



Dear Tot Program Families:

Welcome to the 2025 Summer Tot Program with West Manchester Township Parks and Recreation! We are delighted to serve you this summer and are sure your children will enjoy the activities we have planned. The well-being of our participants, families and staff is our highest priority.

Each day your children will need to wear sneakers, comfortable play clothes, and bring a refillable water bottle. Please apply sunscreen/sun protection to your children daily. Our time will be spent outdoors; please dress your child accordingly. Please label all personal items with your child's name. *Please note: West Manchester Township Parks and Recreation is NOT responsible for lost, stolen, or damaged property.*

**HOURS/LOCATION:** Playground runs from 9:00 to 11:00am at Bennett Williams Park.

**EMERGENCY INFORMATION FORM:** Please complete the electronic form and **email /drop off before June 2, 2025.**

If you have any questions as you are reading the handbook, please do not hesitate to contact us. We look forward to a fun and memorable summer with your children!

Kelsey Paul, Parks and Recreation Director  
[kpaul@wmtwp.com](mailto:kpaul@wmtwp.com)

Connor Gerrick, Assistant Parks and Recreation Director  
[cgerrick@wmtwp.com](mailto:cgerrick@wmtwp.com)

**WEST MANCHESTER TOWNSHIP PARKS AND RECREATION | 380 E BERLIN ROAD YORK, PA 17408**

**PHONE:** (717) 792 - 3505 | **EMAIL:** [info@wmtwp.com](mailto:info@wmtwp.com) | **WEBSITE:** [www.WestManchesterTownship.com](http://www.WestManchesterTownship.com)

## **TOT PROGRAM HIGHLIGHTS**

BW Tot Program is designed for children ages 4-6. This 9:00-11:00am program is packed with fun games and crafts, sports and other challenges. Participants will make amazing friendships, great memories, and have positive role models. BW Tot Program is 6 weeks long, Monday- Friday, June 16 – July 25 (*no 7/4 – holiday or 7/15- Olde Tyme Carnival*). Drop-off children starting at 9:00am and pick-up by 11:00am. ***See the Schedule of Events Calendar for planned special events/ field trips!***

## **REFUND POLICY**

No refunds will be provided after the start of the program, unless a medical excuse or extenuating circumstance occurs. No refunds will be provided if the participant is dismissed from the program.

## **SUPPORT STAFF**

If your child requires one-on-one assistance for certain activities, we ask that an aide attends playground with your child. If your child has an IEP and requires an aide (TSS/BSC) during the school year, please notify the P+R department to discuss an aide attending playground with your child. ID and background clearances are required.

## **COMMUNICATION/PARENT INVOLVEMENT**

**In the event of inclement weather, the email address on your child's registration will receive the email.** In the event of an emergency, the parent listed on the Emergency Information Form will be contacted.

Staff have access to their personal cell phones if parents/guardians need to be contacted. If a parent/guardian needs to reach their child for any reason, please contact the P+R department at 717-792-3505. Children may NOT utilize their cell phones while at the program.

West Manchester Township Parks and Recreation believe that parents and caregivers must work together to create a stable and effective environment for all children. We recognize that effective partnerships are characterized by clearly defined responsibilities, open communication, understanding, mutual respect and a common goal of always doing what is best for the child. West Manchester Township Parks and Recreation asks that all families notify the P+R department immediately of any issues or concerns.

## **STAFFING**

All staff are qualified and trained to provide quality care during our summer tot program. All staff have completed strict clearances, First Aid and CPR Training. The tot program, coordinators, and site supervisors are supervised by the Assistant Parks and Recreation Director and the Director of Parks and Recreation.

## **DROP-OFF & PICK-UP PROCESS**

Please be sure that everyone with permission to pick up your child is listed on your Emergency Information Form. Please communicate with the Site Supervisor if someone who is NOT listed is picking up that day. Children should not be dropped off prior to 9:00am and must be picked up no later than 11:00am, otherwise staff are not responsible for their supervision. Also, children become anxious when they are not picked up at a regular time. If you are running late, please call the P+R office to relay the information.

## ABSENCES

If your child is absent due to an illness, please refer to the illness policy and consult with your physician before returning to playground. **NOTE: There will be no fee reduction or reimbursement for absences.**

## TOT PROGRAM RULES & REGULATIONS

Your child should wear comfortable play clothing and sneakers each day. A jacket/sweatshirt is recommended on cool days. Children can get dirty or wet at the tot program; **please dress them accordingly for themed activities** or pack a change of clothes!

