



Washington Township  
Recreation Department

**PARENT RESOURCE GUIDE**  
**SCHOOL DAYS OFF**



**2022/2023**



Dear Parent or Guardian:

Washington Township Recreation Department's Rec'ing Crew staff is looking forward to a fun-filled afterschool program designed for children Kindergarten through fifth grade.

It is the Recreation Department's intent to provide a wide variety of activities to promote social and physical development in an interesting and exciting environment. The Township's 26-acre park, RecPlex East and West provide ample play and nature areas for all of the children to enjoy and encourage them to interact with their peers and develop skills that include confidence and creativity.

This resource guide has been designed to serve as a reference tool for parents/guardians. Communication is the best tool for assuring that a child and their parents/guardians are having an enjoyable experience in our Rec'ing Crew Program. Please feel free to speak with the Rec'ing Crew staff at any time when picking up your child.

Please don't hesitate to reach out anytime if you have any questions.

Our staff looks forward to meeting you and your child(ren).

Sincerely,

Sheila Russell  
Recreation Leader  
[sheila.russell@washingtontwp.org](mailto:sheila.russell@washingtontwp.org)  
937-433-0130 Ext. 2802

Sara Moyer  
Recreation Assistant  
[sara.moyer@washingtontwp.org](mailto:sara.moyer@washingtontwp.org)  
937-433-0130 Ext. 2750

## GENERAL INFORMATION

### Rec'ing Crew

Rec'ing Crew is an after-school program for children in kindergarten through 5<sup>th</sup> grade. Our mission is to keep your child safe, happy, and engaged in constructive pursuits every day that Centerville schools are in session for students. Daily transportation from Centerville City Schools is provided by Centerville City Schools Transportation. Please contact them at 937-885-7776 to coordinate transportation for your child.

Rec'ing Crew is not held when Centerville schools are experiencing an emergency school closing; i.e. inclement weather. Credit for these paid days will be given during the next month's billing cycle.

After school program hours are Monday – Friday 2:30 pm to 6:00 pm.

The following programs are also available when Centerville Schools are not in session. For registration information for these programs, please visit our website; [www.washingtontwp.org/youthcare](http://www.washingtontwp.org/youthcare)

### School Days Off

Services are offered for grades K-5 when Centerville City Schools are not in session for students; e.g. holiday, parent/teacher conferences and/or teacher in-service days. You are responsible for dropping off and picking up your child from the program.

School Days Off program hours are 7:30 am to 6:00 pm.

### Winter Break and Spring Break Camps

Holiday Break and Spring Break Camp are offered for grades K-5 during Centerville City Schools during winter and spring break. You are responsible for dropping off and picking up your child for these camps.

Break Camp program hours are 7:30 a.m.- 6:00 pm.

### Contact Information

Youth Enrichment Recreation Leader  
Sheila Russell  
937-433-0130 Ext 2802  
[sheila.russell@washingtontwp.org](mailto:sheila.russell@washingtontwp.org)

Youth Enrichment Recreation Assistant  
Sara Moyer  
937-433-0130 Ext 2820  
[sara.moyer@washingtontwp.org](mailto:sara.moyer@washingtontwp.org)

### Locations

RecPlex West  
965 Miamisburg-Centerville Road  
Dayton, OH 45459  
Phone: 937-433-0130

RecPlex East  
895 Miamisburg-Centerville Rd  
Dayton, OH 45459  
Phone: 937-433-0130

## REGISTRATION AND PAYMENT INFORMATION

WEBSITE: [washingtontwp.org/Rec'ing Crew](http://washingtontwp.org/Rec'ing Crew)

FACEBOOK: [facebook.com/WashingtonTwpRec](https://facebook.com/WashingtonTwpRec)

### Registration

Rec'ing Crew registration can be done [online](http://www.washingtontwp.org/register) ([www.washingtontwp.org/register](http://www.washingtontwp.org/register)) or in person at any of our recreation facilities during business hours. Registration for the next Rec'ing Crew week ends at noon the Friday before the new week starts.

