



Prior Lake City Hall
4646 Dakota Street SE
Prior Lake, MN 55372

2024 Parent Handbook

City of Prior Lake Recreation Youth Programs

2024 PARENT INFORMATION

The following information contains rules, policies, and basic camp information that you as a parent will need to be aware of this summer. Please read through this booklet and if you have any questions, please contact staff listed on page 4.

Please note weather communication info has been updated (page 4).



MISSION: To provide quality and trendsetting experiences while striving to connect and embrace our community through the promotion of enrichment and play.

PROGRAM FEES: If you have enrolled in a program with the City of Prior Lake Recreation Department and have the program listed on your emailed receipt, you have paid in full. Please also see *Late Pick Up* section for fees on late pick up.

REFUNDS: Once registration is complete, it is considered final. If a program registration is canceled by the participant 7 days or more before a program begins the registration fee is refunded minus a \$5 processing fee per person per program. **NO REFUNDS** are given if a cancellation is requested less than 7 days before a program begins, or when the registration fee is \$5 or less. Exceptions to this policy is if a refund deadline is specified on the program receipt. To cancel a registration, you must contact our office, 952-447-9820. If the City cancels a program a full refund will be given.

CAMP HOURS: Camp hours vary per program, look carefully at your receipt for program dates, times and locations. Parents are expected to be on time for pickup promptly when the program ends. Campers can only be signed in/out during camp program hours. Early drop off is not permitted. There are additional fees associated with late pick up, see below.

LATE PICK UP: If a parent/guardian is not on time for picking up participants, a late fee will be assessed. After a 10-minute grace period, a \$1 fee will be charged per child per minute. If a parent is 20 minutes late, local law enforcement will be contacted. All fees must be paid before attending the next day of camp.

CHECK OUT PROCEDURE: To ensure your child's safety, only authorized person(s) listed on your child's registration form (completed at the time of registration) will be allowed to sign your child out of our programs. All persons authorized to pick up your child will be required to present an ID or other verification, until staff becomes familiar with them. The checkout sheet must be signed daily. Any changes must be made in writing and delivered to Recreation Staff no later than program check-in and must be delivered by a parent/guardian.

EMERGENCY CONTACT INFORMATION: When is the last time you updated your child's emergency contact information in our system? Make sure you have yourself and another responsible adult listed on your accounts.

DRESS CODE: Please dress your child appropriately, keeping in mind the weather and active nature of our program and the fact that our programs take place outdoors, always. It is required to always wear shoes during camp unless directed by staff for swimming. Due to the physical activities, closed toe shoes are recommended. Watch for email reminders the week before camp which often notes needs for specific items at camp, for example, swimsuit, towel, long pants.

PERSONAL ITEMS: Children should not bring phones, iPods, iPads, electronic equipment or any other items of value to camp. If your child needs to bring their phone to camp, it **MUST** be checked in with Rec Leaders when they arrive at camp. The City of Prior Lake is not responsible for any lost, damaged, or stolen items.

What NOT to bring to camp	What to bring each day to camp
Electronic devices, valuables, cash or toys	Sunscreen, water bottle, other items as told in individual camp registration notes or email reminders.

FOOD AT CAMP (UPDATED 7/16/2024):

SNACK BREAKS: There is a 5-minute snack break schedule for each morning and afternoon camp. Children must bring a snack from home; snacks will not be provided.

Please see our snack guidelines below:

- Please remember this is a quick snack, it should be individual serving size and should not require silverware.
- Snacks will only be allowed during the designated snack break.
- The program cannot refrigerate food items.
- **We prefer to have peanut/tree nut free snacks at camp.** Campers with any food allergies can sit away from the group during snack time for their own comfort, if they so choose.
- While staff can help children open containers, please make sure your child can manage their snack as independently as possible.
- Make sure your child's name is on their snack item.
- We recommend snacks like:
 - Apple
 - Cheez-Its
 - Crackers
 - Dry cereal
 - Fruit Snacks
 - Gogo Squeez
 - Goldfish
 - Granola Bar
 - Pretzels

LUNCH: Some camps require children to bring their own lunch. When asked to bring lunch to a program, make sure the lunch does not require refrigeration and has your child's names on it. Campers should eat breakfast/lunch before arriving at camp unless otherwise noted. **We prefer to have peanut/tree nut free snacks at camp.** Campers with any food allergies can sit away from the group during snack time for their own comfort, if they so choose.

