PORTLAND
PARKS, RECREATION & FACILITIES

City of Portland Recreation
212 Canco Road, Suite A Portland, Maine 04103
Email: recreation@portlandmaine.gov Phone: 207-808-5400

**2020 Hybrid Schedule
Before & After The Bell
Registration

(Tentative Hybrid Dates - Sept. 14 - Oct. 13, 2020)

Date: _____ Before & After the Bell is for Portland Residents only.

Name of Child(ren): Please Print

1.)_____ Male / Female: _____ Grade: _____ DOB: _____ Age: _____

2.)_____ Male / Female: _____ Grade: _____ DOB: _____ Age: _____

3.)_____ Male / Female: _____ Grade: _____ DOB: _____ Age: _____

Peaks Island- Group #3: (After care will start at 1:20pm and end at 5:30pm - No Extended Care Available.)

Schedule: (Please circle all days you are requesting care.).
Note: You can **only** register for days your child is attending in-person school**

After School Care - $31.50 per day ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

What Language does your Family Speak most Frequently at home? _____

Parent / Guardian Name: _____ **Parent / Guardian Name:** _____

Address: _____ **Address:** _____

_____ _____

E-mail Address: _____ **E-Mail Address:** _____

Phone: _____ ; _____ ; _____ **Phone:** _____ ; _____ ; _____

I hereby give permission for my child(ren) to participate in the City of Portland Recreation Division's Before and After the Bell REC Program. I am aware that learning or participating in the above activity can be an activity involving risk of injury, including serious injury. I fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to his/her property occurring during or arising out of participation out of said program. To the fullest extent permitted by law, I do hereby agree to assume all risk of injury, harm or damage to his/her person or property (including but not limited to his/her property caused by negligence of the City of Portland, its agents, officers or employees) arising during or in connection with said program, and I do hereby release and agree to indemnify and hold harmless the City of Portland, its agents, officers and employees from any and all liability, actions, damages and claims of any kind and nature whatsoever (including but not limited to his/her property caused by negligence of the City of Portland, its agents, officers or employees) for injury, harm or damage to his/her property that may arise or occur during or in connection with said program.

LIABILITY RELEASE SIGNATURE OF PARENT/GUARDIAN:

X_____**Date:**_____

PORTLAND
PARKS, RECREATION & FACILITIES

BEFORE & AFTER THE BELL
REGISTRATION 2020 - 2021

Emergency Contact Information:

****Note:** Parents/Guardians will be contacted first. Emergency Contacts are used when parents/guardians cannot be reached.**

Name: _____ **Phone:** _____ **Relationship:** _____

Please list other individuals who are authorized to pick up your child (ren):

Name: _____ **Phone:** _____ **Relationship:** _____

Name: _____ **Phone:** _____ **Relationship:** _____

Name: _____ **Phone:** _____ **Relationship:** _____

Permissions:

(Please initial each permission AND circle your answer.)

_____ initial here **Yes** or **No** **Photographs: The Department of Recreation may take pictures or videos of participants at our programs, activites or special events. Please be aware that pictures may appear in future promotional materials, including our brochure. Portland Recreation staff has permission to post photos on our recreation website & recreation social media (such as Instagram & Facebook).**

_____ initial here **Yes** or **No** **I would like my child(ren) to be given snack in the after school program.**

_____ initial here **Yes** or **No** **Are there any court imposed restrictions concerning your child(ren)? If yes, please attach all pertinent court papers with this registration form.**

Americans with Disabilities Act (ADA) Statement

The City of Portland Parks, Recreation and Facilities Department (the Department) is committed to providing interested participants equal opportunities and access to its recreation programs. The Department, as part of its mission, provides inclusive programming in an open and welcoming atmosphere.

Qualified individuals with a disability seeking an accommodation in order to participate in the Department's programs are asked to complete the Inclusion Request Form and submit it to the Department in order for the Department to determine whether it can support the requested accommodation(s).

Circle one: **YES** **NO**

My child, _____, needs a modification because of a disability to enjoy this program.

(If yes, please submit the **Inclusion Request Form** to the Rose Cronin at 212 Canco Road to request a modification for program participation. The individual must be registered for the class/activity before making and accommodation request. **The request MUST be made ten (10) business days (Monday-Friday) before the start of the activity.** Plans and supports need to be in place before your child can participate.

