

# WePLAY

## Parent Handbook

### 2020-2021



Winston-Salem Recreation & Parks  
100 E. First Street, Suite 407  
Winston-Salem, NC 27101  
[www.WePLAY.ws](http://www.WePLAY.ws)

# WePLAY Parent Handbook 2020–2021

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## REGISTRATION

Winston-Salem Recreation & Parks (WSRP) requires registration for all participants engaging in structured out of school activities. Registration forms must be completed in full prior to the start of program. If a participant requires medication to be administered during programming hours, the Medication Form must be completed by a physician.

- All registrations must be accompanied by payment
- Registration is on a first come basis.  
Below are registration guidelines:

<b>Summer Camp</b>	April 1
<b>After School</b>	August 3
<b>Winter Camps</b>	Two months prior to WS/FC School holiday break
<b>Spring Break</b>	Two months prior to WS/FC School spring break
<b>WePLAY Day Camps</b>	Prior to the date of camp day

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## PAYMENT

All required program payments, fees, and deposits must be paid prior to the start date to secure child's registration. Failure to make timely payments can result in dismissal from program.

- A \$10 registration fee and \$10 non-refundable deposit per week is required upon sign-up for summer camps. The camp deposit secures weekly attendance.
- A \$30 registration fee for after-school programs.

<b>Out of School Program</b>	<b>Resident Fee</b>	<b>Non-resident Fee</b>	<b>Late Fees</b>
Weekly Camps	\$50/week	\$60/week	\$5/day
Weekly Half Day Camp	\$35/week	\$45/week	\$5/day
After-School	\$15/week	\$25/week	\$5/day
WePlay Day Camp	\$15/day	\$25/day	

Payment for out of school programs weekly camps and after-school are due in full before or on the Monday of registered week; day camps fees are due on the day of event. Weekly programs are not prorated for absent days, holidays, or inclement weather.

Failure to pay on time will result in suspension or expulsion from all WSRP programs. There is a \$25 fee for any returned checks.

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## ONE ON ONE ASSISTANT

One on one personal assistants provided by agencies are expected to attend with their client and assisting with participation during the programs.

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## ABSENCES

Parents should notify if participant will not attend any out-of-school dates. This allows staff to begin activities on time and not wait for a child. Programs are not prorated for absent days.

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## WITHDRAWAL

A two (2) week written notice from the parent who enrolled the participant is required if a child is to withdraw from a program. Without this notice, the parent will be responsible for payment for all weeks.

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## FAILURE TO ATTEND

If a participant does not attend the registered program for two (2) consecutive weeks and no notification of absence has been provided in writing to the Supervisor, then the participant will be withdrawn from program. No refund will be provided, and the parent is responsible for charges up to withdrawal date.

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## REFUND

Participants wishing to withdraw must make that request in writing at least 10 business days before the scheduled start of a class, program, or league's first practice. The participant will receive the full amount paid minus any deposit or other non-refundable fees. Refund request after 10 business days will not be granted. If advanced payments were made beyond the two (2) week period a refund for future weeks will be granted.

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## TAX INFORMATION

WSRP will provide year end tax information upon request. Parents will need to contact the recreation center their child registered for programs at for total fees paid. The tax identification number is 56-6000241.

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## CHECK IN & SIGN OUT

For the safety of our participants parents are required to sign their children in and out with a staff person every day they attend the program. The parent and anyone on the authorized pick-up list will need to show government identification.

### Check In

- Parents/guardians are required to walk campers to the facility and sign them in.
- Participants are not allowed to arrive prior to the start of program and MUST be picked up before 1:00 p.m. for half day programs or 5:30 p.m. for full day programs or late fees will apply.

### Sign Out

- Parent/guardians are required to sign participants out of the program at the end of the day.
- Staff will only release a child to individuals 16 years and older listed on the Registration Form for permission to pick-up. Government identification will be required.
- Changes to the pick-up list must be made in writing. Changes will not be allowed by telephone. This includes additions and deletions.

