



West Reading
Playground

Parent/Guardian
&
Participant Manual
2026

Welcome!

We are excited that you have chosen to participate in the Summer Playground Program with West Reading Borough Parks & Recreation! This Parent/Guardian and Participant Manual is a major component of the summer and should serve as a valuable reference guide for you. It is important that you read through this manual thoroughly. It is designed to guide you successfully through your summer with us. All participants are held accountable to the guidelines. Once you have reviewed, we kindly ask that you please sign and return the last page on the first day of playground program attendance. Should you have questions, concerns, or need further clarification, please contact the West Reading Borough Parks & Recreation Director, Michael Esterly, at mesterly@westreadingborough.org or (610) 374-8273 Ext. 243.

Have a fun and safe summer!

West Reading Borough Summer Playground Program is one of many offerings provided by West Reading Borough Parks and Recreation! This program is open to any child who is 6 years old and entering Kindergarten through 6th grade in the fall.

Playground Dates & Times

Monday - Friday 8:30 AM - 12:30 PM at West Reading Pavilion

505 Sycamore Road, West Reading, PA

Drop Off Time: Between 8:00 AM & 8:30 AM

Pickup Time: Between 12:15 PM & 12:30 PM

Week 1 June 8-12

Week 2 June 15-19

Week 3 June 22 -26

Week 4 June 29-July 3

Week5 July 6-10

Week6 July 13-17

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Section I: Program Staff

An organized playground structure and a well-maintained environment will provide participants with a safe, fun, and enriching experience this summer. For your child's safety, staff are trained in emergency and safety procedures, are First Aid and CPR certified, and strive to maintain the correct participant-to-staff ratio. All staff members have clearances in accordance with the Pennsylvania State Police Background Check, the Pennsylvania Child Abuse Clearance, and the FBI Criminal History Clearance. All Playground Leaders are supervised by our Playground Manager, Kayla Siltzer. Questions or concerns can be directed to wrplayground@westreadingborough.org or call 484-388-3282.

Section II: Registration & Fees

West Reading Borough Summer Playground Program consists of an 8-week program for children who are 6 years of age and entering Kindergarten up to entering 6th grade. Registration is only offered for the full 8-week program.

The Playground Program operates from 8:30 AM-12:30 PM, Monday through Friday, and includes pool day every Friday. Participants who have ***paid*** for the field trip package will take part in four field trips this summer. The Borough of West Reading Playground Program does not provide lunch for participants. **Playground participants will want to pack a snack and a bottle of water daily.**

- **Payment is due by Friday of the week prior to the start of the program. Payments will not be accepted on the morning of the first day.**
- Within the week prior to the start of the playground program, or after the camp week starts, refunds/credits will not be given except for verified medical/hardship cases and may be prorated. If a participant misses a playground day on their own, no refunds will be issued.

- Any check returned by the bank due to insufficient funds is subject to a service charge. Your child will not be able to participate in the program until the issue is corrected.

Registration Forms

For the safety of all participants in the playground program, participants are required to submit the following information by drop-off on the first day of the program:

- Participant Health Form
- Get to Know Your Camper Form

Extended Care

We understand that there may be an occasion when you are a few minutes late. If you cannot be prompt, please plan or arrange an alternative pickup for the child.

The Borough of West Reading Playground Program Is a Half-Day Program Only

Section III: Day-to-Day Procedures

Arrival & Departure Policy

Arrival at the playground is our time to ensure that parents/guardians, staff, and participants feel secure for the day. Arrival and departure are at the West Reading Pavilion each day. The following is a list of arrival and departure policies and procedures that must be followed each day:

- Children must be signed in and out upon arrival at the West Reading Pavilion. Please visit the Check-In Table with the Playground Manager.
- Only person(s) permitted to pick up and sign out a child are those listed on the Participant Information Record.
- We kindly ask that you show a photo ID when picking up your child. Inform those you have listed as emergency contacts that a photo ID will be required before we can release your child.
- If you need to pick up your child early from the playground, please notify us in writing or call with as much advance notice as possible. In an emergency, please contact

Mike Esterly, Parks & Recreation Director at 610-374-8273 Ext. 243. He will contact the Playground Manager to bring your child to the Pavilion entrance.