Medical and Behavioral Consideration:

If you have multiple children, please indicate which child you are refering to.

Please list any allergies (include food):_____

Please list any medications taken at home and how they are administered: _____

_____

Is there any additional information we should know about your child(ren)?:_____

_____

I give permission for emergency medical treatment to be given to my child(ren), in case I cannot be reached by phone:

Parent/Guardian Signature: _____ **Date:** _____

PORTLAND
PARKS, RECREATION & FACILITIES

Before & After The Bell
Registration 2020 - 2021

Child(ren's) Name:_____**School:**_____

Fee Schedule:

2nd child receives a 10% discount. Extended hours are not available.
Please note, each site will require a minimum number of participants in order for their B&A program to run.

Group 1: Longfellow, East End, Riverton and Ocean Avenue - PM Care ONLY

No AM care. In school 7:45 a.m. - 12:30 p.m., Rec. 12:30p.m. - 5:30p.m., No extended care

Group 2: Rowe, Presumpscot, Reiche and Lyseth - AM & PM Care

Morning drop-off starts at 7:00 a.m. No AM extended care. Rec. 1:30 p.m. - 5:30 p.m. No PM extended care.

After School **(Group 1 ONLY)**:	2 days = $60	1 day = $30	All-Day-Wednesday= $44		
Before School: **(Group 2 ONLY)**	2 days = $12	1 day = $6			
After School **(Group 2 ONLY)**:	2 days = $48	1 day = $24	All-Day-Wednesday= $44		
Peaks Island (PM only)	5 days = $157.50	4 days = $126	3 days = $94.50	2 days = $63	1 day = $31.50

Payment Method:

We are able to withdraw weekly payments from your Visa, Mastercard, Amex, Discover or checking account.
If your balance is over two weeks past due, we hold the right to withdraw your child(ren) from our program(s) until the balance is paid off.

Payment Options: Please choose one.

1.) Credit/Debit Card (Visa, Mastercard, Amex, or Discover):

Card # _____ Exp. Date: _____/_____ CVV #: _____

Name on Card: _____ Phone: _____ Email: _____

Address for Card: _____ State: _____ Zipcode: _____

2.) Checking Account:

Bank Account #: _____ Routing #: _____

Name of Bank: _____ Name on Account: _____

Address: _____ State: _____ Zipcode: _____

3.) Fee Waiver through Portland Parks, Recreation and Facilities:
Failure to consistently attend Before & After the Bell will result in your childs removal from the program.

Please circle which waiver level you were approved for in 2020/2021. ☐ **FULL** ☐ **LEVEL A** (90% cost covered) ☐ **LEVEL B** (50% cost covered)

If you are a Level A or Level B fee waiver you must provide payment information with your registration. You will not be registered for Before & After the Bell until payment information is received. Fee waiver spots are filled when a complete registration packet is received, beginning August 19, 2020.

4.) ASPIRE / TANF / CCSP will be covering the cost of my child to attend.
This cannot be used in combination with a fee waiver. A signed release form is needed if choosing this option. Parents/Guardians are responsible for any assigned **Parent Fees*** from DHHS.

Please circle who is covering your cost. ☐ **ASPIRE** ☐ **TANF** ☐ **CCSP**

Client Social Security #:_____ **or Client ID #:** _____
*If assigned a parent fee by DHHS you are required to inform Portland Recreation of this amount and must provide payment information.

Payment Authorization Plan – Please read and sign:

I AUTHORIZE THE City of Portland, Recreation & Facilities Department to automatically withdraw funds owed to them from my account for services rendered as per the signed contract fee for the Before & Aftercare Program. Fees include; program fees, late fees, snow camp fees, vacation fees and overdrafts fees.

These fees will be charged to my next scheduled payment date. If this occurrence takes place on Friday, it will be charged to the following weeks scheduled payment.

- Late payment fee / $20.00
- Late pick up fee / $1 per minute past pick up time.
- Non-sufficient funds / overdraft fees / $25.00
- Snow Camp / $44.00
- Vacation Camp / $176 wk
- Program fee / varies based on sign up

Initial each box:

☐ I understand the account withdrawal will automatically occur unless Portland Recreation receives proper notification of child care changes. Automatic withdrawals will be for 36 weekly payments, each Friday beginning September 11, 2020 through June 4, 2021. I understand that weekly payments will be suspended on the following Fridays: 12/25/2020, 2/12/2021 and 4/16/2021 unless I enroll my child in vacation camp.