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## LATE PICK UP POLICY

The pick up time will be strictly enforced. If the parent is unable to pick up their child by the program end time it is the parent's responsibility to make other arrangements. Children picked up late will result in a \$5 late fee for every ten (10) minutes after 1:00 p.m. for half day programs or 5:30 p.m. for full day programs. Continuous and/or extreme late pick-up or failure to pay fees can result in child being dismissed from the program. Late fees must be paid upon pick up.

Beginning at 1:40 p.m. for half day programs and 5:40 p.m. for full day programs staff will begin calling all contacts listed in the participant's file. If staff cannot make contact with anyone on the list or it is after 2:00 p.m. or 6:00 p.m., then staff will call the Winston-Salem Police Department to pick the participant up and take them to the nearest police station for pickup by an approved person.

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## LEGAL AUTHORIZATION

Parent is defined as biological, legal wards, guardians, and foster/adoptive parents. Both parents may designate individuals who are permitted to pick up a child from the program on the registration form.

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## CHILD CUSTODY

Without a court order terminating parental rights or restricting a parent's access to a child, both parents, regardless of whether parent has physical custody, will be provided the same right to have access to the child. Copies of the most current court order related to child custody and/or visitation must be submitted at the time of each program registration.

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## MEDICATION

WSRP discourages the administration of medications during programs unless it is necessary for the health of the participant. No medication will be administered to a child without the written order of a licensed physician or dentist and permission of the parent/guardian. Medication must be clearly labeled with child's name, dosage amount, and in its original container. No injections will be given except in extreme emergency (allergy to wasps, bees, diabetic emergencies, etc.)

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## BATHROOM EXPECTATIONS

All participants engaging in out of school programming must be fully potty-trained. WSRP does not have the proper facilities and staff are not trained to change participants. Parents are encouraged to provide an extra change of clothes in case of an accident during programs.

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## DRESS CODE

Participants are expected to dress appropriately for a busy, active day. Wearing tennis shoes is strongly encouraged. Children should not wear open toed shoes, shirts that show midsection of torso, pants that do not fit on the waist, or shorts that are not an appropriate length

### Camp Shirts

Campers will be given a shirt. These shirts must be worn on field trips and during special events.

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## **SWIMMING**

Participants attending programs that incorporate swimming into the program should bring a swimsuit, towel, sunscreen and plastic shopping bag for wet clothes and other belongings. Only swimsuits with a liner inside the swim wear and water shirts allowed in pools; athletic shorts, cotton shirts, and other street clothes are not permitted in pools.

All participants will adhere to the swim test policy and must wear a life jacket if they do not pass a swim test administered by lifeguards. The swim test consists of treading water for one minute and swimming 25 yards without touching the bottom.

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## **SUNSCREEN & BUG SPRAY**

It is recommended to apply sunscreen and/or bug spray at home prior to bringing child to program each day. Sunscreen/bug spray is allowed at programs for use but it must be labeled with child's name and they must be able to apply it themselves under adult supervision. Participants are not allowed to share these items.

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## **COMPUTER USAGE**

Computers are available for participant use under employee staff supervision. Children are expected to use the computers for educational purposes. Any inappropriate conduct can result in suspension from usage or program.

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## **PERSONAL BELONGINGS**

WSRP and staff are not responsible for lost or stolen items. Participants should not bring personal items that have not been requested for program usage.

### **Electronics/Cell Phones**

Electronic items are not permitted unless specified by staff for special events. Participants with personal phones will only be allowed to use them with staff's permission to contact parent in emergencies; inappropriate use will result in phone being placed in office until parent arrives for pick-up.

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## **PHOTOGRAPH & PUBLICITY**

WSRP retains the right to photograph or videotape programs, participants, and volunteers for publicity purposes. If there are privacy concerns a written request not to have photograph used must be submitted.

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## **PARTICIPANT CODE OF CONDUCT**

WSRP programs provide participants with an opportunity to engage in recreational activities to promote healthy communities. To ensure everyone is able have a fun, positive experience participants are expected to adhere to an accepted standard of behaviors.

