

# 2022 Activity Center Overview



**CRITICAL:** Please ensure your **email address and contact information are correct** when registering your child. This information is needed to contact you in case of an emergency.

## *General Activity Center program information.*

- Activities include fun time indoors, outside, playing games, and doing crafts.
- Dates are **June 6-August 5** and are closed July 4 and 5. The last day, August 5, is a half-day only and Centers close at Noon.
- Hours are **7:45am-5:30pm**. There is no supervision before 7:45 am or after 5:30 pm. Please pick up your child promptly, or they could be dismissed from the program.
- There are no refunds after the program has started.

## *Information for the parent, for the safety of your child(ren):*

- You **must sign your child in/out each day**.
- If your child is in CampEd, please make sure they report directly to Activity Centers at 12:05pm. They should not be roaming the halls or on the playground.
- If your child(ren) will be absent, please let the staff at your child's Center know or call the Park District office at 222-6771.
- **The leaders are not allowed to give medication to the children.**

## *Items your child(ren) needs each day:*

- A sack lunch, as well as a morning and afternoon snack.
- No nuts or peanut butter, please, due to allergies.
- A water bottle. Please label the bottle with your child's name.
- Weather appropriate clothing. **Tennis shoes** are needed for playing games. No flip-flops or sandals.

## *Additional Safety Information:*

- **Fighting/hitting of any kind results in a three-day suspension from the program.** Refer to the Discipline Procedure handout for complete disciplinary actions.
- No cellphones or handheld electronic consoles. We are not responsible for these items if lost, broken, or stolen. Individual Activity Center sites will determine if they want to have one day a week as a special day to bring these to the Center. Games must be appropriate. Fortnite is **not** appropriate.
- **No weapons (guns, knives, martial arts weapons, etc.)** We will follow BPS' guidelines, and there will be a five-day suspension if caught having a weapon at Activity Center.
- We can't control the building's temperature. The buildings get warm during the summer months, especially with high temps over several days. Please dress appropriately.

## *Contact us:*

Most sites do not have a direct phone line for you to contact your child. If your site does have a direct number, that will be shared with you the first week. If you need to message the leaders about your child, you can call the Park District office (222-6771) or the parent phone 220-3587 during Activity Center hours. We look forward to a fun summer with your child!

# Activity Center Emergency Contact

*All information below is required.*



NATIONAL GOLD MEDAL WINNER  
**BISMARCK PARKS AND  
RECREATION DISTRICT**  
Est. 1927

Child's Name \_\_\_\_\_ Activity Center Location \_\_\_\_\_

Grade 2022-23 \_\_\_\_\_ Is Child attending Camp Ed? Yes No

Address \_\_\_\_\_

Child's allergies (including medications, bug bites and foods) \_\_\_\_\_

\_\_\_\_\_

What can we do if an allergic reaction occurs? \_\_\_\_\_

\_\_\_\_\_

## **EMERGENCY CONTACT INFORMATION**

**Email (required)** \_\_\_\_\_

Mom's Name \_\_\_\_\_ Dad's Name \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Other Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

## **Alternative Emergency Contact (MUST be provided)**

Name, phone and relationship to child \_\_\_\_\_

\_\_\_\_\_

Child's doctor and phone \_\_\_\_\_

Which hospital do you prefer for your child? \_\_\_\_\_

Is there any medical information we should know about your child? \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

*By signing (or typing) your signature, you agree that this information is correct.*

## Activity Center



Child's Name \_\_\_\_\_

Activity Center Location \_\_\_\_\_

# Authorized

[illegible]

# Unauthorized

[illegible]

# Activity Center Discipline Procedure



Activity Center (AC) Location: \_\_\_\_\_

## Single day disciplinary procedure.

1. **First offense in a single day:** The child receives a verbal warning. Leaders explain what the child has done wrong, why it shouldn't be done, and that it shouldn't happen again.
2. **Second offense in the same day:** The child receives a second verbal warning and a time-out. Explain again what the child has done wrong and why it shouldn't be done. The child will then sit out of activities for a short time.
3. **Third offense in the same day:** The child receives a final warning, and the parent will be called. The child is to be picked up **immediately**; and will sit in time out until parent arrives. The child will be suspended the following day.

## Disciplinary procedure for multiple suspensions.

- Second suspension: one day
- Third suspension: three days
- Fourth suspension: five days
- Fifth suspension: dismissed from the program with no refund.

*\*Suspension days exclude weekends and holidays.*

- **Fighting, hitting, or inappropriate physical contact of any kind will result in a three-day suspension.** Fighting is defined as: actual or attempt to bully, intimidate, or harass another person that results in a physical altercation (ex. hitting, kicking, and shoving) between any AC participant(s) or staff.
  - Second fighting offense: sent home immediately and a five-day suspension.
  - Third fighting offense: sent home immediately and dismissed from the program with no refund.

