



P002P01.V1

# Programming Policies

Deerfield Township Parks and Recreation

Adopted by Deerfield Township Board of Trustees  
DEERFIELD TOWNSHIP, WARREN COUNTY, OHIO



## OVERVIEW

Policy Number: P002P01  
Version: V1  
Department: Parks and Recreation  
Effective: June 6, 2017  
Approved By: Deerfield Township Board of Trustees  
Legal Review: Frost Brown Todd LLC - May 25, 2017  
Resolution: 2017-42  
Supersedes: *not applicable*

## REASON FOR POLICY

Deerfield Township Parks and Recreation strives to improve the quality of life and enhance the health of the community through quality parks and affordable programs. We recognize the importance of providing safe, quality, programming in a fiscally responsible manner. These policies were established to provide consistent guidelines for minimizing participant risk, responsible management of staffing and resources, and as a foundation for developing processes and procedures.

## CONTACT NUMBERS

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Deerfield Township Parks and Recreation Department	513.701.6958	Community Events
		Classes/Workshops
		Runs/Walks
		Seasonal Events
		Summer Camps
		Hosted Programs & Events

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## A MESSAGE FROM THE PARKS DIRECTOR

Thank you for your interest in Deerfield Township programming. Deerfield Township Parks and Recreation offers a variety of programs throughout the year - summer camps, races, movies in the park, community garden plots, performances, and seasonal celebrations.

Our programs are designed to encourage an active, healthy, lifestyle and to strengthen our community identity. We strive to provide high quality programs and work hard to help make Deerfield Township a great place to live, work, and play!

## TABLE OF CONTENTS

Section	Title
1	Eligibility & Residency
2	Payments
3	Registrations & Waivers
4	Registration Changes, Cancellations, Refunds
5	Photographs
6	Code of Conduct
7	Personal Belongings
8	Program Check In/Out (Minors)
9	Inclement Weather
10	Illness
11	Special Needs
12	Allergies
13	Medications
14	Insurance
15	Staff Background Checks and Training
16	Third-Party Independent Contractors
17	Volunteers
18	Exceptions

## PROGRAMMING POLICIES

### SECTION 1: ELIGIBILITY & RESIDENCY

1. A participant must be the proper age or grade by the start of the program to be eligible to participate.
2. A “Resident” is a person whose primary household residence is located within the municipal boundaries of Deerfield Township (Warren County, Ohio).
3. Deerfield Township welcomes both Residents and Non-Residents to participate in programming.
4. Because Deerfield Township residents support park facilities and programs through property taxes, they may receive the following benefits:
  - a. Lower Program Fees
  - b. Early Registration
  - c. Some high demand and/or free programs may limit registrations to only Deerfield Township Residents
5. For participants who misrepresent their residency status, Deerfield Township reserves the right to charge additional fees up to the non-resident rate or to cancel the registration. Cancellations due to misrepresentation of residency will follow the policies for participant requested changes and refunds will incur the per registration processing fee.

### SECTION 2: PAYMENTS

The policies below apply to programs for which Deerfield Township processes the registration. Deerfield Township may provide links to external sites for third-party Independent Contractor programs; registrations processed by third-party Independent Contractors are subject to the third-party Independent Contractors’ registration policies.

1. Payment is required at time of registration.
2. The following payment methods are accepted:
  - a. Visa, MasterCard, and Discover Credit Cards
  - b. Personal checks, made payable to Deerfield Township unless otherwise indicated
3. There is an additional fee charged for each returned check. The returned check fee amount is set by the Finance Department.

### SECTION 3: REGISTRATIONS & WAIVERS

1. It is the responsibility of the adult participant or the legal parent/guardian of a minor participant to ensure that waivers are completed in adherence to this policy.
2. For those programs that require registration, agreement to the *Deerfield Township Programming Standard Waiver* is required in order to participate. A legal parent/guardian must complete the waiver for participants under 18 years of age.
3. Programs may require agreement to additional waivers; additional waivers will be provided at time of registration.
4. Electronic signatures on waivers are required during the online registration process, therefore
  - a. Adult registrations must be completed by the participant.
  - b. Minor registrations must be completed by the legal parent/guardian.
5. Adult participants and the legal parent/guardian of minor participants understand and acknowledge that programs administered by third-party Independent Contractors are not affiliated with Deerfield Township, and Deerfield Township is not responsible for oversight or control of the third-party Independent Contractor program.

