

CITY OF ST. MARYS PARKS & RECREATION

2025 SUMMER PARK PROGRAMS PARENT HANDBOOK



CITY OF ST. MARYS PARKS & RECREATION

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CITY OF ST. MARYS DEPARTMENT OF PARKS & RECREATION

Dear Parents:

Welcome to the City of St. Marys Parks & Recreation Department! We are pleased to provide you and your child with an array of summer programs for the 2025 season!

This handbook contains information on our policies and procedures as well as addressing any questions you may have. The parent/guardian is responsible for reading, understanding, and adhering to the information within this handbook.

Our goal is to run our programs as smoothly and efficiently as possible. With your participation and cooperation, we will continue to have high-quality programs for your children!

If you have any questions or concerns, please contact Dani Kugler, Director of Parks & Recreation at 814-781-1718 ext 732.

Sincerely,

The City of St. Marys Parks & Recreation Team



CITY OF ST. MARYS

DEPARTMENT OF PARKS & RECREATION

If your child is new or is having any difficulties adjusting, please let staff know. It can make a significant difference in their day if we can start them off on a good note.

Let's work together to make sure your child has an amazing experience!

OUR PROGRAM GOALS:

- AIM TO PROVIDE A SAFE, SECURE, ENRICHING, AND AFFORDABLE PLACE FOR CHILDREN TO BE IN THE SUMMER.
- ENCOURAGE THE DEVELOPMENT OF SELF-ESTEEM BY PROVIDING A PLACE WHERE CHILDREN CAN LEARN ABOUT THEMSELVES, BUILD SELF-WORTH, AND EXPERIENCE SUCCESS.
- FOSTER RELATIONSHIPS AMONG PARTICIPANTS AND STAFF THAT HELP FORM FRIENDSHIPS.
- ENCOURAGE INDEPENDENCE AND GOOD CHOICE-MAKING SKILLS.
- PROMOTE GOOD COMMUNICATION SKILLS.
- DEVELOP ACTIVE LISTENING SKILLS.
- SUPPORT A HEALTHY RESPECT FOR DIVERSITY AND INCLUSION.
- PROVIDE AN INFORMAL, PEACEFUL, AND COMMUNITY-ORIENTED ENVIRONMENT WHERE CHILDREN CAN EXPERIENCE DIFFERENT ACTIVITIES THAT HELP THEM LEARN ABOUT THEMSELVES.

PARENT/GUARDIAN INVOLVEMENT

- IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO ENSURE THE CHILD'S ONLINE ACCOUNT IS UP TO DATE, INCLUDING EMERGENCY CONTACT INFORMATION.
- IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO KNOW WHAT PROGRAM(S) THE CHILD IS SIGNED UP FOR. WE WILL NOT SEND OUT REMINDERS. PARENTS CAN LOOK AT THE CHILD'S SCHEDULE ON THEIR RECDESK ACCOUNT.



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PROGRAM POLICIES

1. ENROLLMENT/REGISTRATION

- a. Online enrollment/registration is the fastest and most guaranteed way of securing your child's spot.
- b. Enrollment for each program ends at least 1 week prior to the scheduled program.
- c. Enrollment for summer programs is open online at STMARYS.REDESK.COM:
 - i. **ST. MARYS RESIDENTS:** APRIL 7, 2025 6AM
 - ii. **NON-RESIDENTS:** APRIL 14, 2025 6AM
- d. All programs and events (except Kickoff to Summer Bash) are setup for the INCOMING GRADE LEVEL FOR THE SCHOOL YEAR (2025-2026).

2. SIGN-IN/SIGN-OUT

- a. A parent/guardian is required to sign the child in and out of camp each day. If your child is leaving early for an appointment, won't be there for a day, or is being picked up by someone other than yourself, please inform a staff member at drop-off.
- b. If a child is permitted to walk or ride his/her bike home, they may sign themselves in or out. A written note needs presented to a staff member.
- c. If your child will be dropped off late, it is important that you find a staff member on park property to sign them in. Please DO NOT drop your child off without signing in and meeting with a staff member.
- d. If your child is not going to be present at camp, please email us at rec@stmaryspa.gov

3. REFUNDS

- a. Refunds are available to those who cancel their registration NO LESS THAN 1 WEEK PRIOR TO THE START OF THE PROGRAM. There will be no exceptions.
- b. All refund requests must be made via email to rec@stmaryspa.gov . Please include the participant's name and what camp/program you are cancelling for.
- c. Refunds will be granted in full if the program is cancelled by the department (normally if a minimum requirement is not met for the program--less the 3% CC fee).
- d. Refunds will be made via original payment method (less the 3% CC fee).