The Code of Conduct follows the Department's guidelines to define misconduct. All program participants will be held accountable for their behavior. Failure to comply with the code of conduct could result in suspension or termination from all Recreation & Parks programs and facilities.

### **Code of Conduct**

- Show respect for all individuals and property
- Demonstrate courtesy
- Respect rights and privileges of other participants, volunteers, and City staff
- Cooperate with or assist City staff in maintaining safety, order and discipline
- Respect the property of others, including city property and facilities

### **Unacceptable Behaviors**

- Gambling on City property
- Act or threat of bodily harm, including subtle or implied
- Insubordination
- Use of profanity, vulgar language or obscene gestures
- Damaging or defacing City property
- Engaging in inappropriate physical or verbal contact and/or gang related activity
- Creating a disruptive environment
- Harassing or threatening phone calls, or other forms of written or electronic communication
- Involvement with drugs, alcohol or weapons

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- Stalking, threatening, harassing (sexual or otherwise), or any other unwanted behavior or language
- Sexual activity of any kind
- Recording people without their knowledge or consent

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### **Consequences of Undesired Behaviors**

- **Warning:** Conference with staff and parties involved. Conversation will include parent/guardian when appropriate. After the conference, a written summary will be provided to all involved parties,
- **Suspension:** Suspended from facility, park or program for a length of time determined by the City.
- **Termination:** Removed from facility, park, or program. Unable to engage in any programs or visit any City properties during termination.

Staff have the right, in its sole and absolute discretion, to skip any disciplinary steps above depending on the nature and severity of the participant's behavior.

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### **PROGRAM MEALS & SNACKS**

Lunches and snacks are provided for camps and meals at most locations for after-school. Parents will need to confirm if the out-of-school program site provides food.

Participants with special dietary needs are required to notify lead staff. Children are encouraged to enjoy the food provided, but are welcome to bring labeled lunches and snacks.

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### **FIELD TRIPS**

Off-site field trips are a part of some out-of-school programs. Participants will be transported by WSRP vans or WSTA buses.

Parents will be notified in advance of all field trips and a signed consent to travel form must be on file prior to the trip. Children must be on time for departures and cannot be dropped off at field trip sites. If a participant needs to be picked up at the field trip site for early release parents must notify staff in advance.

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### **ILLNESS**

Participants should not attend any program if they have experienced one or more of the following symptoms within the most recent 24 hours:

- Fever of 100.4+, diarrhea, vomiting, sore throat, rash, chicken pox, pink eye, ring worm, head lice, cold, flu, and any other contagious (or potentially contagious) condition

Parents will be notified and asked to pick up participants that become ill during program within 90 minutes of being called.

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### **MEDICAL EMERGENCY**

In the event of an accident or illness, every reasonable effort will be made to address the situation and notify the parent and/or emergency contacts. If immediate medical attention is required 911 will be call and the child will be transported to the hospital by ambulance.

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### **REPORTING SUSPICIONS OF ABUSE**

Any WSRP staff members who know or reasonably should know that a juvenile participation is or has been the victim of a violent offense, sexual offense, or misdemeanor child abuse shall immediately report that information to local law enforcement. Staff may also be obligation to report any suspicions of child abuse, neglect, or dependency to Social Services. Staff will document all such suspicions in writing, with such reports to be provided to the Recreation & Parks Department Director or Assistant Director.

After receiving the report, the Director or Assistant Director will speak with the person who reported the concern to get a detailed account of the incident. After information is received a report to the appropriate authorities will be made.

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## ADA STATEMENT

WSRP welcomes the participation of all individuals, including those with disabilities or special needs, and is committed in complying with ADA by providing reasonable accommodations to facilitate participation in programs. To ensure modifications or support are in place, request should be made in writing at the time of registration.