☐ I understand if my payment source is ASPIRE/TANF/CCSP I am responsible for all parent fees and bank account information must be included in this application..

☐ I understand that this agreement may be terminated by me at any time with a two week written or verbal notification to the Recreation Office at 212 Canco Road, 207-808-5400 or recreation@portlandmaine.gov and NOT AT THE SCHOOL SITE. I understand that if I fail to give a two week notice I am obligated to pay two weeks' worth of tuition past the last day of my child's attendance. I understand that if my child stops coming to the Before and/or After School REC program and the Recreation Office is not notified, NO REFUND WILL BE GIVEN and I will be charged the weekly tuition.

☐ I also understand this agreement may be terminated with cause by the City of Portland Parks, Recreation and Facilities Department at any time without any notice.

☐ I understand that the first three changes in my child's attendance schedule are free. After that, I will incur a $10.00 charge for each subsequent change.

Parent/Guardian Signature:_____**Date:**_____

City of Portland Department of Recreation

Before and After School Recreation Program 2020 / COVID-19 Protocol

***This is a living document and is subject to change as more information becomes available and guidelines change. ***

Given the current Federal and State limitations surrounding COVID-19 the following plan is in preparation of the start of the school year 2020/2021 in Portland, Maine. As of July 31,2020, Governor Mills introduced a “green, yellow, red” code for schools. The Governor stated that all counties of Maine were in the “green zone” for school reopening, meaning that school districts could open with students attending 5 days per week in person, as long as schools can meet specific criteria. For informational sake: yellow county status would mean a hybrid model of partial in person and partial distance learning would be needed; red county status would mean a total virtual school experience for students. Indoor gatherings are limited to 50 people or fewer, adults must maintain 6 feet of physical distance from one another and from children whenever possible, children must maintain 3 feet of physical distance (unless eating and then that increases to 6 feet of physical distance) and that cloth face coverings are worn at all times by both adults and children while in a school building. All participants and staff must take care to avoid touching their eyes, nose, and mouth. Close contact with people who are sick must be avoided. Staff and children are strongly encouraged to stay home if they feel ill.

Definition of “Close Contact” - The U.S. CDC defines a close contact as anyone who was within 6 feet of an infected person for at least 15 minutes starting two days before the onset of symptoms until the time the patient is isolated. For the purpose of the Before and After School Recreation Program, “close contact” also refers to when you are within 6 feet of another person (staff or participant) for 15 minutes or longer while indoors.

Locations – The current plan is to have no more than 45 children in each program/site. By limiting our participants, we can ensure that there is sufficient space and distance available for program staff, cleaning and delivery personnel, and any other persons needing to access a facility. IF the State amends its guidance to permit gatherings of more than 50 individuals the number of participants in a program/site may be adjusted based on demand. Below is a list of available locations for the Before and After School Recreation Program. Each site has indoor restrooms, running water for handwashing, and indoor space for inclement weather and certain small group activities that do not lend themselves well to being done outside:

- Riverton Community Center
- East End Community Center
- Reiche Community Center

- Peaks Island Community Center
- Amanda C. Rowe Elementary School
- Ocean Avenue Elementary School
- Presumpscot Elementary School
- Longfellow Elementary School
- Lyseth Elementary School

Health Checks and Handwashing – Upon arrival at all locations, staff and children will follow a checklist of safety protocols (Appendix A) which includes:

- Arrival Temperature screen and checklist of symptoms or signs of COVID-19 (and other viruses)

- All personal belongings will be handled only by the child and will be placed in the bin labeled for the child's use for that session. Additionally, only the following items will be permitted: a change of clothes, a backpack, a filled water bottle, a lunch box, and any medication. All medications must be given to staff immediately upon arrival for the day.

- Arrival Sanitizing of Hands
- Wash Hands before and after breakfast and lunch (when available) and snack.
- Sanitize Hands before and after all activities, both indoors and outdoors
- Dismissal checklist
- Dismissal Sanitizing of Hands

Hand washing will be the preferred method of sanitizing hands; however, hand sanitizer will be available and used multiple times throughout the day.

