



**BARONA RECREATION
DEPARTMENT**

**PARENT/LEGAL GUARDIAN
& PARTICIPANT
HANDBOOK**

Office 619-443-7003 ext 1
Mobile Phone 619-820-3456
www.baronarec.com

**A SPACE WHERE KIDS
AND FAMILIES FEEL
SAFE, VALUED AND
INSPIRED.**

Dear Parent/ Legal Guardian,

This handbook is for you to keep. Welcome to Barona Recreation Center where we offer an exciting and engaging environment full of fun-packed programs. Parents and guardians can feel comfortable knowing their children are interacting with peers in a physically and emotionally-safe environment.

This handbook is a guide to understanding the policies and procedures of the Barona Recreation Center. Please read carefully and keep it handy for future reference.

As a parent or guardian of a child enrolled in the Barona Recreation Center, we value your involvement. Stop by the office or check out our website www.baronarec.com and Facebook pages for up-to-date program information.

ELIGIBILITY

While we serve Barona Tribal Members and their dependents, Barona community residents, Barona Indian Charter School students, and Barona Resort & Casino Dependents, not all individuals are eligible for all programs. Specific eligibility questions should be directed to department administration.

*Barona Resort & Casino Employee Dependents may attend only during day camps.

Barona Tribal Members have the first opportunity to register for our programs. Others are accepted as eligibility and space allows.

AGE REQUIREMENTS

All our programs are open to children in kindergarten through 8th grade.

NOTE: At the start of the new school year, participant must be 5 years of age by September 1, regardless if the participant is enrolled in a kindergarten class as a "TK" Transitional Kindergarten.

1. During Summer Camp, we have an exemption. *The only exception is for a 4- year-olds attending Summer Camp who will turn 5 years old by the start of the new school year. (September 1st)
2. Proof of age is required for all kindergarteners and must submit at the time of registration.
3. Acceptable forms of age verification are birth certificates, immunization records, or other official documents with name and date of birth.

ENROLLMENT

Each participant must have a packet completed and signed by a parent/guardian prior to taking part in the Barona Recreation Center Programs. It is the parent/guardian's responsibility to keep all pertinent information current

RECREATION CONTACTS

Recreation Mobile call/ text 619-820-3456

Recreation Director, Brian Van Wansele

Office Hours M-F 10am-6pm
Office 619-443-7003 ext 225
Work Cell 619-672-5214
bvanwanseele@barona-nsn.gov

Admin Assistant, Sandy Villaseñor

Office Hours M-F 9am-5pm
Office 619-443-7003 ext 224
svillaseñor@barona-nsn.gov

Recreation Supervisor, Danette Reed

Office Hours varies
Office 619-443-7003 ext 222
dreed@barona-nsn.gov

Recreation Leader II, Priscilla Saiz

Office Hours M-F 10am-6pm
Office 619-443-7003 ext 234
psaiz@barona-nsn.gov

AFTER SCHOOL PROGRAM HOURS

Monday -Thursday 2:30pm-6:00pm and Friday 1:30pm-6:00pm. We follow the Barona Indian Charter School calendar days and vacation breaks. To get specific information regarding holidays, minimum days, and school closures, please see department administration. Generally, our after-school program begins when Barona Indian Charter School lets out and ends at 6:00 P.M. each day, unless otherwise noted.

SAFETY AND VISITATION POLICY

For the safety of participants and staff, all visitors, including Barona Tribal Members & Residents, must check in at the Recreation Office. Our facilities are not open to the general public. Roaming around the recreation facilities during hours of operation is not acceptable. Visitors who wish to use the restroom should check in at the office first.

SNACK BAR

Our snack bar sells a variety of hot and pre-packaged food items. Hours are 10:00am-4:00pm Monday-Friday. Cash and electronic payment are accepted. **If you have questions about the snack bar, please call 619-390-2136.**

SNACK BAR ACCOUNT

You can make a deposit for participants over the phone or in person during business hours. Acceptable forms of payment: cash, credit card, apple pay and google pay.

CAMP LUNCHES/SNACKS

Lunch is not included with camp fees; however, lunch and snacks may be purchased at the snack bar.