### SECTION 4: REGISTRATION CHANGES, CANCELLATIONS, REFUNDS

1. Participant requested changes must be made no later than 10 business days prior to the first day of the program.
2. Refunds are subject to a \$10.00 per registration processing fee and will only be granted when requested no later than 10 business days prior to the first day of the program.
3. Switching between programs is subject to availability and must be requested no later than 10 business days prior to the first day of the program.
  - A. Participants must pay the additional amount due when switching to a higher cost program.

- B. When switching to a lower cost program, refunds are subject to the standard per registration processing fee.
- 4. Substitutions for registrants will only be granted when the following conditions are met.
  - A. The substitution is requested no later than 10 business days prior to the first day of the program.
  - B. The person being registered as a substitute is a member of the same household as the original registrant.
  - C. The person being registered as a substitute meets enrollment criteria for the program.
  - D. The substitution is for the entire duration of the program.
- 5. Cancellations for medical reasons that are made less than 10 business days prior to the first day of the program are subject to the following:
  - a. A signed letter from the participant's physician which states the following must be submitted.
    - i. The participant has a medical condition that prohibits participation in program activities.
    - ii. The participant is prohibited from participating for more than 50% of the days that the program will run.
  - b. Notice must be given no later than the first day of the participant's absence.
  - c. Refunds will be prorated based on days attended and reduced by the standard processing fee.
  - d. Programs conducted by third-party Independent Contractors may incur additional fees.
- 6. Deerfield Township or the third-party Independent Contractor may require a minimum participant count for certain programs.
  - a. Programs with a minimum participant count will be assigned a deadline to meet this requirement.
  - b. Deerfield Township reserves the right to cancel programs that do not meet the minimum count by the deadline.
  - c. In case of program cancellation due to insufficient enrollment, a full check refund of the registration fee will be issued.
- 7. Deerfield Township reserves the right to alter schedules, cancel, postpone, or combine a class or program. Make-up sessions for cancelled programs are not guaranteed and are determined on a program-by-program basis.

## SECTION 5: PHOTOGRAPHS

- 1. Deerfield Township staff, volunteers, and third-party Independent Contractors may videotape or photograph participants in programs, classes, events, or at park facilities.
- 2. Photographs or images may be used for purposes including, but not limited to, advertising, publicity, private or public presentations, and promotions.

## SECTION 6: CODE OF CONDUCT

- 1. Program participants are expected to be respectful toward Deerfield Township staff, volunteers, and other program participants.
- 2. Concerns or complaints should be discussed in an appropriate manner with Deerfield Township staff.
- 3. For programs where minor participants attend without a responsible adult (ex: summer camp):
  - a. Children/youth are expected to do the following:
    - i. Stay with their group
    - ii. Adhere to the "buddy system"
    - iii. Listen to and follow directions given by program staff and volunteers
    - iv. Be respectful to themselves, to others, and to their environment through their actions and words
  - b. Staff will address inappropriate behaviors in a timely manner by clarifying expectations and suggesting appropriate behaviors. With severe, recurring, or persistent behavior, parents/guardians will be contacted to discuss the issue and to create a plan to resolve it.
  - c. Children/youth will limit non-essential cell phone use. Deerfield Township reserves the right to ask participants to put their cell phone away during program hours.
- 4. Deerfield Township reserves the right to dismiss any participant whose behavior is deemed inappropriate. There will be no refund for dismissed participants.

## SECTION 7: PERSONAL BELONGINGS

- 1. Participants are responsible for their own personal items.
- 2. Deerfield Township staff, volunteers, and third-party Independent Contractors cannot be responsible for carrying or ensuring safe-keeping of personal items.

## SECTION 8: PROGRAM CHECK IN/OUT (MINORS)

The following policies apply to programs where a minor attends without an accompanying adult.