### Daily Fee

Complete Pass Holders	\$18.00/day
Residents of Washington Township and Centerville	\$19.00/day
Non-Residents	\$20.00/day

Parents may register their child for one day, a full week or something in between.

### Payment Process

Parents/Guardians will be billed for their child's attendance. Complete Passes must remain active to receive the pass holder rates. If passes are not active, Resident/Non-Resident rates will be charged, and no credit will be given.

All credits due to cancellation of school sessions, will be applied to the next month's invoice.

Washington Township accepts cash, check, Visa and Mastercard. If issuing a check, please make payable to Washington Township Trustees.

### Cancellations/Refunds

Refunds will be issued prior to 12:00pm on the preceding Friday of the start of the next week.

Cancellation for future months made prior to or on the 15<sup>th</sup> of the current month receive a full refund.

No refunds will be given once the scheduled day has begun.

**There are no refunds for short term illnesses once Rec'ing Crew has begun.** Should a Rec'ing Crewer have a long-term illness or injury that limits their ability to attend Rec'ing Crew, a letter can be written to the Youth Enrichment Leader Director, accompanied by a Doctor's Statement detailing the problem and limitations for review.

All refunds will be placed on a household account. Patrons may request a refund check in writing.

## Late Fee Assessment

Payment is due on or before the date listed on the monthly invoice. Payment received after the due date will be assessed a late fee of \$2.00 pr/day for a total of 14 calendar days or \$28.00. The following month's invoice will reflect the total late fees incurred.

## Change in Schedule

A Change In Schedule Form must be completed for any change in your child(ren) schedule. This form must be submitted two weeks in advance and can be found on our website at: [www.washingtontwp.org/youthcare](http://www.washingtontwp.org/youthcare).

### **Registration and Payment Process**

## Required Medical Forms

- Complete the ONLINE Health Profile Form through CampDocs for emergency, medication and activity information. An invite from CampDocs will be sent to you upon completion of your registration. No child will be permitted to attend Rec'ing Crew or School Days Off without these forms on file. Those children who participated in the 2022 Summer Camp program are not required to complete a new form. However, if there have been any changes to your child's information, please log in and update the information. If you have further questions, please call or text the Rec'ing Crew Cell phone at 937-607-8864 or email [sara.moyer@washingtontwp.org](mailto:sara.moyer@washingtontwp.org)

Follow the instructions to complete the registration. Once the file is in file, it is good for one year or unless medical history or other information has changed.

**This information must be on file with our staff prior to your child's participation in Rec'ing Crew.**

The deadline for submitting the Health Profile Form ends at 12 noon on the Friday prior to the start of Rec'ing Crew or 12 noon the day before a School Days Off program.

The *Health Profile Form through CampDocs* will give our staff:

- **Emergency Contact Information**
- **Health Profile** for each child including information on allergies and authorizations for use of inhalers and anaphylaxis care when appropriate. It also includes your child's immunization record and a section for parents to document non-immunized children.
- **Activity Restrictions** for children who may have special needs.

- **Mental, Emotional and Social Health** information regarding your child. Please help us set your child up for success by sharing important needs of your child.
- **Permission to Transport Authorization** for children on field trips or requiring medical transport.
- **Permission to Swim Authorization**, which guides our staff as to your child's swim abilities.
- **Medication Authorization\*** for children who may need medication administered at any point during the summer. This includes all over-the-counter medications as well as prescriptions. A reminder to parents that this includes the application of sunscreen. Staff will complete a medication form at check in on the first day of Rec'ing Crew. All medication **MUST** be in the original container and accompanied by only the amount needed for the week. All medications during the Rec'ing Crew season is secured in a locked bag with instructions carried and administered by the Rec'ing Crew Director. All original containers will be returned to the parent/guardian at the end of the season. Any original containers/inhalers or EpiPens that are not picked up will be disposed of properly. All staff received training in Medication Administration.
- **Alternate Pick-Up Authorization** for parents to designate alternate drivers to pick-up their child.
- **General Medical Release and Informed Consent Acknowledgement.**

