

# Pinedale Aquatic Center

Little Wrangler Programs



## 2020 Handbook

Pinedale Aquatic Center  
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### **Little Wrangler Programs - Mission Statement**

To provide a rewarding experience that encourages creativity, develops healthy habits and introduces educational opportunities, while challenging youth to develop a sense of adventure as they build relationships and make memories.

## **General Parent Information**

- Programs are first come, first served. Payment must be received at time of registration
- Little Wrangler Day Camp consists of two separate age groups. 1st-2nd grade and 3rd-5th grade.
- Little Wrangler Day Camp is limited to 30 participants in the 1st-2nd grade and 20 for 3rd-5th grade. Please note these numbers may be different in summer 2020 due to the Covid-19 pandemic. See supporting documents.
- The majority of communication and weekly schedules will be sent through PAC email. Please check yours often!
- Text message reminders will be sent as needed throughout the year for those who choose to opt in to the text message option. Please download the Band App and choose to join our PAC Little Wrangler Day Camp Band. ( There will be separate Band groups for each age group so please make sure you join the correct one! 
- Parents will be expected to send their children prepared for whatever we have planned for the day.
- All belongings, including swim gear, bikes, and art projects, must be taken home by Fridays or belongings will be put into Lost and Found or thrown away.
- Parents are welcome to join us at any time! Whether it is a full-day, during your lunch break, or for a special field trip, we are always happy to have you join us!
- Staff will only release children to authorized adults. Written permission must be given for exceptions, preferably at the beginning of the day.
- Sign out is required and must be completed by 5:30pm; a late fee of \$10 will be applied for every 5-minutes late (see pick-up authorization form).
- Little Wrangler Fridays are for students in Kindergarten through 5th grades
- Little Wrangler Fridays are limited to 40 participants.

## **What Little Wranglers Should Bring Each Day**

The following items should be sent with participants each day so they are prepared for all the activities! Failure to provide these items may result in your child being excluded from participation.

### **Summer Day Camp:**

- Great energy and positive attitude!
- Lunch that is healthy and nutritious
- Closed toed shoes (no flip flops!)
- Water Bottle
- Lip Balm/ Sunscreen – please put on sunscreen every morning prior to arrival!
- Jacket & Weather appropriate clothing layers for outside and inside play
- Swimsuit and Towel (EVERY DAY)
- Water Shoes for outdoor water trips
- Backpack
- Bicycle and Helmet (as indicated on schedule)
  - Youth without helmets will not be allowed to participate in biking.

\*\*\*Please label all personal belongings with your child's name and phone number! Lost items are not the responsibility of the staff of Little Wrangler programs or the Pinedale Aquatic Center.

### **Items Not Allowed Include:**

- Electronics (phones, tablets, smart watches, or other portable gaming devices. will be placed in a basket for safe keeping throughout the day, unless otherwise noted by parent.)
- Knives or any other weapons
- Lighters or Matches
- Illegal Items (alcohol, tobacco)
- Personal Toys

- Money for purchase of vending machine items

### **Injuries and Incidents**

- All staff are certified in First Aid/CPR/AED.
- All incidents, including injuries and behavioral incidents will be documented.
- Any incident or accident that requires documentation from PAC, will also result in parent notification.
- In the event of an accident that requires Emergency Medical Services, parents will be notified as soon as possible after EMS response.

### **Transportation Rules**

- Only staff members 21 years and older may transport participants.
- Staff must have completed Defensive Driving to legally drive PAC/School vehicles.
- Drivers will not be permitted to use cell phones for any purpose while driving.
- Transportation in PAC Vehicles will be used only for off-site trips which are outside walking/biking distance.
- Whenever possible, there will be at least two (2) staff members in the vehicle.
- Head counts/roll call will be done upon loading and before leaving any location.
- Water only allowed in the vehicle; No eating will be permitted.
- While driving the PAC vehicle or other rented vehicles, staff is expected to follow all Wyoming State driving laws and regulations.
- PAC will provide booster seats for required transportation situations in accordance with [state statutes](#).

### **Pre-requisites and Accommodations**

- School year programs are for K-5. Summer programs are for those entering grades 1-5.
- On days that include biking, participants should have/be able to ride a bike without assistance (with or without training wheels).
- Bikes should be in good working condition.
- All participants are expected to be fully toilet-trained by their first day of the program.
- Accommodations for special needs participants will be made through a meeting with parents and PAC staff in order to determine an appropriate course of action for all parties that does not involve an undue hardship on PAC staff.