Late Arrivals

A parent/guardian must accompany late participants to the West Reading Pavilion, 1st floor, for check-in and remain until the participant is transferred to Summer Playground Staff. If your child does not participate in the field trip, they cannot use the playground that day, as all staff members will be attending the field trip with the

children participating.

Late Pick-Ups

If a Parent/Guardian is late to pick up their child after 12:30 PM, they will be charged an additional \$20 fee for each 15-minute interval. It is the parent/guardian's responsibility to pick up the participant on time. Staff are NOT allowed to transport playground participants home.

During departure times, if the parent/guardian is late picking up the participant, the following actions will occur.

1. 1st Offense: A verbal warning will be provided, and the late fee will be documented to inform the Parks & Recreation Director to invoice the late pick-up fee.
2. 2nd Offense: Provide a second late letter to the parent/guardian that reviews the policy and documents the Participation Information Record and informs the Parks & Recreation Director to invoice a late pick-up fee.
3. 3rd Offense: Show documentation of the first two late warnings to the parent/guardian and notify the Parks & Recreation Director immediately.

If a parent/guardian is frequently tardy in picking up a participant from the playground, the participant may be removed from the program. Documenting the problem and providing late letters to the parent/guardian helps us prevent future problems and gives us reliable information to decide on steps to take for habitually late pick-ups.

Personal Possessions

- Toys, radios, and electronic equipment (iPads, handhelds, etc.) are not permitted at the playground.
- Make sure to label all items.
- Please apply an initial layer of sunscreen before you bring your child to the playground, and also include a small bottle in your child's backpack.
- Make sure your child brings a water bottle daily. Staff will fill as needed. It is a long, hot day, and the kids are active. It is important to keep them hydrated.

We are not responsible for lost or stolen items brought from home.

Photography

During recreation programs and events, staff may take photos and videos of participants that may be used in publications and promotional materials. If you have any questions about this, please call 610-374-8273 ext. 243.

Snacks

- Snacks are NOT provided by the borough and must be provided by the participant. Please specify any dietary restrictions/allergies on the registration form.
- Please refrain from bringing candy and sugary drinks.

Dress Code

Many of our activities involve active play. Children must wear appropriate clothing and footwear for the activities they will be involved in. For safety, we require that they wear either athletic shoes or sneakers every day of the program.

Acceptable Footwear

- Athletic shoes
- Canvas rubber soled shoes
- Sneakers

Participants may not wear

- Excessively baggy clothing.
 - Excessively short shorts, skirts, or dresses.
 - Clothing or hats with printed profanity or suggestive language.
 - Clothing or hats that promote the use of a controlled substance.
 - Bare midriff, or swimsuit tops.
 - Flip flops, sandals, open-toed shoes, slippers, or shoes with high heels.
- **Exceptions are made for water/pool days.

Field Trips

Weekly and/or scheduled Field Trips are planned for the summer playground program.

Depending on the trip, children may bring additional money for souvenirs and other items.

West Reading Playground Staff are not responsible for money. Staff may assist them with their purchase and ensure they receive the correct change if needed.

Field Trips must be paid for in FULL prior to the start of the playground program (6/5/2026).

This allows a count to be given to the site attending, fees to be paid, and transportation information to be provided. We will not accept Field Trip forms after the deadline.

Playground-issued T-Shirts must be worn to all Field Trips.

Pool Fridays

Each Friday, the entire Playground Program walks to the West Reading Pool for the day. We will depart by 10:00 AM and return to the pavilion by 12:15 PM. Playground T-Shirts or other T-Shirts are to be worn through transportation, but not in the pool. Please provide children with sunscreen, goggles, and any swimming paraphernalia on swimming days. Our concession stand will also be open for our playground participants. Please provide money for your child if they would like to buy food, ice cream, or candy.