#### REC'ING CREW DAILY SCHEDULE

2:30 pm – 3:00 pm	Student drop off/Snack Time
3:00 pm - 3:30 pm	Homework/Quiet Time
3:30 pm – 5:00 pm	Scheduled Activities (for types of activities see below)
5:00 pm – 6:00 pm	Supervised free play/pick-up

#### Scheduled Activities

Rec'ing Crew will follow a routine weekly and each month a new schedule will be emailed as some featured activities will change. Your child will enjoy all the RecPlex amenities such swimming, a 24 ft. Climbing Wall, Movies in our theatre and sports in our gymnasium. Additionally, when the weather cooperates our Rec'ing Crew will be outside as much as possible enjoying the 21- acre Countryside Park that features playgrounds, nature trails and pollinator gardens. Special guests will be featured throughout the month including specialists in the following areas: art, financial literacy, STEM and Nature.

## REC'ING CREW CHECK-LIST

The following is a quick reference check list to ensure that your child is properly prepared for Rec'ing Crew each day. A detailed description is listed on pages indicated.

### **Before Rec'ing Crew Begins:**

- ✓ Complete the ONLINE Health Profile Form. We have teamed up with **Camp Docs** to provide **ONE** form for emergency, medication, and activity information. An invite from **Rec'ing Camp Docs** will be sent to you upon completion of your Rec'ing Crew sign up. No child will be permitted to attend Rec'ing Crew without these forms on file. If you have further questions, please call Sara Moyer 937- 432-2750 or email [sara.moyer@washingtontwp.org](mailto:sara.moyer@washingtontwp.org)
- ✓ Read this document.
- ✓ Locate RecPlex West for daily drop off and pick up location of your child.

### **What TO Bring to Rec'ing Crew:**

- **Snacks:** We provide a daily snack, however, if your child does not prefer our snacks or your Rec'ing Crew kiddo gets especially hungry after school, please send in extra snacks.
- **Insulated water bottle:** Rec'ing Crew should drink lots of water throughout the day and will have opportunities to refill bottles throughout the day.
- **Swimsuit and Towel:** Wednesdays will be swim days beginning in September. Swim tests will determine the areas of the pool Rec'ing Crew can use. For Rec'ing Crew only, the Rec Pool and Slides are open. For School Days Off each child will be wrist banded with the appropriate color designating the area they are permitted to swim in. There is no alternative activity to swim time. For children who prefer not to swim, they can sit out and enjoy a book, play cards or other quiet activity on the pool deck with others, supervised by our Rec'ing Crew counselors.
- All these items should be brought in a bag, clearly labeled with the child's name.

### **What NOT to Bring to Rec'ing Crew or School Days Off:**

- **Money.** Please do not allow your child to bring money to the RecPlex. They will not be allowed to purchase snacks from vending machines, and they will not visit gift shops while on field trips if participating in School Days Off..
- **Electronics.** This includes phones and iPods, among other items. These will be required to be kept in backpacks and turned off if they are brought to the RecPlex.. **Should your child bring these items against recommendation, and they become lost, stolen, broken or misplaced, the Recreation Department takes no responsibility for the items.**
- **Glass bottles or containers.**

- **Knives or other weapons.** Parents will immediately be called should your child bring a weapon to the RecPlex and disciplinary measures, up to suspension or expulsion from Rec'ing Crew or School Days Off will be taken.
- **Slime, toys, trading cards, Pokémon cards, anything of value.**

### Special Circumstances:

- Food to be shared with other Rec'ing Crew or School Days Off must be discussed with the Program Director at least 2 days prior to bringing into Rec'ing Crew. Allergies, quantity, and appropriate time for drop off will be discussed.