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DEPARTMENT OF PARKS & RECREATION

PROGRAM POLICIES

1. MEDICATION

- a. Staff is not permitted to administer any type of medication.

2. ELECTRONIC AND PAPER MEDIA

- a. By registering your child for participation in any of the department programs, you consent to and authorize the use and reproduction by the City of St. Marys any photographs and audio-visuals taken of your child for marketing materials.

3. POTTY TRAINING

- a. Children participating in any COSMPR program must be **FULLY** potty-trained, no exceptions.

4. FIELD TRIPS

- a. Parents will be asked to sign one permission slip at the start of the camp session. This permission slip will cover all trips that will take place during that session. Dates, destinations, and times can be found online at stmarys.recdesk.com under the camp in which you registered for.



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PROGRAM POLICIES

1. LOST AND FOUND

- a. Each park has a lost and found--please check frequently, as our totes pile up QUICKLY. All items not claimed by August 1 will be donated to the St. Marys Resale Shop.

2. REQUEST TO KEEP PARTICIPANTS SEPARATED

- a. We cannot accomodate any request by a parent/guardian to keep specific children separated during our program. Focusing so much of our Activity Leader's attention on managing or keeping children separated greatly restricts their ability to provide quality care for the remaining participants.

3. BEHAVIOR MANAGEMENT

- a. Behavior problems are managed through conflict-resolution techniques such as leader/child discussion, redirection, offering of choices, removal from situation, loss of privileges, and in severe situations, dismissal from the program. The department reserves the right to dismiss a child from a program if a child cannot adjust to the program setting and behave appropriately.

4. HEALTH & WELLNESS

- a. Children who are sick will not be permitted to attend camp. If your child becomes ill at camp, parents/guardians will be notified and expected pick their child up in a timely manner.

5. WAITLIST

- a. Programs are filled on a first-come, first-serve basis. In the event a spot opens, we will look to see who the next person in line is on the waitlist. You will be contacted via phone for information on this opening. If we do not hear back from you within 1 day, we will move to the next person.

6. WEATHER EMERGENCIES

- a. Our programs are held rain or shine. During rainy weather, we move children indoors to the facility onsite. However, if the forecast is calling for severe weather, we may inform you to pickup your child.



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COMMUNICATION WITH PARENTS

- WE WILL BE UTILIZING THE GROUP ME APP FOR THE 2025 SEASON TO COMMUNICATE WITH YOU FOR SPECIAL EVENTS AND PROGRAMS.
- THIS INCLUDES:
 - 4H STEM CAMP
 - FLAG FOOTBALL
 - BOYS & GIRLS BASKETBALL
 - DELGROSSO'S FIELD TRIP
- ANY DETAIL CHANGES FOR THE PROGRAM WILL BE RELAYED THROUGH THIS APP ONLY.
- YOU WILL BE PERSONALLY INVITED TO JOIN YOUR RESPECTIVE GROUP. YOU WILL NOT BE ABLE TO PUBLICLY SEARCH FOR THE GROUP.
- THE MAIN POINT OF CONTACT ON THE CHILD'S RECDESK ACCOUNT WILL BE INVITED TO JOIN THE GROUP ONLY.
- IT IS UP TO THE PARENT/GUARDIAN TO ENSURE INFORMATION IS TRANSFERRED AMONG SPLIT FAMILIES.