Rain Days

The playground program is held regardless of the weather; please dress appropriately.

BAND Alerts

Please make sure to download the "BAND" App for alerts. This will include changes made to the playground, field trips, bus information, etc. Please do not send messages on this app. It is intended for notification purposes only. Parks & Recreation will send an invite for NEW participants; returning parents should already be on the BAND App.

Section IV: Safety & Health

It is important to maintain good hygiene practices in our program to keep staff and participants healthy. Injuries, accidents, and spills are to be expected. The use of universal precautions and infection control techniques in ALL situations that may pose a hazard or infection risk. Universal precautions include handwashing, use of gloves or other appropriate barriers, cleaning of spills, and disposal of infectious waste.

Medical Information

If a child has an illness or condition that requires medication during playground hours, it is preferable that the child not attend the playground until he/she has fully recovered. To prevent infecting others, if any of the following symptoms are present, the child should stay home.

- Elevated temperature (above 100.3)
- Diarrhea
- Inflamed sore throat
- Nausea/vomiting
- Unexplained rash
- Wheezing
- Earache
- Pink Eye

If the illness or condition is contagious or communicable, the child may not be permitted to participate in the playground program until he/she completely recovered. A doctor's release will be required before the child returns to the playground program.

Medications

For optimum safety, parents/guardians are advised to give medications at home. Only RESCUE Medications prescribed by a physician will be administered at the playground. If a child requires prescription medication/medical procedures during program hours, every effort will be made to accommodate their needs. If a RESCUE medication is administered by staff, the parent/guardians must be notified immediately. Recreation

staff does not dispense non-prescription medications.

In the event of an emergency, medical information will be shared with the appropriate medical professionals. Please note that in certain circumstances, Summer Playground Program staff will issue an incident report to the parent/guardian upon pickup.

Food Allergies

If a participant has a food allergy, all efforts will be made to accommodate their needs.

Section V: Behavior & Conduct

Participant Code of Conduct

Participants are expected to behave appropriately and to promote a safe, fun, and healthy environment through productive participation. The staff will use a positive approach to discipline and will seek parent/guardian support to resolve behavioral issues and encourage positive behavior. Participants who remain disruptive after consultation with the parent/guardian(s) may be dismissed from the playground program. Please go through the following points with your child to ensure they fully understand the expectations and consequences.

As a participant, I will

- Show respect to other participants and treat them as well as I would like to be treated.
- Show respect to all staff and volunteers and cooperate fully with their instructions.
- Know and follow the rules of the playground program.
- Respect the rights and beliefs of others and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language, foul gestures, harsh words, or a hard tone of voice.
- Conduct myself responsibly. I understand that horseplay, unwelcome teasing, or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other people or their property.
- I understand that pushing, kicking, hitting, or fighting is not acceptable and **will not be tolerated.**
- Use program equipment, supplies, and facilities properly.
- Always stay with my group.
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action.

Conduct of Parent/Guardian

As adults, we serve as role models for the children in our program. If you have a concern, please address it in an **appropriate and calm manner.** West Reading Borough Parks and Recreation has adopted a zero-tolerance **policy** for violence, physical force, harassment, or intimidation.

Code of Conduct Policy

We strive to provide a welcoming, safe, supportive, and enjoyable environment for program participants. We believe that all individuals have the right to be treated with dignity and respect, regardless of abilities or limitations. We are committed to promoting positive participation to ensure a fun, successful recreational experience for all. The Code of Conduct policy helps keep all participants safe during the playground program.

Appropriate behavioral expectations for all participants:

- Respect others.
- Respect for property.
- Follow directions.
- Stay with the group.
- Stay in control.

Inappropriate behavior and actions include:

- Using foul or abusive language and inappropriate gestures and behaviors.
- Causing bodily harm or unwanted contact to self or others.
- Behaving in a way that may constitute a danger to themselves or others or may lead to a hostile environment.
- Consistent disregard of program procedures (i.e., not following directions, consistently picking up a participant late from a program).