### End of the Day:

- ✓ Pick up your child at Rec Plex WEST between 5 and 6 pm unless otherwise indicated on the door. (Reference page 9 and 10)
- ✓ Present your **Driver's License** to the staff member. Sign your child out on the clipboard. You must enter the facility to sign your child out. (Reference page 12)
- ✓ Ensure your child has all their belongings. (Information on lost and found maybe found on page 6)

### Call In Procedure

If your child will not be attending on a scheduled day, please email [sara.moyer@washintotwp.org](mailto:sara.moyer@washintotwp.org) by 12:00pm. You may also call or text the Rec'ing Crew cell phone at 937-607-8864. If leaving a message, please include your child's name and school.

### Lost and Found

We ask that Rec'ing Crew be responsible for their own belongings. Rec'ing Crew staff and the Recreation Department are not responsible for lost, stolen, or misplaced items.

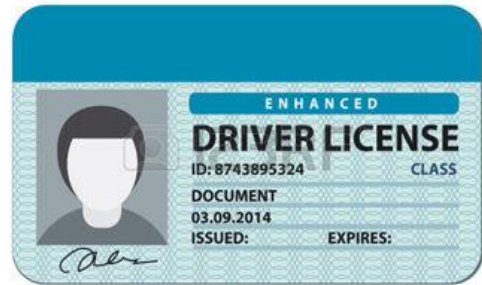
- Items that are left unclaimed at Rec'ing Crew sites at the end of the week will be brought to the Lost and Found area of Rec West.
- Items left in the pool area are placed in the Lost and Found at the RecPlex.
- Items left at a field trip site will be the responsibility of the family to retrieve. Rec'ing Crew staff will do their best to ensure that all items are gathered before departing the site.
- Items left at Rec'ing Crew may not be retrieved after the Rec'ing Crew Day ends if the Rec'ing Crew staff has already gone home and locked the site.

## Daily Sign In/Out Procedure

### Daily Sign-In/Pick-Up

The Rec'ing Crew Sign In/Out Sheet is signed by an authorized adult and a valid Driver's License must be presented each time at pick-up.

Parents may authorize additional adult on the *Health Profile Form*. Contact Sara Moyer, at sara.moyer@[washingtontwp.org](mailto:sara.moyer@washingtontwp.org) or call (937) 433-0130 and ask for her in cases of emergency.



### Late Arrival to Rec'ing Crew

If you arrive late to drop your child off, first go to the RecPlex WEST. If you are unable to locate the group, bring the child to the front desk at RecPlex EAST and ask for assistance or call the Rec'ing Crew Cell Phone at 937-607-8864.

Should you be late on a field trip day during School Days Off, ***the group will not wait for your arrival***. You must locate the group at the designated field trip location. Check your child's Rec'ing Crew director for specific information on field trip departure and return times.

### Early Departure

Should it be necessary for a child to be picked up early from Rec'ing Crew, please inform your child's Rec'ing Crew Director in the morning, and designate a time and location for their departure.

For School Days Off participants, should a child need to depart early on a travel day, the parent or authorized adult may need to go to the travel site and present a valid driver's license for check out.

Please understand that our staff cannot change the activity schedule to accommodate a child's daily schedule. Note travel days for your child's and know departure times, because those times will not be altered for individual needs.

Beginning at 5 pm, children may choose to watch a movie in our theatre, participate in games, quiet activities, or crafts. Parents or guardians must present a valid driver's license to the staff member at the table in the lobby area at RecPlex WEST to sign their child out for the day.

### Tardy Pick- Up Policy

While we do understand that unusual situations arise, it is necessary to standardize the policy for Tardy Pick-Up, so all patrons are treated in an equitable manner. Please make every attempt to contact us at 937-607-8864 if you feel you may be late picking up your child(ren). Any child(ren) that has not been picked up by 6:00 pm will be assessed a late fee.

**The following policies have been established:**

- We expect prompt pick up at the end of Rec'ing Crew or extended care. We understand that unexpected issues. Arise. However, multiple late pickups will be addressed.
- If you know you are going to be late, due to an emergency, please call or text the Rec'ing Crew Cell Phone at 937-607-8864 to let our staff know.
- Late pickups after the first 10 minutes, parents will be charged \$1.00 per minute up to 30 minutes. After the first 30 minutes, parents will be charged \$2.00 per minute.
- If tardiness persists, you will receive a call from our staff to resolve the problem.
- If a child is not pick up after 10 minutes, all authorized pick-up contacts will be called. After 30 minutes, the Montgomery County Sheriff's Office will assist in locating the child's responsible party.