Employee PPE – All Staff will be required to follow State guidelines of wearing a cloth face covering while at the school and community center site. If they are on break or in a space where they are alone and not within 6 feet of anyone, they do not need to wear a cloth face covering. Staff will be provided disposable masks if they do not have their own. If the masks are cloth they must be washed after daily use. Each staff member will receive one face shield for use with a cloth face covering as the situation warrants. Staff will not be required to wear gloves unless performing an activity such as cleaning, health checks, serving meals, etc. Staff will be required to follow the same Health Checklist as the participants for cleaning of hands and are encouraged to use hand sanitizer as much as possible throughout the day. Staff will be required

to have a filled water bottle every day, as water fountains will be for bottle filling only (if they are operational).

Children PPE – All children will be required to wear a cloth face covering while in the Before and After School Recreation Program when they are in a school building and when they are in close contact with another child or with the staff. Parents will provide the cloth face covering for their child/children and will be responsible for washing the mask prior to the start of the next day. Any child arriving without a cloth face covering will be given a disposable mask for the day. Children will be required to follow the Health Checklist for cleaning of hands and will be encouraged to use hand sanitizer as much as possible throughout the day. Children will be required to have a filled water bottle every day; water fountain use will be for filling a water bottle only. Water Bottles should be cleaned daily by parents.

Cleaning – School Custodial Staff will perform daily cleaning with approved wipes/disinfectant solutions on all major touch points in addition to normal daily cleaning routines (trash, re-stocking paper goods, sweeping/cleaning of the floors, etc.). Efforts will be made to limit the use of shared equipment such as basketballs, hula hoops etc. with the whole group. If used, shared equipment will be cleaned/disinfected before and after each groups' use. Shared equipment will be hard-surfaced items only. Soft-surfaced items will not be used (such as pinnies and other cloth items).

Hiring and Training – To date approximately 16 permanent staff are scheduled to return to active recreation roles, with an additional 5 on-call staff in agreement to return if needed. Training week is planned for September 8. In addition to training on normal program rules and practices, staff will receive training on new protocols and procedures around cleaning and health checks, and any other new tasks that may be required. Online staff training in the form of tracked videos from the Maine Municipal Association will be required for blood borne pathogens, hazardous materials, playground safety, handwashing, Covid-19 Pandemic Response, working outdoors in warm weather, and field biological hazards.

Activity and Equipment –Each program site will allow a staff to child ratio of 2:30 or less. All items used by the groups will be sanitized before and after use.

Eating, Lines, and Bathrooms – Meals on Wednesdays and snacks on remaining after school days will be eaten outside as much as possible with designated group areas and each child maintaining 6 feet from other people. This will allow them to practice required physical distancing while also being able to remove their cloth face covering to eat. If weather is bad and the group must be inside, children will be assigned to an area that is 6 feet from another child/staff person. Based on individual site circumstances, eating indoors will occur whenever the program site leader deems necessary for the health and safety of the group. Whenever possible, staff will bring children's food to them. Where lines are needed (e.g. lining up to go outside, inside head count, etc.) existing school markers will be used on the floor to help

children maintain sufficient distance from other children in line. Handwashing after every trip to the restroom is required.

Playgrounds – July 1 saw playgrounds reopened to the public. Currently playgrounds will be cleaned/sanitized on an as needed basis.

Preventing Cross Contamination on Wednesdays – When three sites converge on Wednesdays for an all-day program, all efforts will be made to keep groups confined to contact within their own groups. Each group will be assigned their own location/area for storage of personal belongings. The hope is that if a case is confirmed the contact can be limited to one group and there will be an already identified path of potential travel for the virus. Normal activities have been adjusted to eliminate the amount of interaction and physical contact within groups. For example, activities will include fewer games of tag and more no-touch activities, like relay races, shadow tag, or flag football.

Procedure if symptoms are shown – Participant will be directed to the Isolation Room/Recreation Leader Office. If a child is symptomatic, staff will wear appropriate PPE, contact parent/guardian or emergency contact for pickup. If a staff member becomes ill, they will be sent home immediately. Individuals may not return until symptom-free for 72 hours.