DAILY REMINDERS

These guidelines apply to nearly every behavioral issue we encounter. Please go over them with the participant.

1. *Have Fun!*
2. *Golden Rule: Treat others the way you'd like to be treated.*
3. *No Bullying!*
4. *Use positive and respectful language.*
5. *Respect Recreation Staff and Barona property.*
6. *Keep your hands and feet to yourself.*
7. *How many times should we have to ask you to do something? (ONCE!)*
8. *Show me your outside voice. (LOUD). Show me your inside voice. (quiet)*
9. *We always clean up and help our friends clean up.*
10. *Phones, electronics and toys are a privilege don't abuse it!*

PARTICIPANT CONDUCT AGREEMENT

Participant agrees to...

1. be courteous to the Recreation Staff and participants.
2. not cause physical abuse, verbal abuse, threats, harassment or any other conduct, which threatens or endangers the health or safety of any person.
3. not damage or cause destruction to recreation center property, or to the property of others.
4. not remove the recreation center's property.
5. not wear unacceptable logos or messages on his/her clothing.
(Recreation Staff will determine the appropriateness of clothing)
6. keep a calm voice and not use foul language.
7. not fight, argue, push, gossip, throw objects or name call.
8. use the bike rack at the recreation center to store his/her bike safely.
9. remain in a supervised group unless given permission otherwise.
10. be respectful of all staff, volunteers, parents, and guests.
11. obey all staff and volunteers.
12. immediately check into the program. If a participant does not check in and is loitering at the facility, it is not the recreation staff's responsibility to locate the participant.

TECHNOLOGY USE POLICY & WAIVER

Parents/ legal guardian and youth must review and sign our Technology Use Waiver to be permitted to use computers, smart phones, and video game systems while present at our facility.

ZERO TOLERANCE-*The following will result in immediate suspension from all programs and activities until a meeting with Tribal Council is held.*

1. Possession, use, or being under the influence of alcohol or illegal drugs.
2. Smoking and usage of lighters or other tobacco products or devices such as e-cigarettes, JUUL, vapes; regardless of age.
3. Violence (Fighting)
4. Possession of weapons or explosives is strictly prohibited.
5. Bullying: Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.
6. Sexual misconduct.

GENERAL FACILITY RULES

Participant agrees to...

1. Consume all food items in designated eating areas. Gum is not permitted.
2. Avoid sitting on the edge of the stage in the Gym, hang/pull on the stage net or portable basketball hoops.
3. Avoid use of bicycles, rollerblades, heeies, skateboards and hover boards while checked into our programs.
4. Wear non-marking tennis shoes daily. Flip flops are not acceptable, but may be brought in addition to tennis shoes if aquatic activities are part of the day's agenda.
5. Leave all pets and livestock at home.

SWIMMING POOL RULES

Participant agrees to...

1. Follow lifeguard's directions.
2. Clear the pool every 50 minutes for 10 minutes.
3. Absolutely avoid taking glass objects inside the pool gate.
4. Avoid diving into the water.
5. Avoid spouting or spitting water in the pool or on the deck.
6. Avoid eating, drinking or chewing gum in the pool.
7. Avoid horseplay, rough or boisterous play, such as running, pushing, dunking, and splashing.
8. Take a swim test with a lifeguard watching in order to leave Safe Swim Zones.
9. Wear appropriate swimwear.
10. Follow all other posted rules.

VAN RULES

Participant agrees to...

1. Avoid eating or drinking in the vans.
2. To wear a seatbelt at all times.
3. Use a booster seat provided by their parent or legal guardian if the participant is under 8 years old.
4. Avoid playing loud or foul music.
5. Keep a calm voice.
6. Be respectful to driver and passengers.
7. Keep hands, feet and objects to his/her self.
8. Pick up all the trash before leaving the van.
9. Avoid touching the radio controls, they are to be controlled by the driver or recreation staff.

CONSEQUENCES

When a recreation center participant violates the conduct agreement, policies, or any other rule set forth in the Barona Recreation Center, the participant is subject to the course of disciplinary action.

CHECKING-IN & CHECKING-OUT POLICY

In order to better serve you and for the added safety of the children taking part in our programs, we have a check-in and check-out procedure.