**In instances that include extreme verbal abuse, destructive or violent behavior, where someone may be injured, the child will be sent home immediately and dismissed from the program with no refund.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Child (ren)'s Name

*By signing (or typing) your signature, you agree that you understand the disciplinary procedure and have explained the procedure to your child.*

## PERMISSION SLIP TO LEAVE THE GROUNDS

Throughout the summer, there are times that the AC group leaves the school for walks to other playgrounds, to go on scavenger hunts, or to take a short hike. These walks may not be decided until the day of the session. Please sign the permission slip below to allow your child to attend these walks.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Child (ren)'s Name

*By signing (or typing) your signature, you agree to let your child leave the AC grounds with leaders and the AC group.*

# Activity Center Hours



Activity Center (AC) Location: \_\_\_\_\_

## The Activity Center hours are 7:45 am-5:30 pm.

- Please do not drop your child/ren off earlier than 7:45 am. The AC Leaders are not on site to supervise your child/ren before this time.
  - **Child/ren must be picked up by 5:30 pm.** Your child/ren may be left unattended if you arrive after hours.
    - We understand there may be circumstances that cause you to be late. Habitual lateness will result in your child/ren being dismissed from the program without a refund.
    - The late pick up procedure for AC participants is as follows:
      - First late pick up: a verbal reminder.
      - Second late pick up: a call from the program coordinator.
      - Third late pick up: a letter and a three-day suspension.
      - Fourth late pick up: a five-day suspension.
      - Fifth late pick up: dismissal from the program without a refund.
- \*Suspension days exclude weekends and holidays.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Child/ren's Name

*By signing (or typing) your signature, you agree that you understand the AC hours and late pick up procedure.*

---

## CampEd Children

If your child/ren attends the Bismarck Public School's CampEd program, we want to make sure the transition from the CampEd program to the Activity Center is in a safe and timely manner. Please tell your child/ren to go directly to the Activity Center site after CampEd and report in with the leaders by 12:05 pm each day. They should not wander around in the school or out on the playground.

**If your child/ren is going to be absent from Activity Center, contact the coordinator the day of at 222-6771.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Child (ren)'s Name

*By signing (or typing) your signature, you agree that you understand the CampEd procedure and have explained this to your child.*



## Burleigh County Bookmobile

Dear Parents:

This summer the Burleigh County Bookmobile will again be visiting the Bismarck Parks and Recreation Activity Centers. In order for your child to participate, he/she **must have ONE of the following**:

- **Burleigh County Bookmobile card**

Name (First, Last, MI) \_\_\_\_\_ Library Card Number: \_\_\_\_\_

- **Bismarck Public Library Card**

Name (First, Last, MI) \_\_\_\_\_ Library Card Number: \_\_\_\_\_

- **Valid card from a Central Dakota Library Network (CDLN) member library (e.g. Morton Mandan)**

Name (First, Last, MI) \_\_\_\_\_ Library Card Number: \_\_\_\_\_

- **IF NONE OF THE ABOVE APPLY**, please fill out the library card application for your child below. A card will be issued on the bookmobile and your child will be able to check out items immediately.

### LIBRARY CARD APPLICATION

Name (Last, First, Middle Initial) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_ Notices via text? ☐ Yes! ☐ No!

Email Address: \_\_\_\_\_  
(Provide only if you prefer to receive notices via email and you are able to check your email on a regular basis)

4-digit PIN (Required to access your account and electronic resources online) \_\_\_\_\_

Date of Birth (month/day/year) \_\_\_\_\_ ☐ 12 and under (minor) ☐ 13-17 (minor)

Students– School: \_\_\_\_\_

Parent/Guardian (Print name): \_\_\_\_\_

Please **initial** and provide signature below.

\_\_\_\_\_ I agree that I am responsible for all materials checked out with this card.

\_\_\_\_\_ If materials are overdue, lost or damaged, I will pay for any fines that have accrued.

### Please read the statement below.

Bismarck Parks and Recreation is not responsible for any items checked out from the Burleigh County Bookmobile. It is the responsibility of the family to see that all items are returned on time and pay any fines for overdue, lost or damaged books. Any questions may be directed to the Burleigh County Bookmobile at 355-1491 or [kmcdonald@bismarcklibrary.org](mailto:kmcdonald@bismarcklibrary.org).

\_\_\_\_\_  
(Patron or Parent/Guardian Signature)

\_\_\_\_\_  
(Date)