## **Health and Safety**

### **Safety Procedures- General**

The following rules have been established for the summer Rec'ing Crew program and School Days Off to ensure that the staff will provide the safest environment for our participants:

- No child will ever be left unsupervised.
- Children will be escorted to and from the building during outside activities.
- Rec'ing Crew staff will have current CPR/AED/First Aid certification.
- Rec'ing Crew staff will receive Concussion Awareness training.
- Supervisory Rec'ing Crew staff will receive best practices training on administering medication.
- All Aquatic Staff have current Lifeguard Certification.
- Supervisory Rec'ing Crew staff will review and have access to each Rec'ing Crew Emergency Medical Form while on-site and away on field trips. Our staff considers this information confidential.
- Accident/Incident Reports will be completed and available to parents at the end of the day.
- Evacuation Procedures are posted in each room of the facility. The children will be made aware of the procedures through discussions.

### **Transportation/Field Trip Safety for School Days Off Participants**

The following field trip rules apply to all School Days Off Participants:

- Participants in School Days Off will travel to local destinations on field trips and be transported by a Centerville School Bus and bus driver to their designated location.
- Each child on a field trip will have a wrist band attached to their wrist containing the RecPlex's name and phone number. This band is theirs to keep.
- Your child will be instructed on bus rules prior to departure.

- Appropriate child restraints will be required in our vans. Bus seats comply with state laws; no restraints are available.
- Directors will have first aid kits and access to Emergency Medical Forms and medication on all field trips.

## Aquatic Safety

Prior written permission for each child to participate in recreational swims must be obtained from the parent or guardian, by signing the Permission to Swim Authorization on the Participant Medical Form. Summer Rec'ing Crew staff and certified aquatic staff will supervise all pool activities on site.

## Swim Testing Procedure

On the ***Camp Doc Health Profile***, parents/guardians will specify their child's level of participation in swimming/water activities.

If parents indicate on the form that they are comfortable with their child participating in swimming/water activities in water depths of 2' or greater, their child will be given a swim test on their first day of Rec'ing Crew. The test requires the child to swim one lap of the lap pool (25 yards). Your child must be able to show a swimming stroke (no dog paddling or underwater swimming will be accepted) at least half the length of the pool, then be able to swim the other half in a stroke they are comfortable swimming. Children must show that they can swim with their face in the water to successfully complete the swim test. Be sure that children have their goggles, nose plugs, or ear plugs each day for swimming. These are not supplied at Rec'ing Crew.

Your child will be given a swim band colored to correspond to their swimming ability. Both the summer Rec'ing Crew staff and aquatic staff are trained to recognize the band colors as follows:

- The children who can swim one lap of the Lap pool will be given a color band that enables them to swim in all pool areas.
- Those children who cannot swim one lap of the main pool and whose parents request that they stay in shallow water or those children who choose not to take the test, will be given a band that denotes that they must stay in the recreation pool.
- The Waterslide Test will be given to those who are tall enough to stand at the bottom of the waterslide and have demonstrated adequate swimming skills to enable them to safely use the slide. These participants will be given a band which will allow them access to the slide and the recreation pool only during swim time.

Rec'ing Crew whose parents have prohibited their participation in swimming/water activities on the ***Camp Doc Health Profile*** will not participate in these activities. Parents who specified 2' of water or less on the form must contact Sara Moyer via email: [Sara.Moyer@washingtontwp.org](mailto:Sara.Moyer@washingtontwp.org) stating that they do not want their child to participate.

## Communicable Disease Policy

All children will be observed daily as they enter the program for signs of communicable diseases. If a child appears ill, a call may be made to the child's parent to discuss the situation and to determine what alternate plans can be made should a child need to be isolated from other Rec'ing Crew.

