



# SPARC Summer Program Guidelines

## WHAT A CAMPER NEEDS:

- Name written on all items
- Wear old play clothes — you may get dirty and wet!!
- Close toed shoes — NO FLIP FLOPS PLEASE!
- Sack lunch with a drink — NO GLASS PLEASE!
- Sun Screen and Bug Spray are recommended
- Swim wear and towel for swim days

## WHAT A CAMPER DOES NOT NEED:

- Open toed shoes—NO SANDALS or FLIP FLOPS
- Valuable items that may be lost or broken
- Game Systems, Cell Phones, Toys
- Nice clothes

## • **REGISTRATION**

- ⇒ Register online at [ParkBoard.org/SPARC](http://ParkBoard.org/SPARC) or at the SPARC Office (300 E. Harrison)
- ⇒ All payments must be made **by 8:30 am** on the WEDNESDAY prior to the week your child will attend the program. We urge you to register as soon as possible, as most weeks fill quickly. If spaces remain, we will continue to take registration on the Thursday and Friday prior to the program; however, a \$10 per child Late Fee will be applied.
- ⇒ **RETURNED CHECKS/INSUFFICIENT FUNDS VIA CREDIT CARD** — Individuals with insufficient funds will no longer be registered for that week. If space is available, those individuals may re-register by paying with cash or money order. A \$30 fee (\$20 insufficient funds fee plus \$10 late fee) will be charged in addition to the program fee.

## • **REGISTRATION CANCELLATION & TRANSFER POLICY**

- ⇒ Registration fees offset the cost to plan and schedule programs. Enrollment is depended on for a successful program. Please plan your schedule carefully, as responsibility cannot be accepted for personal circumstances.
- ⇒ Refund, Cancellation and Transfer requests must be submitted in writing five (5) business days before the program begins. All REFUND, LATE-CANCELLATION, and LATE-TRANSFER REQUESTS will be charged a \$10.00 processing fee. ALL REQUESTS submitted after the program start date will be denied.
- ⇒ Online registration convenience fees are non-refundable.
- ⇒ No transfers or credits will be approved for absenteeism or expulsion from the program.

## • **DISCIPLINE GUIDELINES**

- ⇒ Participants are expected to display satisfactory behavior during program hours. If behavior problems arise, parents will be contacted. If the problems are persistent or severe, the child will be expelled.
- ⇒ The **discipline guidelines** below will be administered depending upon the severity of the incident and can include any or all, up to expulsion, on the first occurrence:  
**1) Verbal Warning 2) Safe Seat 3) Visit with Site Director 4) Visit with Parents 5) Suspension/Expulsion from the Program.**
- ⇒ **No refunds due to suspension or expulsion for the current week will be approved**, but a refund will be given for future weeks of registration.

## • **SIGN IN AND SIGN OUT**

- ⇒ Each child must be signed in and out daily. **ID's will be checked!**
- ⇒ Children will only be released to a person designated by the parent/guardian to pick them up. **Parents—please include your name(s) on the list!**
- ⇒ Requests for an addition to the **Pick-up Authorization Form** to pick up a child, must be submitted in writing by the parent/guardian. For the security of the children and staff, pick-ups will only be allowed at off-school sites with prior notification.
- ⇒ If your child is to walk to or from SPARC, the Walk-Home Permission form must be on file.



# SPARC Summer Program Guidelines

- **Medication**

- ⇒ A Medication Form must be completed in full and on file before the staff are allowed to give any child medication. Please note that if the prescription for the specified medication should change during the summer, a new form must be completed with the new prescription information.
- ⇒ Medication **MUST** be sent in the original container with prescription label attached (most pharmacies will give you duplicate bottles). If the prescription changes, please send a new properly labeled container.
- ⇒ Children with Inhalers will need a completed Medication Form on file. The child will not be allowed to personally carry the inhalers, although it will be accessible to be used as required. This is for the safety of all children.
- ⇒ Over-the-counter medications must be sent in the original containers and require a completed Medication Form on file. Per Public School policy, these can only be given for three days. Beyond three days, a written order from an authorized prescriber will be required.

- **Pick-Up/Drop-Off**

- ⇒ Participants can be dropped **NO EARLIER than 7:00 a.m.** (6:30 a.m. for Before and After Programs) and must be picked up **NO LATER than 6:00 p.m.** Every child must be signed in & out of program.
- ⇒ All participants must be picked up no later than 6:00pm. Any parent arriving late will be charged \$5.00 for each 15 minutes he or she is late. Participants will not be allowed to return to the program until this fee is paid. If a parent is late more than three times, the child will not be allowed to return to the SPARC program.
- ⇒ Authorities will be notified if children are not picked-up by 7:00 p.m.
- ⇒ Every child must be signed in & out by a person listed on the child's pick-up authorization form.

- **INSURANCE**

- ⇒ The Springfield-Greene County Park Board does not provide any accident or hospitalization insurance for program participants. We recommend that you review your own family policies for coverage information.

- **SICK CHILD**

- ⇒ Please do not send your child with a fever or an illness.
- ⇒ If your child exhibits symptoms of illness or fever, you will be called to pick up your child.
- ⇒ We ask that you make every effort to pick up the child as quickly as possible.

- **INCLUSIVE RECREATION**

- ⇒ If your child requires accommodations for participation, please notify us at least two weeks prior to the week they will attend.

- **EMERGENCY SITUATIONS**

- ⇒ If you have an emergency and need to contact your child during program hours, please call the **SPARC Office @ (417) 837-5737**
- ⇒ The Site Director will be notified to return your call.

- **PARTICIPATION**

- ⇒ Summer programs are designed with youth in mind.
- ⇒ We encourage all children to participate in, or at least try, all activities.

## SPARC Office

300 E. Harrison | (417) 837-5737 | [SPARC@springfieldmo.gov](mailto:SPARC@springfieldmo.gov)