DOWNLOAD THE GROUP ME APP

- GO TO THE GOOGLE PLAY OR APP STORE ON YOUR PHONE
- SEARCH FOR "GROUP ME"-THE ICON LOOKS LIKE THIS ----->
- CREATE YOUR ACCOUNT
- YOU WILL THEN RECEIVE A TEXT MESSAGE FROM ONE OF OUR STAFF MEMBERS WITH A LINK TO JOIN THE RESPECTIVE GROUP IN WHICH YOUR CHILD IS A PART OF
- YOU WILL NOT RECEIVE INFORMATION IF YOU ARE NOT PART OF THE GROUP. THIS IS THE ONLY WAY WE ARE COMMUNICATING (UNLESS THERE IS AN EMERGENCY). PLEASE DO NOT FACEBOOK MESSAGE US WITH QUESTIONS
- YOU MAY NOT RECEIVE AN INVITE UNTIL WE GET CLOSER TO THE PROGRAM START DATE





CITY OF ST. MARYS DEPARTMENT OF PARKS & RECREATION

PROGRAM LOCATIONS

1ST-3RD GRADE KIDS CAMPS | MEMORIAL PARK | 9AM-3PM

- CIRCUS: JUNE 2-JUNE 5
- AMAZING ANIMALS: JUNE 9-JUNE 12
- LIL' ADVENTURERS: JUNE 16-JUNE 19
- HOLIDAZE: JUNE 23-JUNE 26
- PARTY IN THE USA: JUNE 30-JULY 3
- GALAXY GUARDIANS: JULY 14, 15, 17, AND 18 (NO CAMP JULY 16 DUE TO DELGROSSO FIELD TRIP)
- SPIRIT WEEK: JULY 21-JULY 24
- HAWAIIAN: JULY 28-JULY 31

IF YOUR CHILD PARTICIPATES IN A SWIMMING LESSON DURING THE TIME OF A CAMP LOCATED AT MEMORIAL PARK, PLEASE LET US KNOW. ONE OF OUR STAFF MEMBERS WILL WALK WITH YOUR CHILD UP TO THE POOL AND SIT UNTIL THEIR LESSON IS OVER.

4TH-6TH GRADE | BENZINGER PARK | 9AM-3PM

- SECRET AGENTS: JUNE 2-JUNE 5
- COLOR WARS: JUNE 9-JUNE 12
- BATTLE OF THE DECADES: JUNE 16-JUNE 19
- 4H STEM CAMP: JUNE 23-JUNE 26
- PARTY IN THE USA: JUNE 30-JULY 3
- SPIRIT WEEK: JULY 21-JULY 24
- HAWAIIAN: JULY 28-JULY 31

PARENTS ARE RESPONSIBLE FOR TRANSPORTATION TO AND FROM BENZINGER DUE TO SWIMMING LESSONS.

7TH-9TH GRADE | BENZINGER PARK | 9AM-3PM

- AS SEEN ON TV: JULY 14, 15, 17, AND 18 (NO CAMP JULY 16 DUE TO DELGROSSO FIELD TRIP)

DELGROSSO'S FIELD TRIP | 2ND-8TH GRADE (INCOMING) | 8:30AM-7:30/8:00PM

- DROPOFF/PICKUP: BENZINGER PARK | JULY 16
- BRING LUNCH, SWIM ATTIRE, MONEY (THIS IS A NO CASH PARK--KIOSKS ARE AVAILABLE!)
- WE HAVE A PAVILION AVAILABLE FOR RENT



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PROGRAM LOCATIONS

KICKOFF TO SUMMER BASH | K-5 (CURRENT) | 11:30AM-4:00PM

- BENZINGER PARK | MAY 30TH | REGISTRATION ENDS MAY 5 NO EXCEPTIONS
- INCLUDES T-SHIRT, TRANSPORTATION, ICE CREAM & LUNCH (PIZZA, WATER, CHIPS, AND FRUIT SLICES) OR BRING YOUR OWN

KID'S MINI MARKET | 3RD-8TH GRADE (INCOMING) | 10AM-1PM

- SHAWMUT PARK | JUNE 21 | REGISTRATION ENDS JUNE 7 NO EXCEPTIONS
- KIDS SELL OLD TOYS, BOOKS, TREASURES, OR HANDMADE ITEMS!

