



BARONA RECREATION CENTER
Parent/Guardian Handbook

Dear Parents & Guardians,

Welcome to "Barona Recreation Center" after school programs & day camps. Barona Recreation Center offers **kindergarten thru 8th grade** age students an exciting and engaging environment during after school and vacation breaks. Parents and guardians can feel comfortable knowing their children are interacting with peers in a physical and emotional safe environment. **Only the After-school services** are available at **no cost** to participating families **with the exception of late pick-ups**.

Please note our kindergarten requirements for participation are as follows.

- All our programs are open to children in Kindergarten – 8th grade. The only exception is for Summer Camp; which is open to children starting Kindergarten in the fall immediately Summer Camp ends.
- All children must be at least 5 years old. *The only exception is for 4 year-olds attending Summer Camp who must turn 5 years-old by September 1st of the year they attend Summer Camp.
- Proof of age is required. Acceptable forms are Birth Certificates, Immunization Records, or other official documents with name and DOB.

This handbook is a comprehensive guide to understanding the policies and procedures of the Barona Recreation Center. *Please read carefully and keep it handy for future reference throughout the year.* As a parent or guardian of a child enrolled in the Barona Recreation Center, we value your involvement. To keep you informed monthly calendars of activities and events are distributed and posted on the Barona Recreation Center parent/guardian information board. Should you have any questions, please ask the recreation staff and will gladly assist you.

Student Participation (Enrollment)

Student participation forms must be completed and signed by a parent/guardian prior to participating in the Barona Recreation Center Programs & Day Camps. *It is the parent/guardian's responsibility to keep all pertinent information current, failure to do so may result in disenrollment.*

Student/Staff Ratio

The student to staff ratio is a maximum of 15:1, but usually 10:1 or less.

Program Hours

The center operates on Barona Indian Charter school days and vacation breaks. Please see the recreation staff for specific information regarding the school's calendar and to obtain a calendar of holidays, minimum days, and school closures.

- During vacation breaks the Barona Recreation Center is available before 9:00 am, and fees will apply to non-tribal and tribal guest. ***During vacation breaks early drop-off & late pick-up can be arranged for an additional fees.***
- Barona Recreation Center offers after school programs as soon as Barona Indian Charter School is dismissed until 6:00 P.M. each day, unless noted.

Nutritional Snack/Day Camp Lunch

Parents/guardians please send at least two snacks for your child to eat during afterschool program. The snack bar will be open until 4:30 P.M. during after school & day camps. **Please note lunch is not provided during day camps.** Please see recreation staff for details.

A. CONDUCT AGREEMENT

1. My child must be courteous to Rec Center participants and staff.
2. My child must not cause physical abuse, verbal abuse, threats, harassment or any other conduct which threatens or endangers the health or safety of any person.
3. My child must not damage or cause destruction to Rec Center property, or to the property of others.
4. My child must not remove Rec Center property.
5. My child must not wear unacceptable logos or messages on his/her clothing. Recreation staff will determine appropriateness of clothing.
6. My child must keep a calm, quiet voice, and use absolutely no foul language.
7. My child must not fight, argue, push, throw objects or name call.
8. My child must not gossip.
9. My child must not use skateboards, bikes or scooters inside the Rec Center facility.
10. My child must use the bike rack at the Rec Center to store his/her bike safely.
11. My child must remain in a supervised group unless given permission otherwise.
12. My child must be respectful of all staff, volunteers, parents, and guest and must obey all staff and volunteers. When released from school or school activities my child is to check him/herself into the program. If my child fails to check in and is loitering the facility, **it is not Recreation staff's responsibility to locate my child.**

B. ZERO TOLERANCE

1. Possession, use, or being under the influence of alcohol or illegal drugs will not be tolerated.
2. Smoking and usage of lighters or other tobacco products or devices such as e-cigarettes are prohibited, regardless of age.
3. Violence (**Fighting**) and possession of weapons or explosives is strictly prohibited.
4. **Bullying:** Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be 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.

C. GENERAL FACILITY RULES

1. All food items must be consumed in designated eating areas. Food, drinks (**with no tops**), and chewing gum are not permitted in the gym, unless attending an authorized recreational activity.
2. No food or drinks of any kind will be permitted on the gym stage.
3. No sitting on the stage ledge or hanging/pulling on stage net.
4. Bicycles, rollerblades, "heelies" and skateboards are prohibited in all indoor facilities, and the pool area.
5. Shoes with marking soles are prohibited in the gym area.
6. Passing or kicking any type of ball and throwing Frisbees are prohibited inside the gym, unless under the supervision of the Recreation Center staff/BICS staff.
7. Animals are prohibited in the facility, unless utilized as a guide or assistant for people with disabilities.