1. Deerfield Township requires all youth to be checked in and out by an Authorized Adult.
  - a. Adults authorized to pick up a child must be indicated on the appropriate program forms by the legal parent/guardian.
  - b. Changes to authorized adults must be submitted at least 3 business days prior to the first day of the program.
  - c. For additions and changes to Authorized Adults after the start of a program, a note signed by the parent/guardian is required.
2. A valid photo ID is required at the time of pick up.
3. For youth 12 years of age and older,
  - a. Parents/guardians may submit the *Optional Release for Youth 12 and Older* to allow their child to sign themselves in and to leave a program without adult supervision.
  - b. The release must be submitted at least 3 business days prior to the first day of the program.
4. Adults dropping off participants must park in designated parking areas and walk to the check in/out location.
  - a. Exceptions will be communicated to participant families and will only be applicable to the specified program.

## SECTION 9: INCLEMENT WEATHER

1. All programs will follow the Kings Local School District for inclement weather closings.
2. For the safety of participants, program activities may be changed, modified, or cancelled during periods of severe weather, precipitation, or excessive heat.
3. Summer camp locations will provide an indoor facility for use as needed during rain, extreme heat, or severe weather.

## SECTION 10: ILLNESS

1. Participants must be healthy enough to participate in the program's standard routine.
2. Participants should remain home when exhibiting a fever (101 or higher) or vomiting/diarrhea. Participants should remain at home 24 hours after their temperature and symptoms return to normal.
3. Parents/guardians will be asked to pick up their child early from programs for the following:
  - a. Conjunctivitis (pink eye)
  - b. Fever
  - c. Vomiting or upset stomach
  - d. Signs of general fatigue or discomfort
  - e. An open rash
  - f. Head lice
  - g. Knowledge that the child has had a fever within the past 24 hours

## SECTION 11: SPECIAL NEEDS

Deerfield Township values all participants. If special assistance is needed during program hours, please speak with us so that we may work together to determine feasible accommodations and to ensure a positive experience.

1. Deerfield Township must be contacted prior to registration for participants who require additional assistance for special needs (supervision, mobility, behavior, medical, etc.).
2. Participants may be required to provide their own aide or nurse when additional staffing or expertise is needed.
3. Participant provided aides/nurses/helpers must be at least 18 years old and have successfully passed a background check.
4. Please note that program staff are not trained or authorized to assist with toileting, transferring, or medication administration.
  - a. For specific policies on medications, please see the section titled *Medications*.

## SECTION 12: ALLERGIES

1. Deerfield Township cannot ensure that participants will not come in contact with any natural allergens; this includes but is not limited to: nuts, berries, molds, mildew, etc., as these items occur naturally in all of our parks.
2. Program participants are asked to provide their own snacks when applicable.
3. Program staff and participants are not allowed to share snacks.
4. If food will be provided to minor participants by program staff, parents/guardians will be notified in advance, given the opportunity to inspect packaging for ingredients, and allowed to provide their own alternative food item if desired.
5. For participants with food allergies who would like to participate in food-related programs, Deerfield Township must be contacted prior to registration to discuss whether allergens will be used and what reasonable accommodations are feasible.

\*For information on Epi-Pens or other medications related to allergies, please see section titled *Medications*.

## SECTION 13: MEDICATIONS

The following policies apply to programs where a minor attends without an accompanying adult. For programs that a minor attends with an accompanying adult, the accompanying adult is responsible for carrying and administering all medication.

1. A parent/guardian should administer all medication at home before or after program hours.
  - a. The first dose of a medication should be given at home.
2. Program staff are not medical professionals and are not authorized to administer medication.
  - a. Children are required to self-administer medications, whenever possible.
  - b. If a child is not authorized as self-carry, program staff may hold the medication until the child asks for it.
  - c. Program staff are not authorized to remind children of medication times.
  - d. Exception: Deerfield Township Parks and Recreation Summer Camp staff are trained in First Aid/CPR, which includes Epi-Pen training. If appropriate, because your child is unable to administer the Epinephrine auto injector for himself/herself, the trained staff member will administer the dose of medicine required.
3. Only medications that are prescribed by a physician or necessary to treat a disability are allowed at programs.
4. In order to bring an Epi-pen, inhaler, or other medication to a program, a parent/guardian must submit a completed Deerfield Township *Medication Form* at least 10 business days prior to the first day of the program.
  - a. Each medication requires a separate *Medication Form*.
  - b. Each form will be valid for 6 months unless a shorter period is designated by the parent/guardian, physician, or dentist.
  - c. The parent/guardian is responsible for submitting a new form each time there is a change in medication, dosage, or time the medication is to be administered.
5. Approved medications must:
  - a. Be in the original prescription container
  - b. Be clearly marked with the child's first and last name
  - c. Have a current date (not expired)
  - d. Be brought to program staff for verification upon arrival on the first day of the program
  - e. Be signed in/out by an authorized adult each day (if the child is not authorized as self-carry)
6. Children may only self-carry if BOTH the physician and parent/guardian indicate on the *Medication Form* that the child is authorized to self-carry.
7. If a regularly scheduled medication must be administered during program hours, the parent/guardian may bring the medication to the program and administer it to the child during a mutually agreed upon time that is least disruptive to the child's participation in the program.