Consequences shall be related to behavior, respectful, reasonable, and administered relative to the degree of inappropriate behavior and may include:

WARNING: If the behavior violates the Code of Conduct, give a verbal warning or review the expectations. **Playground staff will** issue several types of warnings (code of conduct, verbal, written, and behavior agreement) before imposing a suspension as the next step.

SUSPENSION: When a behavior continues, the participant is sent home for the day. **Playground staff will** have a behavior agreement in place and write an incident report. A one-day suspension will be implemented with approval from the Parks and Recreation Director.

TERMINATION: Termination may only be enforced by the Director of Parks and Recreation. Recommendation for termination would go up through the chain of command. **Playground staff will** write an incident report and wait for notification of the decision.

Staff will notify parents/guardians of actions that occurred and safety considerations when any of the consequences are used. If, after meetings with parent/guardians, consultation with

supervisors, and documentation of behavior problems and interventions, a participant's behavior continues to consistently endanger the safety of others, only the Playground Manager can terminate services for the participant.

Bullying

With regard to bullying, cyberbullying, harassment, and intimidation, West Reading Borough Parks and Recreation is committed to providing all participants and staff with a safe and respectful environment in which all persons of different beliefs, characteristics, and backgrounds can realize their full personal potential while participating in our youth programs. It is our intent to ensure that all West Reading Borough Parks and Recreation employees demonstrate appropriate behavior on the premises of the program by treating other people, including and without limitation to participants, parent/guardians, and staff, with civility and respect, and by refusing to tolerate bullying, cyberbullying, harassment, and/or intimidation.

Behavior Agreements

The Behavior Agreement Form is used when working with participants on their behavior. If a participant is sent home for the day due to behavior, it is considered a suspension. When a suspension happens, it is important to use the form to outline what the staff and the participant will do to shape behavior. If you need support in writing the form, contact your head Playground Leader.

When do you use it?

- If the participant is starting to increase the frequency of behaviors, and it is starting to be a safety concern for self or others.
- If there is a fight or destruction of property.
- If a participant is suspended (sent home for the day, or for a couple of days) from the playground program.

I have read and understand the Parent/Guardian and Playground Participant Handbook. I agree to adhere to the policies described in the handbook.

Parent/Guardian Signature: _____

Playground Participant Signature: _____

Received by Playground Staff Date: _____

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 Playground Program Begins 8:30 AM – 12:30 PM	9	10 West Reading Firehouse Tour & Fire Safety 10:30 AM – 11:30 AM	11 Sacramento Basketball Exchange Kids Clinic 10:00 AM	12 Pool Day 10:00 AM – 12:00 PM	13
14	15	16	17 FIELD TRIP Reading Museum & Planetarium 9:00 AM – 12:00 PM	18 Coca Guest Speaker 10:00 AM	19 Pool Day 10:00 AM – 12:00 PM	20
21	22	23	24 FIELD TRIP Skateaway (Shillington) 10:00 AM – 12:00 PM	25 Coca Guest Speaker 10:00 AM	26 Pool Day 10:00 AM – 12:00 PM	27
28	29	30				

July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Coca Guest Speaker 10:00 AM	3 Pool Day 10:00 AM – 12:00 PM	4
5	6	7 FIELD TRIP Lehigh Valley Iron Pigs 9:30 AM – Return following the game	8	9	10 Pool Day 10:00 AM – 12:00 PM	11
12	13	14	15 Magic Show at the Pavilion 10:30 AM – 11:15 AM	16	17 Pool Day 10:00 AM – 12:00 PM	18
19	20	21	22 FIELD TRIP Weaver's Orchard 9:00 AM – 11:00 AM	23	24 Pool Day 10:00 AM – 12:00 PM	25
26	27	28	29	30	31 Final Playground Day Pool Day 10:00 AM – 12:00 PM	