.** Checks are deposited immediately. Refunds are subject to a waiting period of 8-12 weeks.

PAID Pre-registration is required by June 1, 2020. No walk-in registrations the first day of classes will be taken.

Mail, or drop off your completed registration form, (including medical forms and payment) to:

**Allen County Parks and Recreation**  
**Attn: Environmental Educator**  
**7324 Yohne Rd.**  
**Fort Wayne, IN. 46809**

### Financial Aid

To ensure that every child has access to a quality outdoor educational experience; financial aid is available (based on child needs and availability of funds). Request an application form if desired. If you have questions, call the Environmental Educator at (260) 449-3246.



The Allen County Park (ACP) staff will use positive behavior management techniques that are developmentally appropriate and encourage natural child development. The use of corporal punishment is strictly prohibited.

**Behavior Management Techniques – ACP staff will:**

1. Involve the children in the development of the “house rules.”
2. Use positive reinforcement, including a positive behavior recognition program.
3. Maintain consistent behavior expectations and reinforce house rules.
4. Guide children by setting clear and fair limits for program behavior.
5. Use natural and logical consequences.
6. Redirect children to a more acceptable behavior or activity.
7. Make eye contact and listen when children talk about their feelings and frustrations.
8. Guide children to resolve their own conflicts through the use of conflict resolution skills.
9. Use effective praise that is immediate, sincere and specific.
10. Modify and structure the environment to attempt to prevent problems before they occur.

**Discipline Action Steps – ACP staff will utilize the following forms of discipline:**

1. “Personal Time” – removal of child from a situation for up to their age in minutes so they can regain control of their behavior.
2. Verbal or written communication to parent/guardian regarding a child’s behavior.
3. Behavior Contract and/or Behavior Improvement Action Plan
4. Behavior Write-Up
  - Three behavior write-ups in any Jr. IMN season (within one season of Jr. IMN classes) results in the suspension of the child for one week at the end of the day of the third write-up. The parent/guardian is responsible for contacting the Environmental Educator to set-up an appointment to discuss the child’s behavior.
  - If the child is reinstated and then receives a fourth behavior write-up, the site Environmental Educator or Park and Education Manager will suspend the child immediately. If necessary, the parent will be notified to pick up the child. Upon the fourth report, the child will be terminated from future involvement in ACP Jr. IMN classes without the right of reinstatement.
5. Suspension – Serious behavior problems will result in immediate suspension from the program.
6. Termination – The ACP Jr. IMN program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, the following:
  - \* behavior that requires constant attention from the staff
  - \* behavior that inflicts physical or emotional harm on other children, park staff or self.
  - \* behavior that abuses the staff and/or ignores or disobeys the rules.

If a child cannot adjust to the program setting and behave appropriately, the child may not be able to return to the program. Reasonable efforts will be made to assist children in adjusting to the program setting.

I, the undersigned parent or guardian of \_\_\_\_\_ (child’s full name), do hereby state that I have read and received a copy of the facility’s Discipline and Behavior Management Policy and that the facility’s Environmental Educator/Park and Education Manager (or other designated staff member) has discussed the facility’s Discipline and Behavior Management Policy with me if requested.

Date of Child’s Enrollment: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_



## Health Policy

Superficial cuts and bruises, which can be safely cared for, will be reported to the parents at the end of the day. In the case of a serious accidental injury, we will make an immediate attempt to contact a parent. If necessary, we will call an ambulance or paramedics. Parents will be expected to assume responsibility for any resulting expense(s). Please keep Allen County Parks (ACP) staff up-to-date on all emergency numbers.

Parents will be called to pick up their child when:

1. The child does not feel well enough to participate comfortably in the program's activities.
2. The child has any of the following symptoms (unless a health provider determines that the child is well enough to attend and that the illness is not contagious):
  - ⊗ *Fever* (>100 degrees under the arm) accompanied by behavior change he/she may return when symptom free and free of fever for 24 hours, without the use of Tylenol or other fever reducing medication.
  - ⊗ *Signs or symptoms of possibly severe illness* (examples: persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy)
  - ⊗ *Diarrhea*: changes from the child's usual stool pattern – increased frequency of stools, looser/watery stools.
  - ⊗ *Vomiting*
  - ⊗ *Mouth sores* with drooling
  - ⊗ *Rash* with a fever or behavior change.

Parents will be asked to bring a doctor's note for any, but not limited to, the following before the child can return:

- ⊗ Infectious conjunctivitis/pink eye
- ⊗ Scabies, head lice, or other infestation
- ⊗ Strep throat, scarlet fever, or other strep infection

## Medication Policy

Medicine will only be given if a *Authorization to Administer Medication* is filled out on the registration form. Medicine is stored in the refrigerator or secured locker in the supply room. Please send only the medication needed by your child while in class. Children will not be permitted to carry their own medicine. ACP staff will be permitted to carry severe allergy medication in their emergency back packs for children.