## SECTION 14: INSURANCE

1. Deerfield Township does not provide hospital/medical insurance coverage for people participating in sponsored activities and cannot assume responsibility for injury to any participants in its recreation programs.
2. Participants are encouraged to obtain their own insurance coverage prior to the start of the program and to consult with a physician before participating in any physical activity.

## SECTION 15: STAFF BACKGROUND CHECKS & TRAINING

1. Deerfield Township program staff must successfully pass a background check.
2. Additional Requirements for Deerfield Township Parks and Recreation Summer Camp Staff.
  - a. Be at least 18 years old
  - b. Pass a drug screening
  - c. Obtain First Aid/CPR Certification
  - d. Attend training in administering EPI-Pens
3. Program staff are mandated reporters and are therefore legally required to ensure a report is made when abuse is observed or suspected.

## SECTION 16: THIRD-PARTY INDEPENDENT CONTRACTORS

Deerfield Township authorizes certain third-parties (“third-party Independent Contractors”) to host programs on Deerfield Township property. Deerfield Township is not affiliated with the programs offered by third-party Independent Contractors. Deerfield Township is not responsible for oversight or control over third-party Independent Contractor programs. Third-party Independent Contractors are required to submit an Insurance Certificate, listing Deerfield Township as an additional insured. Coverage must be a minimum of one million dollars and include bodily injury and property damage liability.

## SECTION 17: VOLUNTEERS

1. Volunteers are individuals who perform services without pay (i.e. voluntary service). Volunteers serve "at will" and are not considered employees of the Township.
2. Volunteers are expected to follow the *Volunteer Code of Conduct* below.
  - a. Volunteers will portray a positive role model by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
  - b. Volunteers will act in a caring, honest, respectful, and responsible manner.
  - c. Volunteers will respond to participants with respect and consideration and treat all participants equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
  - d. Volunteers will respect participant’s rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no.
  - e. To protect Deerfield Township volunteers and event/program participants, at no time during a Deerfield Township event/program may a volunteer be alone with a participant where he/she cannot be observed by others. During events/programs, volunteers will space themselves in such a way that other staff/volunteers can see them.
  - f. Volunteers will refrain from intimate displays of affection toward others in the presence of participants, volunteers, and staff.
  - g. Volunteers will limit non-essential cell phone use as to not interfere with volunteer duties.
  - h. Smoking or use of tobacco in the presence of participants while volunteering is prohibited.
  - i. Possession or use of any type of weapon or explosive device is prohibited.
  - j. Profanity, inappropriate jokes, gossip, sharing intimate details of one’s personal life, and any kind of harassment in the presence of participants, volunteers, or staff is prohibited.
  - k. Volunteers will notify Deerfield Township in a timely manner when their availability changes or they are unable to fulfill a confirmed volunteer assignment.
  - l. Volunteers will discuss concerns and complaints in an appropriate manner with Deerfield Township staff.
  - m. Volunteers are to report to Deerfield Township any volunteer who violates policies listed in this Code of Conduct.
3. Groups/businesses that volunteer for community events with significant public interaction are required to provide a verification of background checks for staff/volunteers 18 years of age or older.
  - a. Any expenses associated with the background checks are the responsibility of the volunteering group/business.

## SECTION 18: EXCEPTIONS

1. Exceptions are limited and may require additional verification, documentation, and fees.
2. Exceptions may be made at the discretion of Deerfield Township on a case-by-case basis.