Procedure if Confirmed Case – In the event that a staff member or participant is confirmed to have contracted COVID-19, the City will consult with public health experts and take appropriate action, which may include closing exposed areas of the building for 24 - 48 hours for thorough cleaning. It may also be necessary to separate any remaining participants off site for a period of 14 days in order to reduce the risk of transmission to other groups. If a child and/or staff member test positive, they must remain home until recovered (per CDC guidelines).

Outbreak Procedure – If an outbreak (3+ positive cases) occurs, the City will consult with public health experts and take appropriate action, which may include closure of programming at the site where the outbreak occurred and universal testing of staff and children.

Communication with Parents and Guardians - Parks & Recreation is committed to open communication with the families of our participants. In the event that a child or a staff person tests positive, prompt notifications to parents/guardians will be made. In accordance with Maine CDC guidance, notifications may include the disclosure of a positive case with **no identifiable information**, prevention tips for COVID19, signs and symptoms and a contact should they have questions.

Isolation Room - Each site will have an isolation spot in the event of a symptomatic child. Currently this is the recreation office at East End, Reiche, and Peaks Island and the Community Center Room at Riverton Community Center/Talbot School. Use of existing isolation rooms at each of the following school locations would be optimal: Ocean Avenue, Rowe, Presumpscot, Longfellow and Lyseth Schools.

Family of Household Member Positive - If any member of a staff or child's household is tested positive for COVID-19, the staff member or child may not attend the program as outlined above.

Family Travel - Families planning on traveling out of state and outside of exempted areas with their children will be permitted to attend the program after EITHER a self-quarantine of 14 days upon their return to the state of Maine OR after receiving a negative COVID-19 test upon their return to the state of Maine (proof must be supplied to the recreation office). Exempted travel states currently include New Hampshire, Vermont, New York, New Jersey and Connecticut.

Updated August 19, 2020

APPENDIX A

CAMPER:_____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
☐ **Arrival Temp:** _____	☐ **Arrival Temp:** _____	☐ **Arrival Temp:** _____	☐ **Arrival Temp:** _____	☐ **Arrival Temp:** _____
☐ **Sanitize personal belongings**	☐ **Sanitize personal belongings**	☐ **Sanitize personal belongings**	☐ **Sanitize personal belongings**	☐ **Sanitize personal belongings**
☐ **Wash Hands** • arrival	☐ **Wash Hands** • arrival	☐ **Wash Hands** • arrival	☐ **Wash Hands** • arrival	☐ **Wash Hands** • arrival
☐ **Wash Hands** • before AM snack	☐ **Wash Hands** • before AM snack	☐ **Wash Hands** • before AM snack	☐ **Wash Hands** • before AM snack	☐ **Wash Hands** • before AM snack
☐ **Wash Hands** • after AM snack	☐ **Wash Hands** • after AM snack	☐ **Wash Hands** • after AM snack	☐ **Wash Hands** • after AM snack	☐ **Wash Hands** • after AM snack
☐ **Lunch Temp:** _____	☐ **Lunch Temp:** _____	☐ **Lunch Temp:** _____	☐ **Lunch Temp:** _____	☐ **Lunch Temp:** _____
☐ **Wash Hands** • before lunch	☐ **Wash Hands** • before lunch	☐ **Wash Hands** • before lunch	☐ **Wash Hands** • before lunch	☐ **Wash Hands** • before lunch
☐ **Wash Hands** • after lunch	☐ **Wash Hands** • after lunch	☐ **Wash Hands** • after lunch	☐ **Wash Hands** • after lunch	☐ **Wash Hands** • after lunch
☐ **Wash Hands** • before PM snack	☐ **Wash Hands** • before PM snack	☐ **Wash Hands** • before PM snack	☐ **Wash Hands** • before PM snack	☐ **Wash Hands** • before PM snack
☐ **Wash Hands** • after PM snack	☐ **Wash Hands** • after PM snack	☐ **Wash Hands** • after PM snack	☐ **Wash Hands** • after PM snack	☐ **Wash Hands** • after PM snack
☐ **Dismissal Temp:** _____	☐ **Dismissal Temp:** _____	☐ **Dismissal Temp:** _____	☐ **Dismissal Temp:** _____	☐ **Dismissal Temp:** _____
☐ **Sanitize personal belongings**	☐ **Sanitize personal belongings**	☐ **Sanitize personal belongings**	☐ **Sanitize personal belongings**	☐ **Sanitize personal belongings**
☐ **Wash Hands** • dismissal	☐ **Wash Hands** • dismissal	☐ **Wash Hands** • dismissal	☐ **Wash Hands** • dismissal	☐ **Wash Hands** • dismissal