INNER PARK DAY | 3RD-7TH GRADE (INCOMING) | 8:45AM-2:15PM

- BENZINGER PARK | JULY 9 | REGISTRATION ENDS JUNE 4 NO EXCEPTIONS
- INCLUDES T-SHIRT WITH REGISTRATION | BRING YOUR OWN LUNCH

JUNIOR INNER PARK DAY | KINDER-2ND GRADE (INCOMING) | 8:45AM-12:45PM

- BENZINGER PARK | JULY 10 | REGISTRATION ENDS JUNE 4 NO EXCEPTIONS
- INCLUDES T-SHIRT WITH REGISTRATION | BRING YOUR OWN LUNCH

BOY'S BASKETBALL | 4TH-6TH GRADE (INCOMING) | 9AM-11AM

- BENZINGER PARK
- GAME DAYS (MONDAY MORNINGS)
 - JUNE 2, JUNE 9, JUNE 16, JUNE 23, JUNE 30, JULY 7, JULY 14, JULY 21, JULY 28

BOY'S BASKETBALL | 7TH-9TH GRADE (INCOMING) | 9AM-11AM

- BENZINGER PARK
- GAME DAYS (WEDNESDAY MORNINGS)
 - JUNE 4, JUNE 11, JUNE 18, JUNE 25, JULY 2, JULY 23, JULY 30 (NO GAMES JULY 9 OR JULY 16)

GIRL'S BASKETBALL | 4TH-8TH GRADE (INCOMING) | 9AM-11AM

- BENZINGER PARK
- GAME DAYS (TUESDAY MORNINGS)
 - JUNE 3, JUNE 10, JUNE 17, JUNE 24, JULY 1, JULY 8, JULY 15, JULY 22, JULY 29

FLAG FOOTBALL | 4TH-9TH GRADE (INCOMING) | 9AM-11AM

- BENZINGER PARK
- GAME DAYS (THURSDAY MORNINGS)
 - JUNE 5, JUNE 12, JUNE 19, JUNE 26, JULY 3, JULY 17, JULY 24, JULY 31 (NO GAMES JULY 10)



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PROGRAM LOCATIONS

LIL' EXPLORERS HOUR | 4-6 YEAR OLDS | 10AM-11AM

- **BENZINGER PARK**
 - **LIL' BEAR EXPLORERS: JUNE 4**
 - **LIL' SPACE EXPLORERS: JUNE 11**
 - **LIL' POLICE EXPLORERS: JUNE 18**
 - **LIL' FIREMAN EXPLORERS: JUNE 25**
 - **LIL' SHARK EXPLORERS: JULY 2**
 - **LIL' FARM EXPLORERS: JULY 23**
 - **LIL' CAMPFIRE EXPLORERS: JULY 30**
- **THERE ARE NO LIL' EXPLORER HOUR PROGRAMS ON JULY 9 OR JULY 16 DUE TO INNER PARK DAY AND DELGROSSO'S.**



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WHAT TO BRING/WEAR:

- Each child is required to bring a packed lunch, drink, and snack each day to camp. Refrigeration and microwaves are not available for camp kids. Please refrain from packing anything with peanuts or peanut butter due to allergies of staff and other participants. (EXCEPT KICKOFF TO SUMMER BASH OR DELGROSSO'S DEPENDING ON IF YOUR CHILD BUYS THEIR LUNCH) PLEASE CHECK RECDESK FOR COMPLETE INFORMATION!
- An additional water bottle--different from lunch. Please send a reusable water bottle with your child's name on it every day.
- Extra set of clothes--kids get dirty!
- Swim suit/towel/sunscreen--we love to take advantage of water games if the weather is right!
- Please send your child dressed appropriately and comfortably, ready for warm or cold, rain or shine! We ask that children have closed toed shoes to allow full participation.
- Backpack for their things-labeled with their name.

What to NOT Bring/Wear:

- Please leave all electronic devices at home. If a child needs a cell phone, they will be permitted to keep it in their backpack on silent.
- Do not send money with your child.
- If your child is not willing to share something, please leave it at home--if they don't absolutely need it, please don't send it! :)

The department is not responsible for missing, lost, or stolen items.