Until the parent or alternate caregiver arrives, the following steps will be taken to remove the child from contact with other children:

- Your child will be taken to an office to rest quietly until the parent/guardian arrives.
- The child will be within visual and auditory range of a staff member who will observe the child for worsening conditions until the parent arrives.
- Should the illness occur on a field trip, the parent may be asked to pick up their child at the trip site.
- It would be helpful to know if your child becomes ill with a contagious disease, so we can notify other parents in the program that their child may have been exposed to that illness.

## Concussion Safety

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Concussion injuries are not limited to sports activities or athletes. Anyone who suffers a bump to the head can be affected. Our staff is trained to recognize and evaluate concussion symptoms and to alert medical personnel when they may have occurred. An information sheet titled “Heads Up” provided by the CDC is included at the end of this guide.

## Special Needs or Medical Disabilities

Please make the staff fully aware of special needs or restrictions your child may require on the ***Camp Doc Health Profile Form***. This information enables our staff to know how to best serve your child. If you would like to discuss your child’s needs or have questions, please email [sheila.Russell@washingtontwp.org](mailto:sheila.Russell@washingtontwp.org) before the start of your child’s Rec’ing Crew.

## Procedures for Medical Emergencies

Should a child become ill or injured during Rec’ing Crew the following procedure will be followed:

- In the case of a minor accident or medical emergency, a staff member notifies the Rec’ing Crew Director and assistance is sent. The child may be moved to an office to rest quietly, while they await the arrival of their parent/guardian.
- In the case of a serious accident or medical emergency, 9-1-1 will be called and the parents will be notified immediately. The child will be taken to the hospital of choice when possible or released to the parents depending on the situation. If emergency services are contacted, transportation to the hospital will always be done by medics.
- If the parents cannot be located, the emergency contacts are called. All information should be accurate and current on the ***Camp Docs Health Profile Form*** to ensure the proper care will be given to your child in the case of an emergency.
- A supervisory staff member will accompany the child to the Emergency Room at the hospital if the parent does not arrive prior to departure. The staff member will give access to the Participant Medical Form to the medics and doctors at the hospital.
- Should the parent arrive before departure of the EMS Unit, the staff will turn all responsibility of accompanying the child to the hospital over to the parent.
- All documentation of the incident will be completed by the staff and turned in to the Rec’ing Crew Director before clocking out for the day.

## Child Abuse Policy

By state and county law, all agencies that provide children's programming are required to report suspected child abuse to the appropriate authorities. Likewise, should a child indicate to a staff member that any sort of abuse is occurring to them, it is the staff's obligation to report this to the Montgomery County Children Services.

## Discipline Procedures

The safety and enjoyment of all participants is our main concern. The Recreation Department staff shall maintain a positive approach to discipline by rewarding desirable behavior with positive reinforcement. The Participant Code of Conduct, the Transportation Rules, the Discipline Procedures, and rules that may be specific to each Rec'ing Crew will be discussed with the children at the beginning of every session, so they are aware of all the rules.

Please review the following information with your child before the Rec'ing Crew program begins so they understand their behavior expectations from the beginning.

### Participant Code of Conduct

- Participant will show respect to staff and other participants by following directions, keeping hands and feet to themselves, and refraining from using profanity or other disrespectful language.
- Respect the property of the Rec'ing Crew, the RecPlex facility, the bus, and property of offsite facilities.
- Participant must remain with the assigned group at all times.
- No physical or verbal fighting with other participants or staff members.
- No weapons, including, but not limited to pocketknives.
- Participants should refrain from attending the program if they are ill.
- Follow the direction of the staff.
- Participate in Rec'ing Crew activities.
- Clean up after yourself.
- Be safe! Always obey Rec'ing Crew, pool, activity, bus rules and staff.
- Be positive and have fun!

### School Days Off Transportation Rules

- Children must be seated at all times.
- Seat belts must be worn at all times when provided.
- No eating or drinking in any vehicle.
- Participants are to speak quietly as a courtesy to the driver.
- No throwing of objects.
- No hands/arms out the windows.
- Do not leave any trash or personal objects in the vehicle as it may not be possible to retrieve belongings left behind.
- All rules observed by Centerville City School Transportation.