Children are responsible for helping to keep the facilities clean. They are expected to help the staff clean up equipment, games, and craft supplies when done using it.

Children are expected to use playground structures and equipment as they were intended. Rules for use will be explained at the beginning of the playground program. Children may be prohibited from using the structure or equipment if a problem persists.

Staff will be supervising bathroom facilities. All participants need to be able to use the restrooms unassisted and be potty trained.

**Please make sure all items are clearly labeled with your child's name. West Manchester Township Parks and Recreation is NOT responsible for lost, stolen or damaged property.**

Valuables, pocket knives/weapons, toy guns should be left at home. Cell phones are not able to be used while at the program. If brought, it must be kept away in the child's bag/backpack until the end of the program.

*\*\*If a child brings one of the following items to the program, the item will be confiscated and returned to his/her parent at the end of the day. These items may cause disruption or safety concerns that may arise from their use.*

## SUNSCREEN POLICY

Please apply sunscreen to your child daily. You may send sunscreen to the tot program with your child; however, **staff members are not permitted to apply lotion sunscreen to your child.** Staff can apply spray sunscreen and will remind the children to re-apply sunscreen to themselves throughout the day.

## DISCIPLINE POLICY

Appropriate behavior is expected of all participants during the tot program. Respectful interactions between program participants and staff are essential to having a successful program experience. **Harassment, bullying, fighting, inappropriate behavior/language and continual disregard for policies and procedures will not be tolerated. Retaliation is also prohibited.**

Staff will do their best to redirect any misbehavior and resolve any issues to achieve a positive outcome for all involved. If positive outcomes cannot be achieved, or if a participant exhibits continuous disruptive behavior, **West Manchester Township Parks and Recreation reserves the right to suspend or dismiss any participant whose behavior interferes with his/her safety, the rights or safety of others, or with the smooth functioning of the group/activity. At the dismissal, no refund will be given.**

### Ladder of Discipline:

1. **Simple Request** to stop or change behavior
2. **Redirect** the child away from the problem situation to another activity
3. **Time Out Away** from other children

## 2025 PARENT HANDBOOK

4. **Written Discipline Report** filled out by Site Supervisor to share with parent/guardian at pick-up
5. Following a written discipline report, if the participant continues to display inappropriate behavior – a conference/conversation with the Site Supervisor and Assistant Parks and Recreation Director/Parks and Recreation Director will be required.
6. The next step is a **One-Day** or **Two-Day Suspension** from the program.
7. If any discipline happen after the suspension, the child may be **dismissed** from the program.

Staff will review guidelines and encourage child to think about what he/she did, what his/her action meant and to avoid difficult uncooperative behavior in the future. Appropriate consequences for problem behavior will be given at this time. Depending upon the severity of the situation, steps of the ladder may be skipped, or the child may be dismissed immediately.

### **Parent Involvement with Discipline:**

Staff will communicate disciplinary actions with parent/guardians. In the event that a child experiences repetitive behavioral difficulties, the parent will receive a discipline report highlighting the behaviors observed and the procedures used thus far to correct the situation. We encourage parents to communicate at this time with both staff and child so that the problem can be resolved. **Regarding behavior issues/discipline – contact the Site Supervisor directly.**

### **ILLNESS POLICY**

- If your child is sick, **DO NOT BRING HIM/HER TO THE PROGRAM.**
- If your child becomes ill while on site, the parent/guardian will be called to come and pick-up the child. In the event that parent/guardian cannot be reached, another individual on the Emergency Information Form will be notified.

*Illness includes, but is not limited to, one or more of the following:*

- Fever of 100 ° F or more ○ Vomiting ○ Diarrhea ○ Rash w/ fever ○ Strep Throat ○ Head Lice ○ Chickenpox ○ Pink Eye

*Children who have been sick may return when:*

- They are free of fever, vomiting and diarrhea for 24 hours without the use of fever reducing medicine/
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our program may be required.

### **MEDICATION POLICY**

It is extremely important that we have all necessary medical information concerning your child. Per American Camp Association (ACA) standards, participants are not permitted to have over-the-counter (OTC) medicines in their possession. OTC medicines will not be provided by staff. Epi-pens and inhalers are allowed, but must be clearly marked with the child's name and must be kept in the child's backpack at all times. **No playground staff are permitted to administer medication.**

### **PHOTO RELEASE**

West Manchester Township Parks and Recreation will be taking pictures/videos at the tot program. By registering for this program and initialing on the Emergency Information Form – you are allowing permission of photography/videos taken while at playground. **If you do not wish for your children to be photographed, please specify that on your Emergency Information Form.**