### **Health and Safety**

- We ask that families provide an extra set of clothes for participants with a history of toilet-training related accidents. In the event that accidents are recurring, participants will be released from the program.
- When accidents do happen, we expect the participant to be able to clean-up and change themselves. Staff will assist as appropriate and available. Parents will be called when further assistance is necessary.
- Participants and staff will wash their hands on a regular basis and are encouraged not to share food, water bottles, or snacks brought from home.
- Any child showing illness or a temperature of 101 degrees Fahrenheit or more and/or symptoms of diarrhea or vomiting will not be allowed to attend until they are symptom free for at least 24 hours.
- For summer 2020, we ask that if your child is sick, or that if they have come in contact with anyone who is showing symptoms/has been diagnosed with Covid-19, please keep your child home.
- Little Wrangler staff is not authorized to administer medication to any child. If a child requires medication, it will be checked in with staff on a daily basis, and the participant will be responsible for independently taking their medicine.
- Sunscreen and insect repellent will be provided and administered to participants by staff when required. Please send any special brands of sunscreen or insect repellent with your child if they need them and alert staff of this preference.

## Field Trips

- Regular off-site outings will occur. By signing your child up for Little Wrangler programs, you give consent for your child to attend these field trips. On rare occasions, PAC will ask for special permission for specific events or visitors.
- If a participant attempts to leave the program on his or her own, the sheriff's office will be notified, followed by a call to the parent. Staff will make all reasonable efforts to keep the child within sight.
- Many field trips will involve water – there will always be a lifeguard present, with the primary responsibility of lifeguarding.
- Any time programs leave the building, whether on a field trip or to visit the park, a notification will be left at the front desk and on the door in the Little Wrangler room.

## Financial Assistance

Scholarships are available. Please contact guest services for more information and to receive an application. These scholarships are awarded based on need and must be approved by the PAC director in advance of the attendance date. No retroactive scholarship requests will be approved.

## Cancellations

Please only register for the days you need. Inform camp coordinator beforehand of any planned missed days to allow campers on the waitlist the opportunity to fill open spots. Due to the demand of our programs, refunds for cancellations require a minimum of 5 working days notice and are subject to a \$10 administrative fee per day of cancellation. No refunds will be given for cancellations/no shows that are not given at least 5 working days in advance. No refunds will be given for those receiving a PAC scholarship for registration. Transfers and household credits for daily registration will only be honored in the case of a family emergency or with a written doctor's notice. Payment is due in full at the time of registration. Any cancellation by PAC will result in a refund for the number of cancelled days.

## Child Abuse/Neglect

All staff members are required, by law, to report cases of suspected child abuse or neglect to the Department of Family Services and/or Child Protective Services.

## Participant Expectations

PAC is committed to creating a positive and rewarding experience for every participant during Little Wrangler programs. To make this possible, we expect participants to be willing and fully involved in all activities, be supportive and respectful of their peers, be a team player, and abide by the following policies and guidelines:

**Be Safe**

**Be Respectful**

**Be Responsible**

## Discipline Policy

While we work diligently to avoid these circumstances, situations occasionally arise where a child is having difficulty adjusting to the routines of Little Wrangler Programs. This can eventually lead to that child being removed from the program. Suspension/Expulsion may result from a single instance of disruption and/or from smaller behavioral infractions which require repeated reprimands where there is no improvement, especially where it takes time away from the group.

Prevention: We are committed to creating a positive environment for our participants and will model positive behaviors, treat all with respect and kindness, be consistent with our expectations and rules, and use redirection from negative behaviors as well as positive reinforcement for appropriate behaviors.

Progressive Discipline: If a patron is having a difficult time maintaining appropriate behaviors, staff will generally follow a progressive discipline policy that consists of verbal warning(s) followed by written warning and additional disciplinary consequences (including expulsion/suspension) for any further infractions. Depending on the severity of behaviors, one or multiple steps may be skipped.

The following apply to PAC's discipline policy:

- Actions of both the camper and staff will be documented and may be shared with the parent/guardian.
- Staff may meet with the camper and/or parent/guardian to develop a behavior improvement plan.
- If behaviors are beyond the scope of staff/parents to mitigate, resources will be shared with parents to pursue on their own.
- If behaviors are disruptive enough or continue without improvement, PAC reserves the right to remove the camper from camp and ask a parent/guardian to pick up immediately.
- In cases that lead to suspension from premises/programs, clear expectations outlining terms of expected behavior changes required, as well as date of re-admittance, will be established.

PAC and Little Wrangler programs have a zero-tolerance for fighting and other unacceptable behaviors. Physical actions meant in an aggressive/harmful way toward other participants or staff will result in the dismissal of the participant for the remainder of the day, and a review of the incident will determine further actions or dismissals. Unacceptable behaviors include, but are not limited to:

- Possession and/or use of weapons
- Assault
- Intimidations or threats
- Vandalism
- Possession or use of illegal substances or drugs
- Any action perceived as harassment
- Hitting, kicking, spitting, biting, etc...
- Truancy

Interventions: In the case of extreme behavior where a child is in danger of causing harm to themselves or others, PAC staff trained in intervention methods may be called. Parents will be notified immediately of the incident, and will assist staff in further action. No refunds will be given for children who are expelled or suspended from the program.