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## HOLIDAYS

The City of Winston-Salem observes the following holidays and no out of school programming will occur on these days:

New Year's Day, Martin L. King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas

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## RECREATION CENTERS

Belview  
2800 Burgandy St.  
336-650-7690

Brown & Douglas  
4725 Indiana Ave.  
336-661-4987

Carl H. Russell, Sr.  
3521 Carver School Rd.  
336-727-2580

Fourteenth Street  
2020 N.E. 14th Street  
336-727-2891

Georgia E. Taylor  
1471 W. Clemmons Rd.  
336-650-1635

Hanes Hosiery  
501 Reynolds Blvd.  
336-727-2428

Little Creek  
610 Foxcroft Dr.  
336-659-4303

Martin L. King, Jr.  
2001 Pittsburg Ave.  
336-727-2740

Miller Park  
400 Leisure Lane  
336-727-2831

Old Town  
4550 Shattalon Dr.  
336-922-3561

Polo Park  
1850 Polo Rd.  
336-659-4309

Rupert Bell  
1501 Mt. Zion Pl.  
336-727-2051

Sedge Garden  
401 Robbins Rd.  
336-659-7694

South Fork  
4403 Country Club Rd.  
336-659-4305

Sprague Street  
1350 Sprague St.  
336-650-7680

Therapeutic Recreation Unit  
2301 N. Patterson Ave.  
336-727-2425

William C. Sims, Sr.  
1207 Alder St.  
336-727-2837

William R. Anderson, Jr.  
2450 Reynolds Park Rd.  
336-650-7684

**WePLAY Parent Handbook - Addendum  
Recreation Center  
Summer Camp 2020**

**Participant Drop Off/Pick Up**

**Morning Drop Off**

- Prior to drop off parents should be on alert for any COVID-19 symptoms and keep the child(ren) at home if showing any signs of illness
- Campers are required to be dropped off between the hours of 7:30 a.m. and 9:00 a.m.
- Same parent is encouraged to drop off/pick up child every day
- Staff will greet parents and campers at front door
- Parents will submit all camp payments on Mondays during drop off
  - Receipt will emailed by end of day
- Parents are not allowed to come into the facility
  - Employee will escort child into the facility
  - Children will be required to wash hands upon entering the facility
- Parents will submit completed Health Screening Questionnaire and Daily Attendance Sheet
- Temperatures will be checked prior to campers entering facility
  - Anyone with temperature of 100.4 Fahrenheit or higher will not be permitted into the facility
- All camp items need to be placed into a sealed ziplock bag with child's name on it. These items will remain at camp until their last day

**Afternoon Pick Up**

- Pick up occurs between 4:00 p.m. and 5:30 p.m.
- Parents are required to wait outside of facility until staff have greeted them OR call prior to arrival
- Employees will escort campers to the front door
- Parents will sign out children and receive receipt for program payment

**Supply List**

In order to eliminate shared use items participants are required to bring common supplies to camp in a gallon size zip-lock bag with their name clearly labeled on it:

- One Gallon Size Zip lock bag (Name clearly labeled)
- Crayons
- Washable markers
- Glue stick (3-pack)
- Safety scissors
- Ruler
- Personal hand sanitizer
- Tissues



## **Site Information**

### **Minnie Lee Harris Davis Community Center**

2020 N.E. 14<sup>th</sup> Street  
336-727-2891  
Charisse Lovett, Charissel@cityofws.org  
Megan Childers, Meganc@cityofws.org

