

## **Town of Scott Summer Recreation Program Department**

### ***Code of Conduct***

**Bus Safety & Rules-** Everyone is required to follow all the bus rules and safety requirements by the school. There is to be no eating, drinking, or chewing gum. No standing, switching seats or hanging into the isles. Also, No yelling, swearing, or name calling. No one may enter the parked bus, until the driver is on board and has given permission to enter. If these requirements are not met, you will be asked to find different transportation.

**Payment or Money Due-** TOSSRD will not be responsible for the trips or swimming lessons. No one will be allowed to attend either without paying up front. If your child gets on the bus before the Program Supervisor without the proper paper work or money you will be asked to pick up your child immediately.

**Lost or Stolen Property-** TOSSRD will not be responsible for any lost or stolen property. You are required to keep track of your own belongings. We recommend your child does not bring more than what is required.

**Requirements for trips-** The different trips require different items. Such as, towels, sneakers, lunch and money. Please check the trip info. to make sure your child has what they may need. If your child does not have what is required you may be asked to pick up your child immediately.

**Lunches & snacks-** Lunches and snacks are not provided by TOSSRD but are required for most of the trips. You may want to send extra drinks and snacks depending on the trip. Lunches and snacks are not to be shared unless there is enough for everyone. If your child is not provided with a proper lunch you will be asked to pick your child up immediately.

**Cell phones & iPods-** TOSSRD is not responsible for lost or stolen property. There is to be NO inappropriate pictures, music or games shown or played on any electrical devices while attending this program. If there is the item will be removed immediately and not given back till the end of the day. If this is repeated they will be asked not to bring the device again or your child will be ask not to return to the program.

**Pick up and drop off-** Pickups will be at the designated spots only, unless arrangements are made ahead of time. Everyone will be dropped off where they are picked up unless different arrangements are made and a note is brought with the child. Children will not be allowed to make a different last minute request to get off the bus at a different location.

We will be making several stops along NYS Route 41: The Park at Cutler Road and County Lane, Parker Manor Trailer Park, Town Hall Parking Lot, Ripley Hill Trailer Park, Hewitt Road Rt. 41 connection and the Spafford Fire House. If you need to make different arrangements please contact me.

**Pick up and drop off times-** Pick up times will start at the Country Acres Park. Please allow enough time for the driver to stop at all stops before getting to yours. The Program Supervisor will also need to collect money and paper work at each stop. This may also depending on the amount of people take a few extra minutes. Our ideal drop off time will be between 4:00-4:30, but because of unexpected situations we may need to come home earlier. You will only be contacted if we are coming home hours earlier or if we are going to be late. Please keep track of the weather because if we are outside and it is raining we will be headed home. If you need to leave for any reason please make arrangements for someone to meet your child.

**Behavior & Manors-** Everyone is asked to respect one another and their property at all time. There is to be no name calling, put downs, swearing or sexual conduct (verbal or physical). Hitting, threatening or violence will not be tolerated at all. You may be asked to pick up your child immediately at anytime for any reason from the program. Your child may also be banned from the program for any of the above.

**Discipline-** 1<sup>st</sup>- A warning and call to a parent.

2<sup>nd</sup>- Loss of next trip

3<sup>rd</sup>-Loss of a weeks' worth of trips

Last- removal from program

Your child may be asked to set out of the activity at any time because of behavior. At anytime a parent can be asked to pick up your child immediately for any reason. A child may also be asked not to return to the program at anytime. This will be up to the Program Supervisor or Director.

**Age Requirements-** This program is designed for children ages 8-16 years of age. Although, we do encourage everyone to join us. If your child is under the age of 8 by the time the program starts he/she will need an adult chaperon. We ask that if you are sending your child with a chaperone that the chaperone knows the child must stay with them at all times and that they are solely responsible for your child.

**Teens-** If your child is 16 or older they may be asked to stay with the group. If able, teens will be allowed extra freedom depending on the trip. They will be required to check in with the Program Supervisor and not allowed to leave the area of the trip. They will be required to follow all the TOSSRD rules and the rules of the hosted trip. If they break any of the rules you will be asked to pick them up immediately and will not be allowed back to the program.

**Parents & Chaperons-** You are all more than welcome to join us. You may ride the bus or drive separately. Please keep in mind that some trips require you to be with the group or on the bus to get any discount pricing. Some of the trips allow us to have free chaperons. Chaperons must be at least 18 years of age. You will be required to be responsible for a certain amount of children. You will be asked to be with the children at all times. We also ask you to not use foul language and not smoke. If there is any problem you may be asked not to return to the program.

**Disabled Children-** While I don't want to discourage anyone from attending recreation, I will need to ask that if your child has special needs or requires extra help physically or emotionally, a proper chaperone be provided for the child. This is for the safety of all, as I am one person and need to provide my attention to many children. Thank you for your understanding.