All disciplinary actions are subject to the discretion of the Recreation Supervisor, PAC Director, and/or Program Staff.

## **Bullying**

The Pinedale Aquatic Center has a zero-tolerance policy for bullying. Through SCSD #1, PAC and Little Wrangler program staff will work to recognize and stop all acts of bullying. The Pinedale Aquatic Center defines bullying as follows:

1. Disrespectful behavior carried out on purpose.
2. Behavior intended to cause harm.
3. Repeated patterns of harmful and disrespectful behavior that include an imbalance of power.

If someone is disrespecting you:

- **Stop** - Tell them to STOP doing what is disrespectful and use the stop signal
- **Walk** - Walk away from the problem behavior or turn away

If the behavior doesn't stop:

- **Talk** - Talk to an adult right away

# SUMMER 2020 - COVID 19 - ADDENDUM

As we all know, our understanding of the current Pandemic is fluid, with new information, knowledge, and policies changing regularly. We are taking steps internally to help ensure that we are doing what we can to mitigate disease vectors while also continuing to serve the community with a needed program. We will follow PAC's infectious disease control policy as well as guidance from local, state, and federal officials. Changes/variances to our normal LWDC handbook policies are highlighted below:

**Check-In/Check-Out:** will happen outside of the specific rooms used by camp. Parents dropping off campers will be encouraged to stay 6' apart while waiting with their child(ren). Staff will take temperatures (no -touch) and ask parents to sign in only if they can validate that their child is asymptomatic and has not recently had exposure to someone who has tested positive for Covid-19. At check-out, staff will radio to camps to let staff know to send kids out for check-out. One check in station for the 1-2 grade camp and Tues/Thurs camp will be set up in the lobby. A second one for 3-5 grade camp will be set up in the south gym doors. On Fridays, all entry will be through the lobby. We ask that children and their households be symptom free before coming to camp and that any child or household that has had contact with someone known to have covid-19, please stay home.

**Cleaning:** PAC staff will clean and disinfect items regularly and according to schedules. This will include high touch areas, bathrooms, and any equipment/toys/games/furniture used by campers. PAC uses a variety of cleaners, all approved by the CDC. Staff will be trained in their use and cleaning will be documented.

**Staff Screenings:** PAC staff will self-screen daily with temperature checks as well as a series of questions. Staff who are exhibiting any symptoms will be required to stay home/be sent home.

**Maximums:** We've decided to keep our limit to ~15 campers per camp for the summer. This will allow us increased ability to supervise campers and help keep camp flowing smoothly with new hand washing and cleaning protocols. Group overlap will occur occasionally, especially on Fridays when we combine into a single group.

**Field Trips:** Unlike normal summers, we expect to have very few field trips this year. While we may increase the frequency of trips as restrictions ease, we are not currently planning on trips such as the dinosaur museum in Rock Springs or even County Fair. We'll stay closer to home with more frequent offsite trips to fun, outdoor activities.

**Personal Protective Equipment:** Campers will not be required to wear masks, but are welcome to if you or your child feels more comfortable doing so. Staff will not wear masks at all times, but will be required to when initiating close contact with campers or other adults.

**Indoor/Outdoor:** As much time as possible should be spent outdoors. Activities that could be played in the gym might be moved to the football field/or to a park. With smaller groups, keeping track of campers/only going with 2 counselors means we can get outside as much as possible.

**Hand Sanitizer:** While not as effective as hand washing, hand sanitizer is very helpful, especially when off-site and away from easy access to bathrooms/handwashing stations. Well stocked hand sanitizer with at least 60% alcohol will be carried with all off-site trips along with our first aid kits and used before and after any snacks/lunch/shared equipment use.

**Handwashing:** Stations exist in the Party Room and Child Care room with access to bathrooms near the Multi-Purpose Room. Frequent hand washing prior to and following activities that involve any sharing of games/toys/or close contact surfaces (so, basically all we do). Encourage scrubbing for at least 20 seconds (songs: ABC, Happy Birthday, etc...) and get in all spots.

- Required: Beginning of the day on arrival to camp, after any prolonged close contact with other campers/counselors, prior to and immediately following snacks (hand sanitizer okay if off-site) and/or lunch, on returning to PAC after any off-site activity (regardless of use of hand sanitizer), after using shared playground equipment/public areas that feature high-touch surfaces.