NO drop-offs may take place without direct contact with the Recreation Staff.

During school days, Recreation Staff will check in all participants at the designated check-in area. After check-in time has passed, participant must come up to Recreation Office to check-in. Participants attending BICS after school activities will be walked up to the office by a school employee.

During day camps, we ask parents/legal guardians to use the check-in and check-out station.

If the participant has a waiver on file, they may check themselves in and out.

For added safety, it is mandatory all participants exit through Recreation Office. This is so administration may officially remove them from the list of children in our care and monitor their movement to safe reunion with their designated pickup person.

If for any reason you cannot come upstairs to check-in or out of programs, the following options are available.

1. Call the recreation office 619-443-7003 ext 1
2. Ring the doorbell/intercom. We will send your child (ren) to meet you at the bottom of Recreation Office stairs.
3. Parent/ legal guardian can fill out a minor waiver which authorizes participant to check-in and check-out of programs. **(PICK UP IN OFFICE)**

Loitering is not permitted. The Tribe does not permit participants to wait outside for their ride. **Per Barona Tribal Council, it is mandatory for the Non-Tribal BICS participants to check-into recreation after school program immediately after school is dismissed.** The Barona Tribal participant that chooses not to check into recreation programs must stay in the pool area. If the pool area closes, participant must check-in for programs.

LATE PICKUP POLICY

We will place a courtesy call daily for any participants still signed in at ten minutes before closing. After 7:00 pm, we will contact Barona Tribal Enforcement or the Sheriff’s department and custody of participant will be transferred to authorities.

Each Incident will incur a \$1.00 charge per minute, per child left at the Recreation Center between 6:00 pm-7:00 pm. At the time of pickup, the Parent/Guardian will receive a late pick up notice. Participant(s) may not return until suspension has been lifted and fees are paid. See consequences below.

- **1st Incident per household:** We will send a late pick notice as a warning. Fees will be due.
- **2nd Incident per household:** Suspension– Participant (s) will be ineligible to attend the program for one day. Fees will be due.
- **3rd Incident per household:** Suspension– Participant (s) will be ineligible to attend the program for two days. Fees will be due.
- **4th Incident per household:** Suspension– Participant (s) will be ineligible to attend the program for one week. Fees will be due.

For a thirty-day period after the 4th incident, any occurrence of late pick up will grant authority to the Recreation Center Director to revoke privileges of participation in all Barona Recreation Center programs.

MEDICATIONS

If the participant attends the Barona Indian Charter School, we do not have access to their medications. Parents/ legal guardians requesting medications on site for participants must be presented to Barona Recreation Center staff in its original container, labeled with a physician’s name, phone number, prescription expiration date, prescription directions, and pharmacy contact.

INJURY

Mild scrapes or “ouches” will be reported to the parent/legal guardian through an “ouch report”. Staff will use standard first aid and universal precautions when treating scrapes of falls. For injuries that are more serious, an incident report will be completed and placed on file. When a serious accident or injury occurs, the recreation staff will attempt to notify parent/legal guardian and emergency contacts. ***A more serious accident/ injury may require a 911 notification (paramedics), emergency room visit via ambulance or follow-up care by a doctor/dentist.*** To assure that a parent/legal guardian can be reached, please keep all emergency numbers current. Parent/legal guardian is responsible for all costs incurred in the provision of emergency medical treatment.

ILLNESS

If a participant becomes ill during recreation programs and cannot take part in the normal daily routine, we will notify a parent/legal guardian or emergency contact to pick up the participant.

EMERGENCY & DISASTER PREPAREDNESS

Recreation officials must work swiftly to safeguard participants and staff in the event of an emergency.

FROM TIME TO TIME WILDCAT CANYON ROAD CLOSES OFF IN BOTH DIRECTIONS DUE TO UNFORESEEN INCIDENTS. PLEASE REST ASSURED PARTICIPANTS ARE IN EXCELLENT HANDS.

In case of an emergency, all recreation staff members are CPR & First Aid certified. The Barona Indian Reservation has its very own emergency services departments, which include the fire station, paramedic services and Tribal Enforcement. Our staff is prepared to deal with a major emergency and to provide for the physical and emotional needs of participants while they are under our supervision, as well as their orderly and safe release.