APPENDIX B

PROGRAM DROP-OFF FOR BEFORE SCHOOL RECREATION

- Parents and children stay in vehicles when arriving on site.
- Upon their arrival, staff will stand at least 6 feet away from the parent/guardian and child.
- Staff will check the temperature of the child.
- Staff will ask the parent/guardian to confirm that the child does not have a fever, shortness of breath or cough, or other known symptoms.
- Children will then be allowed to exit the vehicle with their backpack.
- Child will walk to the staff person with the iPad to be checked in and will then be given hand sanitizer by the staff person.
- Staff will wear personal protective equipment (PPE) during drop off.

PROGRAM PICK-UP

- Parents stay in vehicles when arriving on site.
- Sign-out will be on an iPad that is handled by one staff member.
- Pick-up person must provide an ID for staff to verify they are authorized to pick up and leave with the child
- Staff will walk all children to their cars.
- Ideally, the same parent or designated person should pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children.
- If a child appears ill during the course of the day, Portland Recreation staff will call home immediately. Please be prepared to pick up your child within 20-30 minutes of receiving a phone call.
- If Recreation staff determines that a child is sick and no adult can be reached to pick up the child, Medcu may be called to evaluate the child and transport to the nearest hospital, if necessary. Any costs incurred for medical transport/treatment will be the responsibility of the child's family.

APPENDIX C

CLEANING AND DISINFECTING FOR COMMUNITY FACILITIES
https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

HANDWASHING
https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf

SYMPTOMS OF CORONAVIRUS
CDC: Symptoms of Coronavirus

FACE COVERING
CDC: Use of Cloth Face Coverings

SUMMER PROGRAM
https://www.cdc.gov/coronavirus/2019-ncov/community/schools-day-camps.html?deliveryName=USCDC_2067-DM29601

Helping Children Cope With Changes Resulting From COVID-19

https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03252020_NASP_NASN_COVID-19_parent_handout.pdf

APPENDIX D

Assumption of Risk and Waiver of Liability

Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups and people.

The City of Portland, Maine (City) has put in place preventative measures to reduce the spread of COVID-19; however, the City **cannot guarantee** that you, your children, or any other person, will not become infected with COVID-19. Further, attending City sponsored activities could increase your risk and your child or children's risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child or children and I may be exposed to or infected by COVID-19 by attending City activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at City activities may result from the actions, omissions, or negligence of myself and others, including but not limited to City employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child or children or myself, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense or any kind, that I or my child or children may experience or incur in connection with my child or children's attendance at City activities or programming. On my behalf and on behalf of my child or children, I hereby release, covenant not to sue, discharge, and hold harmless and indemnify the City, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City program.

_____

Signature of Parent/Guardian Date

_____

Print Name of Parent/Guardian Name of Activity Participant(s)

City of Portland
Parks, Recreation and Facilities Management Department
212 Canco Road, Suite A
Portland, Maine 04103
207-808-5400

Behavior Rubric

Behaviors	***First Offense***	***Second Offense***	***Third Offense***
Covid-19 Specific Behaviors Persistent refusal to wear PPE Refusal to follow the Health Checklist for handwashing Persistent failure to maintain 6ft. social distancing guidelines Refusal to remain with their group—crossing over into another groups space/activity Coughing on someone pretending to have the Corona Virus Touching someone else's food, supplies, belongings Spitting on another participant Spreading misinformation/fear	The City of Portland, Maine (City) has put in place preventative measures to reduce the spread of COVID-19, repeated offenses will result in a termination of camp participation to ensure the health and safety of all.		
Disruptive Behavior Includes: Interrupting Failing to follow directions Inappropriate language or noises Other behaviors that interfere with the functioning of the group	● Up to five minutes break from activity ● Process with the child why the behavior is inappropriate ● Parent is informed by staff	● Sees site leader to process behavior ● Misses activity with the group ● Parent is informed by site leader ● Behavior plan will be created	● Behavior Plan is reviewed/developed
Verbal Abuse Includes: Teasing, Swearing Name calling Putdowns Gossiping and rumors Other behaviors which harm the feelings of others	● Up to five minutes break from activity ● Process with child why behavior was inappropriate ● Parent is informed by staff	● Sees site leader to process behavior ● Misses activity with the group ● Calls parent to report behavior, when it is age appropriate	● Sees site leader ● Calls parent to report own behavior ● Site leader, parent and recreation supervisor meet to develop a behavior plan
Physical Aggression Includes: Pushing Shoving Spitting Slapping ("light" hitting with opened hand or closed hand) other participants and staff Theft	● Break from activity to process behavior ● Calls parent to report own behavior, when it is age appropriate	● **Recreation program terminated**	