## Disciplinary Action

The goal for our program is to provide a safe, positive, and enriching environment for community children to grow, explore and make memories. The Washington Township RecPlex would like your child to have the best experience this summer while they are attending. All participants must review and adhere to the policies set forth to ensure our goal is met for every single participant attending. This policy, along with the expectations of the RecPlex, are in place for the safety of your child and our staff.

If any of the rules and expectations are not followed, there are guidelines that the staff will follow to address and improve the situation. Participants are expected to exhibit appropriate behavior at all times while at Rec'ing Crew/School Days Off. Rec'ing Crew staff has the right to skip steps if certain behaviors are displayed (i.e., aggressive behavior will not be tolerated).

**Step 1** – Verbal Warning and discussion with child regarding a more positive choice for the future.

**Step 2** – Participant Crew will sit out the current activity for a reasonable length of time designated by the staff.

**Step 3** – An incident report will be completed by the involved staff. A copy will be signed by a parent or guardian and kept on file in the Rec'ing Crew office. A copy of the report will go home with the parent.

**Step 4** – Phone conference with parent to discuss child's behavior and next steps if behavior continues.

**Step 5** – Meeting with the Rec'ing Crew Coordinator and Youth Enrichment Leader, involved staff, parent(s)/guardian, and Rec'ing Crew. At this meeting our staff reserves the right to dismiss a participant, whose behavior endangers the safety to themselves or others, or has repeated aggressive offenses thereby bypassing some of the disciplinary steps outlined above.

### Immediate Dismissal Examples (but are not limited to):

- 1.) Any child who brings a weapon to Rec'ing Crew (i.e., butterfly knife, blade, bb/airsoft gun, explosive device, etc.)
- 2.) Any child who brings drugs, alcohol, or tobacco of any kind.
- 3.) Any child who makes a credible threat to hurt themselves or others.
- 4.) Any child who seriously harms self, or others will be removed (physical, emotional, or verbal abuse).
- 5.) Any child who verbally, emotional, or physically abuses anyone will be removed.

### Behavior Report and Process or Dispute

As the program staff seek to treat the children and their families with respect, parent and guardians' area also expected to display professionalism in all inquiries and disputes about discipline decisions and incident response.

All program and/or staff issues, comments, or concerns should be directed to the Rec'ing Crew Coordinator, not the Rec'ing Crew directors or counselors, can be contacted by email at [Sara.Moyer@washingtontwp.org](mailto:Sara.Moyer@washingtontwp.org) or by phone at (937) 432-2814. If the parent/legal guardian is not satisfied with the response by the Rec'ing Crew Coordinator, they may request an appointment to meet with the Youth Enrichment Recreation Leader, Sheila Russell.

# CONCUSSION Information Sheet



This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

## What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

## How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - › Work with their coach to teach ways to lower the chances of getting a concussion.
  - › Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
  - › Ensure that they follow their coach's rules for safety and the rules of the sport.
  - › Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.



**Plan ahead.** What do you want your child or teen to know about concussion?

## How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

### Signs Observed by Parents or Coaches

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (*even briefly*).
- Shows mood, behavior, or personality changes.
- Can't recall events *prior to or after* a hit or fall.

### Symptoms Reported by Children and Teens

- Headache or "pressure" in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not "feeling right," or "feeling down."

**Talk with your children and teens about concussion.** Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*

To learn more, go to [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP)



Centers for Disease  
Control and Prevention  
National Center for Injury  
Prevention and Control

**Concussions affect each child and teen differently.** While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' health care provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.



### What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

Children and teens who continue to play while having concussion symptoms or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect a child or teen for a lifetime. It can even be fatal.

Revised 5/2015

### What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a health care provider and only return to play with permission from a health care provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's health care provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a health care provider.



To learn more, go to [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP)

You can also download the CDC HEADS UP app to get concussion information at your fingertips. Just scan the QR code pictured at left with your smartphone.

# NOTES