K. ILLNESS

If a child becomes ill during After School Program/Day Camps and cannot participate in the normal daily routine, the recreation staff will notify a parent/guardian or emergency contact to pick up child.

L. MEDICATIONS

Some recreation programs/day camps operate on the Barona Indian Charter School campus; however, your child's medication is not accessible to our department. Medications must be presented to Barona Recreation Center staff in its original container, labeled with physician's name, phone number, prescription expiration date, prescription directions, and pharmacy contact.

M. INJURY

Mild scrapes or "Ouches" will be reported to parent/guardian by way of an "ouch report". Staff will use standard first aid and universal precautions when treating scrapes of falls. An Injury Report will be completed for more serious injuries and will be placed on file.

When a serious accident or injury occurs, the recreation staff will attempt to notify parent/guardians and emergency contacts. A more serious accident/ injury may require:

- 911 notification (paramedics)
- Emergency room visit via ambulance-accompanied by recreation staff
- Follow-up care by a doctor/dentist

In order to assure that a parent/guardian can be reached whenever necessary, all emergency numbers must be kept current. Parents/guardians are responsible for all costs incurred in the provision of emergency medical treatment for their child (ren).

IMPORTANT NUMBERS

Recreation Director
Brian Van Wanseele
 619-443-7003 ext. 225

Assistant Director
Bobbi B. Erbe
 619-443-7003 ext. 222

Administrative Assistant
Sandy Villaseñor
 619-443-7003 ext. 224

Recreation Leader II
Priscilla Saiz
 619-443-7003 ext. 234

Barona Recreation Center Office
 619 443-7003 ext. 5

WEB PAGES & SOCIAL MEDIA



Barona Recreation Center Web Page
<http://www.BaronaRec.com>

Facebook 

Barona Recreation Department

Inter-Tribal Sports
<http://www.intertribalsports.org/>

Barona Tribal Enforcement Office
 (619) 443-8976

J. AFTER SCHOOL / DAY CAMP PROGRAM LATE POLICY

Each incident (Incident 1-4) will warrant a \$1.00 charge for every minute a child is left at the Recreation Center between **6:00pm – 7:00 pm**. Child (ren) may not return until the suspension has been lifted and **all fees have been paid**.

If you are a Tribal Member/or live on the Barona Reservation Tribal Enforcement will be contacted and they will give you a courtesy notification at the address you provided on the registration packet. **After 7:00pm Tribal Enforcement will be contacted and your child (ren) will be dropped off at the Tribal Enforcement Dispatch Office.**

CONSEQUENCES FOR LATE PICK UP

- 1st Incident: *Warning* - A phone call will be placed to inform the parents/guardians that they have broken the program policy. Will warrant a \$1.00 charge for every minute a child (ren) is left at the Recreation Center.
- 2nd Incident: *Suspension*- Child (ren) will be ineligible to attend the program for **one day** and a phone call will be placed to inform the parents/guardians that they have broken the program policy. Will warrant a \$1.00 charge for every minute a child (ren) is left at the Recreation Center.
- 3rd Incident: *Suspension*-Child (ren) will be ineligible to attend the program for **two days** and phone call will be placed to inform the parents/guardians that they have broken the program policy. Will warrant a \$1.00 charge for every minute a child (ren) is left at the Recreation Center.
- 4th Incident: *Suspension*-Child (ren) will be ineligible to attend the program for **one week** and a phone call will be placed to inform the parents/guardians that they have broken the program policy. Will warrant a \$1.00 charge for every minute a child (ren) is left at the Recreation Center.

For a thirty day period after the 4th incident any incidents of late pick up the Recreation Center staff has the authority to revoke privileges of participation in all recreation center programs.

D. POOL RULES

1. All individuals are expected to follow directions given by the lifeguards on duty.
2. Lifeguards will clear the pool every 60 minutes for 10 minutes.
3. Take your children on bathroom breaks every 30 to 60 minutes.
4. Glass objects, including beverages are not permitted in the pool facility.
5. Absolutely no diving into the water.
6. Spouting or spitting of water in pool or on deck is not permitted.
7. Running is not permitted on the deck.
8. Disposable swim diapers are mandatory for children who are not “potty-trained”.
9. No food, drinks or chewing gum allowed in pool.
10. Horseplay, rough or boisterous play, such as running, pushing, dunking and splashing is not permitted.
11. With the consent and supervision of the lifeguard on duty, children must swim a short lap to ensure their ability to swim.
12. Children 7 years and younger must be accompanied and **actively supervised** at all times by a parent, legal guardian, or adult age 18 or older.
13. Must wear appropriate swimwear. All persons must abide by any additional posted rules.