Behaviors	*First Offense*	*Second Offense*	*Third Offense*
Severe Threat of Bodily Harm or Property Damage Includes: Hitting hard with open hand or fist (closed hand) Shoving, kicking, punching Biting, spitting or other harmful physical behavior Throwing furniture Destruction or defacing property and program supplies/equipment Elopement and leaving the group and/or the activity site **Use of an Object as Weapon/Misuse of Drugs Including Medications and Alcohol** Includes: knives, bats, guns or anything that can be used as a weapon towards others. Illicit substances i.e., medications/drugs, including prescriptions and alcohol.	• **Recreation program terminated**		
Serious Harassment/Bullying Includes: Sexual harassment Civil rights violations Bullying including Cyber bullying Sexting Inappropriate sexual behavior Intolerance of others' differences in language/actions	• **Recreation program terminated**		

Updated 5/29/20

Date:_____ Name of Participant: _____

Parent/Guardian:

_____

Please Print Name

Signature:

_____

City of Portland
Parks, Recreation and Facilities Management Department
212 Canco Road, Suite A
Portland, Maine 04103
207-808-5400

Participant Rules, Guidelines, and Code of Conduct

The City for Portland's Parks, Recreation & Facilities Department is dedicated to providing safe programs, parks, pools a n d facilities. We pledge to do all we can to make participation safe and enjoyable. Participants in our programs can help the City provide a safe and enjoyable environment by treating others with respect and following Participant Rules, Guidelines, and the Code of Conduct.

PROGRAM READINESS SKILLS:

- Participants must be able to participate independently or with reasonable accommodations/modifications.
- Participants must be age appropriate for the particular program as defined by the program/activity for which he/she is registered.
- Participants must be able to take and follow directions and instruction from a staff person.
- Participants must interact and participate in a manner that is physically and emotionally safe for themselves and others.
- Participants must be able to maintain personal care without the support of recreation staff.
- Participants must be able to stay with his/her assigned group.
- Participants must respect others (listening and following directions; using appropriate language; keeping hands and feet to self).
- Participants must maintain self-control (anger management) and follow the Parks, Recreation & Facilities Departments **Behavior Rubric**. Please review the **Behavior Rubric** for our behavioral guidelines.

Covid-19 Specific Readiness Skills

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups and people.

The City of Portland, Maine (City) has put in place preventative measures to reduce the spread of COVID-19, as a result some COVID-19 specific readiness skills have also been developed to help keep us all safe while we play.

- Participants must be able to independently put on and take off their PPE—Personal Protective Equipment-cloth face mask.
- Participant must be able to tolerate the use of a mask for 30-minutes or longer.
- Participants must be able to independently complete 20 seconds of hand washing.
- Participants must be able to maintain appropriate social distancing of 6 feet given verbal prompting and visual cues.

I have read and understand the above Rules, Guidelines and Code of Conduct. By signing below, I am stating that I understand that I /the Participant or my child as the Participant, must abide by all of the above requirements. I understand that the Parks, Recreation & Facilities staff reserve the right to discuss with me any questions or safety concerns they may have about my use of the program or my child's use of the program. I understand the City of Portland may remove me or my child from the program if I/the Participant or my child as the Participant, violate the above rules or it otherwise becomes unsafe for me or my child to participate. I am aware that I may request an INCLUSION REQUEST FORM **in order to request a reasonable accommodation for my child as the Participant or myself as the participant.**

Date: _____ **Name of Participant:** _____

Parent/Guardian: _____

Please Print Name

Signature: _____