



Chico Area Recreation and Park District Youth Programs Guidelines

We are excited to welcome your child to our programs! Please review the following guidelines to prepare you and your child and to help us provide the best experience possible.

Code of Conduct

To ensure the safety of all children and staff in our programs, individuals are responsible for adhering to the program rules and expectations. This includes use of appropriate language, a civil tone of voice, calm demeanor, respecting personal space, and maintaining personal and professional boundaries. Any person who does not meet conduct expectations will be asked to leave the premises immediately and the participant may be removed from the program.

Communications with Account Owner

Email communications from Chico Area Recreation and Park District regarding program participants, including registration confirmations, schedule changes, cancellations, announcements, and billing information, are sent to the Account Owner's email address on file. CARD will not provide duplicate communications to additional email addresses. We ask that the Account Owner share relevant information with other authorized users, family members, or guardians as needed. Please check the Account Owner email regularly for important updates.

Behavior Expectations

At CARD, we believe that positive behavior creates an environment where all participants can thrive, build meaningful relationships, and enjoy recreation experiences. Behavior expectations are designed to ensure the physical and emotional safety of all participants, foster respect for others and property, and help children develop important social skills. By maintaining consistent expectations

across all our programs, we create predictable environments where children feel secure and can focus on learning, growing, and having fun. The following expectations apply to all participants in CARD programs.

- **Be Safe** (includes staying with the group, keeping hands and feet to themselves)
- **Be Respectful** (includes listening and following directions, using appropriate language, being kind to others, using equipment properly)
- **Be Responsible** (includes using the restroom independently/no bathroom accidents, keeping track of personal items, telling the truth)

If behavior expectations are not met, staff will use their best judgment when deciding what level of discipline is most appropriate for the circumstances. CARD programs are committed to being safe and enjoyable places for all. Our programs maintain set ratios and are not designed for one-on-one care. Staff may choose to suspend or expel a child from the program for recurring behavioral concerns or for extreme situations.

CARD will not tolerate participants compromising the safety of themselves or others, causing or threatening physical injury to another person, bringing weapons or illegal contraband to the program, or vandalizing the program equipment or space. Any of these actions or other actions deemed dangerous, illegal, or harmful will result in immediate expulsion from the program.

If a child is expelled from a program and would like to re-join the same or another program, a spot is not guaranteed.

Bathroom Expectations

All children must be potty trained and able to use the restroom independently. This includes:

- communicating their need to use the bathroom.
- use the toilet without making a mess.

- wipe and pull up their pants.
- flush the toilet.
- turn on and off the water.
- get soap and paper towels from the dispenser.
- change their own underwear.

In the event of a bathroom accident, staff may contact parents/guardians to request immediate pick-up or clothing change. Reoccurring bathroom accidents may result in removal from the program.

Health Policies

If your child becomes ill at the program, you will be notified and must arrange to have your child picked up immediately. Once your child is cleared to attend school or has been fever free for 24 hours, they are welcome to return to the program. If your child is sent home during the school day due to an illness, they are not permitted to attend a CARD program. **Please notify staff if your child has been exposed to any contagious disease or condition, for example COVID-19, chicken pox, lice, mumps, measles, etc., so we can notify other parents immediately.**

- Do not send your child to the program if they are not feeling well or have a temperature over 100.4°.
- If a child indicates they do not feel well or exhibits signs of illness, you will be called for immediate pickup.

Electronics & Personal Belongings

Electronic devices, including cell phones and personal gaming devices, may not be used while attending CARD programs. Children should not bring valuables to the program. Please label your child's belongings such as water bottles, jackets, and backpacks. CARD is not responsible for lost or stolen items.

Emergency Contacts and Authorized Pickups

CARD Programs longer than 3 hours utilize an authorized pick-up process. Programs less than 3 hours in duration may require sign in/out as per program needs.

During registration, the enrolling parent or guardian will list "Emergency Contacts" and "Authorized Pickups" for the participant.

"Emergency Contacts" are the only individuals who may make changes to the child's pick-up list.

The parent or guardian who enrolled the participant may make changes to the "Authorized Pickups" online in the participant's profile. For one-time additions, written authorization from an Emergency Contact may be provided directly to program staff. Please note, CARD does not allow phone-ins as an authorized release of a child.

Children must be signed out each day by an authorized pick-up person. **Photo ID will be checked.** For your child's safety, these rules are strictly enforced, and no exceptions will be made.

Steps to edit "Emergency Contacts" or "Authorized Pickups" for the participant:

1. Go to www.rec.us/chicorec and log in
2. Select "Profile" from the icon in the upper right of the screen
3. Click "Edit Profile"
4. Scroll down to find your Household Members and select "Edit member" on the participant you want to make changes to.
5. From this screen you can edit "Emergency Contacts" and "Authorized Pickups"

Late Pick Up Fees

Your child must be picked up no later than the program end time. A late pick-up fee of \$2.00 per minute is charged for the first 3 instances. The late fee increases to \$5.00 per minute starting on the 4th instance. If your child is picked up late 6 times, they will be removed from the program. If your child is not picked up by the

program end time and no response from persons on the emergency form is received, Chico Police Department will be called.

Medication

CARD does not store or dispense routine medication. Children may bring their own sunscreen to programs; however CARD staff are not able to apply sunscreen on children. If your child requires emergency, life-saving medication please submit an accommodation request as outlined below.

Accommodation and Inclusion

CARD is committed to providing equal access to our recreation programs for participants of all abilities. We strive to create inclusive environments where all participants can experience the benefits of recreation activities to the fullest extent. Accommodation requests are evaluated on an individual basis to determine reasonable modifications that do not fundamentally alter the nature of our programs or create an undue burden.

To request accommodations, participants must register for an activity or program and submit a completed Accommodation Request Form a minimum of four (4) weeks prior to the start date.

Our approach focuses on what participants can do rather than limitations, emphasizing involvement and empowerment in our programs. While we may not be able to fulfill every accommodation request, we will work collaboratively with participants and families to explore alternative solutions whenever possible. For more information about our accommodation request process, please visit <https://www.chicorec.gov/inclusion>.

Photo/Video Release

CARD reserves the right to photograph and video record activities and program participants for potential promotional purposes.