In an emergency, your first reaction may be to call or come to the recreation center. While that is a natural response, it may interfere with emergency agencies that are dealing with the situation. We ask that instead of immediately going to the recreation center; you reach out via phone or check your email and text messages first.

ATTENTION BARONA CASINO EMPLOYEES: WE HAVE BEEN ADVISED BY THE BARONA TRIBAL COUNCIL TO ASK YOU NOT TO LEAVE WORK AT THE FIRST SIGN OF EMERGENCY. WE WILL SHELTER IN PLACE AND CONTACT YOU IF EVACUATION IS RECOMMENDED.

COMUNICATION

As much as possible, avoid calling the recreation center during an emergency. This ties up the phone lines and may prevent timely communication of vital information. Recreation staff will be dealing with the situation and may not be available to answer. We will reach out to you as soon as we have instructions from local authorities. Parents should use the *communication resources listed on this page to get information during an emergency.

The Barona Recreation Center is the official “shelter-in –place” designated area for the Barona community and participants. We have all the resources and accommodations. If it is necessary to take shelter-in-place or lockdown or evacuate the facility, we will inform parents/legal guardian as soon as participant’s health and safety has been ensured.

COMUNICATION RESOURCES

Radio: Local Stations Television: Local channels

Phone: 211, Barona Fire Dept. (619) 390-2794, Lakeside Fire Dept. (619) 390-2350, County Office of Emergency Services (858) 565-3490, American Red Cross Disaster Services (1-800-733-2767)

EMERGENCY & DISASTER REUNIFICATION PROCEDURES

- Provide your picture ID when picking up a participant.
- Follow directions from emergency responders and recreation personnel.

YOUTH SPORTS

Throughout the year, the Barona Department after-school program offers youth sports through (I.T.S.) Inter Tribal Sports, Inc., which is made possible through the generous support from Tribal sponsors. If you are interested in signing up your child (ren) please contact the recreation office (619) 443-7003 ext 1

Sports & Age Division

Soccer, Softball, Cross Country, Basketball, Cheer, Flag Football and Golf

A League 15-18 yrs. **B League** 12-14 yrs. **C League** 8-11 yrs. **D League** *5-7 yrs.

Please note:

- Players are not eligible to play for an age division if they turn older before opening day.
- *If your child is 5 yrs. old after September 1st, they will need an adult chaperon during practices & games.
- BICS students must have 2 years prior ITS experience to move into A & B leagues.

Priority, sign up order

1. Barona Tribal Member
2. Native American
3. Barona Resident
4. Barona Indian Charter School Student

Required for Registration

1. New Players only: Birth Certificate/ age verification needed upon sign up.
2. Shirt & short/ pants size
3. Parent/Legal Guardian email & phone number

Registration Fees: Thanks to our Tribal sponsors, there are no fees.

Other Possible Fees

Uniforms are issued to each player and must be returned at the end of the season in good condition. *A fee of \$50 per lost or damaged item will be applied.*

Participants who ordinarily would pay Day Camp fees will be charged the daily amount if they do not have adult supervision before or after games or practices. *This only applies on days when Day Camp is an option.*

Transportation

Transportation to and from games is provided by Barona Recreation Department Staff. Conditions and age limits apply. Space is limited and sign-ups are required before deadline.

Special Events

*From time to time, we host special events **exclusive for the Barona Tribal Members and/or Barona Residents.** You or your child might be interested in attending. Please see the attending requirements. Subject to change.*

Events	Barona Tribal Member	Barona Resident	Open to BICS Students
FUN FRIDAYS (K-8 th Grade)	x	x	x
YOUTH NIGHT OUT (6 TH Grade & up)	x	x <i>(with tribal affiliation)</i>	
FRIENDSHIP DANCE (FEBRUARY)	x	x	x
BREAKFAST W/ THE EASTER BUNNY (SPRING BREAK)	x	x	Attend Day Camp \$15/Per Child
TRUNK OR TREAT (OCTOBER)	x	x	x
DINNER W/SANTA (DECEMBER)	x	x	