**Sharing:** Where possible, shared equipment should be minimized or used in a controlled environment. For example, when sharing a piece of equipment in the gym, washing hands before and after as well as reminders not to touch your face while using the equipment/waiting for your turn. For craft projects that require sharing, we'll only share items between tables of 4 campers, with close observation for non-sanitary behaviors (licking/coughing/sneezing/yelling). Campers will get individual colored pencils, scissors, glue sticks, for their own use only. All games/toys/items used by campers will not be put back on shelves until cleaned and will be set-aside in drop zones for sanitizing between uses. Cleaning can be done by camp staff/rec staff and done during lunches/breaks/off-site times. As always, no personal toys/games will be allowed while at camp.

**Lunch Time:** Campers will be asked not to share/trade items from their lunches and space out during lunch. Handwashing prior to and after lunch will be required by all and should be supervised when at all possible.

**Quiet Time:** Mats should be cleaned after every use. Consider spacing campers out and head-to-toe. Books will not be shared between campers week to week and allowed 72 hours between uses before shared (Friday-Sunday)

**Bus/Vehicle Use:** Any time the bus/PAC vehicle is used, it will be cleaned thoroughly, with all seats/seat-backs/seat belts wiped down and the floor swept. This will be noted on the vehicle inspection form. During bus trips, singing/loud talking behaviors should be discouraged. If using the PAC vehicle with youth who require them, seats and booster seats should be sprayed down after use with Hospital Spray disinfectant.

**Cancelations:** If for any reason we are required to cancel days of camp, PAC will issue household credits for the days that were canceled.

**Questions:** We welcome all questions/concerns you may have about camp and will keep you updated on changes/challenges as they arise. As with all things during this time, new information may alter policies to either more strict measures or easing of restrictions. PAC will respond to new orders from local, state, and federal officials.

Please direct any questions to Jason Burton, Recreation Supervisor  
307-367-2832, ext. 6248 - jburton@pinedaleaquatic.com



## Participant Pick Up Authorization and Parent/Guardian Agreement



Participant Name(s): \_\_\_\_\_

For the safety and wellbeing of our participants, PAC staff will only release children to adults authorized by the primary legal guardian. Written permission must be given for exceptions. In scenarios where staff is unsure, Driver's License may be checked and compared to our record of authorized adults. The primary guardian may be called to verify the release.

Please provide PAC staff with a list of adults you, as the legal guardian, wish to authorize to pick up your child. (*Please include **YOURSELF** in this list!*)

\_\_\_\_\_  
Full Legal Name

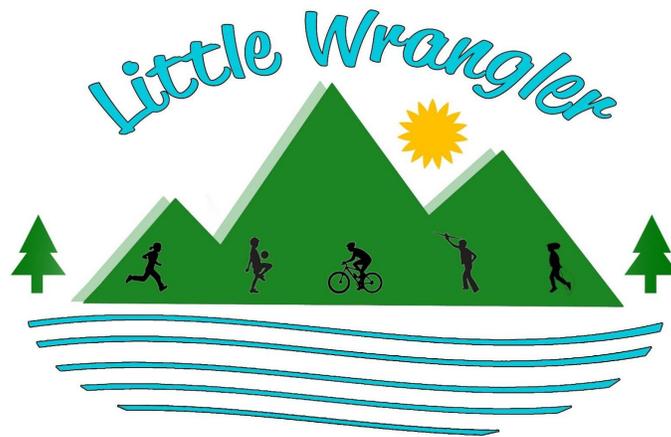
\_\_\_\_\_  
Relationship to participant(s)

If, at any time, someone other than the above listed will be picking up your child, please provide written permission to PAC staff.

I, \_\_\_\_\_, Legal Guardian to program participant(s) listed above, hereby give PAC staff permission to release my child to the above listed adults. \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_



## PARENT AGREEMENT - 2020

- By signing this document, I verify that I have read and understand the information contained in this handbook. I agree that I will not send my child to PAC if they are sick, if anyone in my household is exhibiting symptoms of covid-19, or if my child has come in contact with someone known to have covid-19. Further, I will have them fully prepared to meet the plan for the day, including appropriate clothing, needed equipment, and lunch.
- I understand that there are many unknowns related to the Covid-19 pandemic and that PAC will be adapting camp to meet requirements presented by federal, state, and local officials. I further understand that it is my decision to put my child in Little Wrangler Day Camp and that participation is completely voluntary.
- I understand the discipline policy and bullying policy and agree that if my child continuously has problems adapting to camp behaviour expectations that I may be asked to come pick them up from camp immediately. I further understand that expulsion/removal from camp is possible and does not qualify for any refund.
- I will work with PAC staff toward solving any issues that arise in my child's safe participation and will be willing to come help immediately if called upon to do so.
- I acknowledge the need to give at least 5 working days notice of absences to qualify for any refund and that cancelled days are subject to a \$10 administrative fee per day of cancelation.

Camper Name(s): \_\_\_\_\_

I, \_\_\_\_\_, have read and understand all rules, procedures, and material contained within the Little Wrangler Programs Parent Handbook and will communicate with PAC staff if I have questions or concerns.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_