### **Polo Park Community Center**

1850 Polo Road  
336-653-4309  
Randy Ingram, Randyi@cityofws.org  
Tami Perry-Turner, Tamipt@cityofws.org

### **Hanes Hosiery Community Center**

510 Reynolds Blvd  
336-727-2428  
Brandii Little, Brandii@cityofws.org  
John Torian, Johndt@cityofws.org

### **Sedge Garden Community Center**

401 Robbins Road  
336-650-7694  
Jessica Garrett, Jessicag@cityofws.org  
Cameron Smith, Camerons@cityofws.org

### **Little Creek Neighborhood Center**

610 Foxcroft Drive  
336-659-4303  
Amanda Harvey, Amandaha@cityofws.org  
Ericka Bynum, Erickab@cityofws.org

### **W. C. Sims Community Center**

1204 Alder Street  
336-727-2837  
Alonzo Winfield, Alonzow@cityofws.org

### **Old Town Neighborhood Center**

4550 Shattalon Drive  
336-922-3561  
Kevin Westrich, Kevinw@cityofws.org  
Carlie Reed, Carlier@cityofws.org

### **W. R. Anderson Community Center**

2450 Reynolds Park Road  
336-650-7684  
Bryant McCorkle, Bryantm@cityofws.org  
April Hawkins, Aprilh@cityofws.org

## **WePLAY Parent Handbook - Addendum Park Camps 2020**

### **Participant Drop Off/Pick Up**

Parents will drop off/pick up campers at a designated location near the park shelter. Staff will meet the parent and camper, check them in/out and escort them to the location.

#### **Morning Drop Off**

- Prior to drop off parents should be on alert for any COVID-19 symptoms and keep the child(ren) home if showing any signs of illness
- Campers are required to be dropped off between the hours of 8:00 a.m. and 8:30 a.m. at designated location
- Same parent is encourage to drop off/pick up child every day
- Staff will greet parents and campers at designated location
- Parents are not allowed at the picnic shelter
  - Employee will escort child to picnic shelter
  - Children will be required to wash hand upon arrival
- Parents will submit completed Health Screening Questionnaire and Daily Attendance Sheet
- Temperatures will be checked at the designated location
  - Anyone with temperature of 100.4 Fahrenheit or higher will not be permitted into camp

#### **Afternoon Pick Up**

- Pick up occurs between 12:00 p.m. and 12:30 p.m.
- Parents are required to wait at designated location
- Employees will escort campers to designated location
- Parents will sign out children

### **Supply List**

In order to eliminate shared use items participants are required to bring common supplies to camp in a gallon size zip-lock bag with their name clearly labeled on it:

- One Gallon Size Zip lock bag (Name clearly labeled)
- Personal hand sanitizer (recommended)
- Tissues
- Nonperishable Snacks
- Water (refillable or bottled)

Contact Katie Thomas, [Katherinet@cityofws.org](mailto:Katherinet@cityofws.org), 336-734-1216 for questions.

STATE OF NORTH CAROLINA )  
 )  
 COUNTY OF FORSYTH )

**CITY OF WINSTON-SALEM MORNING DROP  
 OFF HEALTH SCREENING QUESTIONNAIRE  
 AND DAILY ATTENDANCE SHEET**

<p>Do you or anyone in your household, including any of the children you are dropping off today, have a fever<sup>1</sup>, cough, shortness of breath/difficulty breathing, chills, new loss of taste or smell, vomiting, or diarrhea?</p>	<p>Yes</p>	<p>No</p>
<p>Have you or anyone in your household, including any of the children you are dropping off today, experienced any of the following since the last time you were here?</p> <ul style="list-style-type: none"> <li>• Had any of the above-mentioned symptoms?</li> <li>• Been in contact with anyone with the above-mentioned symptoms?</li> <li>• Potentially been exposed<sup>2</sup> to COVID-19 or have reason to believe you/they have COVID-19?</li> </ul>	<p>Yes</p>	<p>No</p>
<p>Have your child that is attending today received any fever-reducing medication in the last 24 hours?</p>	<p>Yes</p>	<p>No</p>
<p>Does your child need more care than staff can provide without compromising the health and safety of other children?</p>	<p>Yes</p>	<p>No</p>

Name of Participant \_\_\_\_\_  
 Participant's age \_\_\_\_\_  
 Name of parent/guardian \_\_\_\_\_  
 Signature of parent/guardian \_\_\_\_\_  
 Date \_\_\_\_\_  
 Sign In Time \_\_\_\_\_  
 Sign In Out \_\_\_\_\_

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<sup>1</sup> Fever is determined by a thermometer reading of 100.4 degrees Fahrenheit or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, and not eating or drinking.  
<sup>2</sup> Exposure is sharing a household or having close contact with anyone with COVID-19 or has symptoms of COVID-19.