E. VAN RULES

1. All passengers must be registered at the Recreation Center.
2. No eating or drinking in the vans, unless otherwise instructed.
3. Seatbelts must be worn at all times.
4. Parents with children under the age of 8 must provide a booster seat.
5. No loud or foul music.
6. Keep a calm voice.
7. Be respectful to driver and passengers.
8. Keep hands, feet and objects to yourself.
9. Pick up all trash before leaving van.
10. Radio controls are to be controlled by the driver or Rec Center staff.

F. CONSEQUENCES

When a Recreation Center participant violates the conduct agreement, zero tolerance policy, after school/day camp program, or any other rule set forth in the Recreation Center policy, he/she is subject to the appropriate course of disciplinary action.

G. ZERO TOLERANCE

Any Incident: Participant will be **immediately** suspended from all Recreation Center activities until participant and parent/guardian meet with Tribal Council and Sheriff.

H. CHECKING-IN & SIGNING-OUT

In order to better serve you and for the added safety of the children participating in our programs, we have implemented a more stringent check-in and signing-out procedure policy. It is **mandatory** for the parent/guardian to **PHYSICALLY** fill in the time of drop off/pick up and initial the attendance sheet daily. As we make changes to improve the way we supervise your children and raise the standard of our staff to be more vigilant in their duties, we need your cooperation and participation in order for us to succeed in this endeavor.

- Children that are checking into the AFTERSCHOOL PROGRAM must be checked in by a Recreation Leader at the designated check in area. **(school gate leading to snack bar)**
- Children that miss the initial check in at the school gate due to BISC activities must be escorted to the recreation office by a BICS staff in order to be checked in.
- Parents/Guardians of children that are attending the afterschool program should **ONLY** be filling out the pick-up time and initialing in the grey box.
- If for any reason you cannot **PHYSICALLY** sign the attendance sheet, give us a call at (619) 443-7003 ext. 5 and we will gladly assist you and send your child (ren) to meet you with attendance sheet.
- Children are **not allowed** to wait outside for a ride home unless we have a Minor Sign-In/Out Waiver on file. For safety reasons, a reasonable amount for waiting is 5 minutes.

Example of attendance sheets:

After School	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials
Jones, AJ	X	4:35PM	X	2:40PM	X	5:00PM	X	1:40PM	X	5:35PM
	M J		M J		M J		M J		M J	

Recreation Staff will be checking in students during regular school days by marking an **X** next to the name. ***If children are coming from Tribal tutoring center we will check them in.*** Otherwise parents must check in & out upstairs at the recreation center office. Sheets are located in the front office. **Please write in time & initial when checking in and out!**

Example of attendance sheet: **DAY CAMPERS**

Day Camp	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials
Jones, AJ	9:00 AM	4:35PM	8:30 AM	5:00PM			1:00PM	6:00 PM		
	M J	M J	M J	M J			M J	M J		

I. EMERGENCY & DISASTER PREPAREDNESS

Recreation officials must work swiftly to safeguard children and staff in the event of an emergency. The information that you provide each school year is vital.

FROM TIME TO TIME WILDCAT CANYON ROAD CAN BE CLOSED OFF IN BOTH DIRECTIONS DUE TO UNFORESEEN INCIDENTS. PLEASE REST ASSURED YOUR CHILDREN ARE IN EXCELLENT HANDS.

In case of an Emergency our staff members are trained in Frist Aid and CPR. The Barona Indian Reservation has its very own Emergency Services departments which includes 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 children while they are under our supervision as well as their orderly and safe release.

In an emergency situation, 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 going to the recreation center, you get information from the following sources:

- **Our mass notification system, we will enable a prompt notification to individual parents/guardians via text, voicemail and email messaging.**

If you are employed by Barona Resort and Casino, please don't leave work unless you have been instructed to do so from our recreation department.

Communication

It is understandable that parents will want to get in touch with their children in the event of an emergency. However, trying to call your child's cell phone may prevent them from hearing important, and perhaps even life-saving information.

Please avoid calling the recreation center during an emergency-the recreation center staff will be dealing with the situation and may not be available to answer the phone. Parents should use the *communication resources listed on this page to get information during an emergency.

The 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, parents will be informed as soon as children's health and safety has been ensured.

Communication Resources

Radio: KOGO 600 AM, KFMB 760 AM, KPOP 1360 AM, KPBS 89.95 FM
 Television: Local channels 6, 8, 10, 15
 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 (619) 542-7649

Parent Reunification Procedures

1. Provide your PHOTO ID when picking up your child during an emergency.
2. Please follow directions form emergency responders and recreation personnel.