



TOWN OF LINCOLN

Middlesex County...Massachusetts

RECREATION DEPARTMENT

P.O. Box 6353
Lincoln, MA 01773-6353
Tel 781 259-0784
Fax 781 259-1333

BEHAVIORAL CONTRACT

The purpose of this agreement is to develop a common understanding between the participants, their families and the department staff and committee, regarding the procedures followed and behavior expected at all Recreation Department field trips, events and activities.

PARTICIPANT BEHAVIORAL EXPECTATIONS:

- 1) Participants will conduct themselves in a safe and respectful manner at all times. They will follow the direction of the Staff/Instructors/Trip Chaperone/Supervisor at all times.
- 2) Participants will not participate in any form of violent behavior.
- 3) Participants will not participate in any hazing, bullying, intimidation, threats of violence, harassment or any form of inappropriate controlling, either verbal or physical.
- 4) Participants are not to leave or separate themselves from the group at any time, unless approved to do so by the Staff/Instructor/Trip Chaperone/Supervisor.
- 5) Participants will not take anything, without permission, that does not belong to them.
- 6) Participants will not damage or deface any property. Families will be held responsible for any monetary reimbursements due to property owners.
- 7) Participants will not bring objects that are deemed dangerous or disruptive to the program, (pocket knives, fireworks, pellet guns, etc.) and subsequently will not possess or use any illegal objects. Use of personal entertainment devices are solely at the discretion of the Staff/Instructor/Trip Chaperone/Supervisor.
- 8) Tobacco, Alcohol, and all illegal substances are prohibited on all Recreation Department activities.
- 9) Participants will not use verbally inappropriate or abusive language; or physically inappropriate or abusive actions at any time during a Recreation Department activity.

These expectations are not intended to be all-inclusive, and any action deemed unsuitable or unsafe by the Staff/Instructor/Trip Chaperone/Supervisor may be subject to the disciplinary actions outlines below:

DEPARTMENT DISCIPLINARY PROCEDURES:

Depending on the severity of the offense, the following actions may be taken:

1. The participant will be warned against future infractions.
2. The participant may be removed from the situation and asked to sit with Staff/Instructor/trip Chaperone/Supervisor. A parent will be notified of the situation.
3. If damages are involved, the participants will be responsible for their repair. A parent or guardian is ultimately responsible for any damages incurred by their child.
4. A parent may be notified and asked to come and remove the participant from the program. In these cases, a parent/child conference with the Recreation Director is mandatory before the participant can return to any Recreation Department activity.
5. In the interests of program safety, the Recreation Director reserves the right to withhold a participant from any Recreation Department activity until the necessary parent/child conferences have been completed. In extreme or repeated cases, the Recreation Director may suspend a participant's enrollment or expel a participant from any and all Recreation Department activities.
6. Appeals to the Recreation Directors decisions can be directed to: *The Lincoln Recreation Committee, ATT: Chairperson, Box 6353, Lincoln, MA 01773.*

OVER PLEASE...

PARENT/GUARDIAN INFORMATION:

All Recreation Department programs are run with your child's safety as the first priority. This section is designed to make sure you understand the procedures we follow when on a department field trip or activity. We ask all participants to wear a watch when attending a Recreation Department Trip. The Staff/Instructor/Trip Chaperone/Supervisor will determine which system will be used to supervise each activity. Questions regarding which system will be used on an upcoming trip can be directed to the Recreation Office at 781 259-0784.

Attendance:

Attendance is taken *by name* before we leave the parking lot for the trip, as well before leaving any location. (*Entering the destination, destination to destination, destination back to bus, bus leaving destination*)

This is why you must register in advance for any trips. Our roster is critical to keeping our attendance organized. Please do not be late in dropping off or picking your child up, *and please speak directly with Staff/Instructor/ Trip Chaperone/ Supervisor if you ever meet the group at their destination to pick up or drop off your child.*

Upon returning from a trip, all participants must be picked up by a parent/guardian or their designee. No child will be allowed to walk home from an activity without written permission from their parent/guardian.

Chaperone System:

This is our most common supervision format with elementary school age programs. Staff/Trip Chaperones are directly responsible for 8-10 participants, and stay with them for the duration of the activity. Staff/Trip Chaperones work directly with the Trip Supervisor to coordinate the group's activities. Each Staff/Trip Chaperone sets an emergency meeting location for their group, in the event that any participants get separated. The Trip Supervisor does not have his or her own group, and acts as an additional safety monitor throughout the trip.

The Buddy System:

This is our most common supervision format with middle school age programs. We have had excellent success with our participants when we outline what is expected of them, explain the reasons and consequences, and then allow them the opportunity to reward our trust in them. *This system allows your child an opportunity to participate in the activity without direct Staff Trip Chaperone contact. Staff/ Trip Chaperones will always be available to them, but they will not be with your child at all times.*

Participants pick one or two "buddies" that they stick with for the duration of the trip. "Buddies" will stay together at all times, with NO EXEPTIONS. Buddies may pair up with other groups of "buddies" as they wish, but they must remain with their "buddy" at all times.

The Trip Supervisor will designate a Check-In point as soon as the group arrives at the destination. One Staff/Trip Chaperone will be stationed at that Check-In Point *at all times*. Anyone who loses his or her buddy must return immediately to the Check-In point. There, they will inevitably meet up with their lost "buddy", who will also return to the Check-In. The Staff/Trip Chaperone determines how the system broke, and decides whether or not to allow the buddies back out.

Depending on the size of the destination and the duration of the trip, the Trip Supervisor will determine Check-In times. Everyone is expected to wear watches, so each buddy group will know when they need to meet up with their Staff/Trip Chaperone at the Check-In. If you are late to check in, you will be asked to sit with the Staff/Trip Chaperone for some "quality time" to talk about why you were late to check in, and how you could have avoided being late.

The Trip Supervisor has the right to determine whether the buddy system will be applied to any individual child based on the ability to work within the system. A child that repeatedly fails to follow procedures may be asked to stay in direct contact with a Staff/ Trip Chaperone at all times, and in extreme circumstances, may need to be removed from the activity, as is stated in the departments discipline policy. The Buddy system uses the same supervisor ratio as the Chaperone system (10 part. / 1 chap), to allow for a switch in systems as the situation dictates. All Staff/Trip Chaperones/Supervisors and chaperones are CORI authorized prior to the trip.

As a parent, you always have the right to request a meeting with Recreation Staff or Committee before or after any activity. We encourage you to review these policies and address any questions to the Recreation Director prior to signing this contract. At your request, we can provide additional copies of this contract for your records.

By signing this contract, you are affirming that you are aware of, and accept, the behavioral expectations we have for your child while participating in a Recreation Department Activity. You are aware of the procedures we will use in the event that we feel your child needs to be disciplined, and you are aware of the supervisory system we use to manage your child during a Recreation Department activity.

PARTICIPANT NAME (PLEASE PRINT) _____

PARENT / GUARDIAN SIGNATURE _____ **DATE** _____

PARENT GUARDIAN NAME (PLEASE PRINT) _____