SUNSCREEN: Please apply sunscreen on your child at home BEFORE attending camp. Campers should bring their own sunscreen each day. Camp counselors will remind camps to apply and will supervise the application of sunscreen but are not allowed to apply sunscreen to campers.

FIELD TRIPS: Some trips will require a release waiver to be signed, this will be indicated on your receipt. [These can be found online here.](#) Trips often have requirements on what to wear and whether or not lunch is provided. Field Trip transportation is provided by the Prior Lake Savage Area Schools bussing company.

CAMPER EXPECTATIONS: Parents should review with your child(ren) our expectations of campers to make their time with the program a pleasurable experience. Rules and expectations will be posted so campers can refer to them. Rules and consequences will be reviewed regularly.

- Campers must remain in the designated program areas.
- Campers are expected to exercise respect towards all people, places of business and equipment.
- Campers are expected to follow the rules associated with activities and program areas and ask a staff member for clarification, if needed.

- Campers are expected to communicate and conduct themselves in an appropriate manner. Threatening words, tones of voice, gestures, foul language, teasing, bullying, harmful physical contact will not be tolerated and are prohibited.
- For all participants to have a safe and enjoyable experience, all participants must demonstrate appropriate behavior and respect for themselves as well as others. Meeting this expectation will offer all campers and staff the greatest opportunity for success. Campers may be dismissed from camp without a refund if the guidelines are not followed.

DISCIPLINE: Discipline is handled on a case-by-case, depending on the transgression, up to two warnings are given before a child receives a “time out”. Parents will be notified in writing of any problems we are having with your child. Aggressive behaviors will not be tolerated, even on a first offense, and parents will be called. If your child’s attitude and behavior continually create disruption or that puts the group safety in jeopardy, parents may be asked to come and pick up their child at any time. Campers may be dismissed from camp without a refund.

SUSPENSION AND EXPULSION POLICY: Prior Lake Recreation will not tolerate campers who display deliberate acts of violence, verbal abuse or acts that can be potentially harmful to themselves or others. Verbal abuse is defined as inappropriate language, profanity, or any comments that are sexual in nature. Violators will be subject to suspension or immediate expulsion. If your child is expelled from any program, he/she may not return for the rest of the year. Campers may be dismissed from camp without a refund.

PARENT RESPONSIBILITIES:

- Send a lunch and two snacks daily when specified in program notes or when enrolled in Lunch Bunch programs.
- Send a snack daily for all camps.
- Keep children home if not feeling well.
- Once your child(ren) are dropped off please leave the park. If you want to stay in the park during the program, please be at a distance where the child cannot see you as this may lead to disruption of the program.
- Make sure children have the appropriate clothing, sunscreen, and swimwear daily.
- Keep the staff informed of any changes or incidents in the home which might result in a change in behavior or attitude.
- Parents must sign their child out of the program daily.**
- Parents must inform office staff of any change of Authorized Pick-Up persons the week before camp.
- Check your email: the week before camp starts you will receive an email with detailed notes about what is needed at camp and important contact information
- Please label all personal belongings, a lost and found will be kept for up to two weeks after a program ends. Lost and found items will be held at Prior Lake City Hall.

WEATHER UPDATES: The City of Prior Lake maintains a webpage you can visit indicating if programs have been canceled or are running as scheduled. This page is updated at least 30 minutes prior to each program’s start time. The webpage is www.priorlakemn.gov/weather

WEATHER CANCELATIONS: The City of Prior Lake monitors the weather and indicates if a program must be canceled. When a program is canceled due to inclement weather, no refund is issued. If a weather cancellation is made BEFORE the program START time all participants will receive an email from us,

recreation@priorlakemn.gov. If a weather cancelation is made DURING the program time, all participants will receive a phone call.

Want to receive text messages about a program cancelation? [Click here](#), log in to your RecDesk Account. Click on the Head of Household account and scroll down to “edit” your profile. Add your cell number into the **Mobile Number** field on the account, select your carrier and check the “Opt-in Text Alerts” near the text alerts. Click SUBMIT! **Note: you will only receive text messages for programs you or your child(ren) are enrolled in.**

PRIOR LAKE PARKS & RECREATION STAFF CONTACT INFORMATION:

Parks & Recreation Manager, Steve Hart, shart@priorlakemn.gov || 952-447-9822

Recreation Supervisor, Kelsey Coy, kcoy@priorlakemn.gov || 952-447-9823

Recreation Department: recreation@priorlakemn.gov || 952-447-9820

Recreation Weather Webpage: www.priorlakemn.gov/weather

