



## ***City of Maricopa Camp Copa Code of Conduct***

### **PURPOSE**

The City of Maricopa Community Services Department may endorse regulations that serve to insure the safety of all City staff and patrons and maintain order within and around our programs.

Unacceptable behavior includes any activity that negatively impacts others, interferes with facility operations, damages the building or its furnishings, as well as rudeness, profanity, or any other behavior generally considered inappropriate in a public place.

### **POLICY**

This policy has been established for all participants. The policy states:

The respect and safety of our guests and staff is required from all participants. The City of Maricopa Community Services Department will not tolerate certain behaviors and such behavior will result in exclusion from the program. Exclusion length is at the sole discretion of the City of Maricopa. Prohibited conduct is as follows:

- Fighting
- Profanity
- Loitering
- Alcohol, Tobacco or Substance Use
- Rowdy, Disruptive or Disrespectful Behavior
- Theft or Vandalism
- Verbal Abuse of Participants or Staff
- Gang Signing/Colors
- Use of Weapons

If a participant is in violation of the zero tolerance policy, they will need to be picked up by their parent/guardian immediately.

## **BEHAVIOR EXPECTATIONS**

Participants should remember that they are responsible for their own actions. If their actions are in violation of program guidelines, they will have to accept the consequences. Every person in a City of Maricopa program is entitled to due process. This means that participants always have the right to tell their side of a problem and have people listen. Participants also have the right to be treated fairly and equitably.

## **POSSESSION OF HARMFUL OR DISRUPTIVE ITEMS**

Some examples would be: items or materials that could cause bodily harm, liquid paper, aerosol sprays, water guns, knives, or playing cards and or any other item that may constitute a weapon or cause harm to another. Contraband will be confiscated. This can also consist of inappropriate digital media or items deemed to be pornographic.

## **FOOD**

Camp Copa is a peanut free camp. If a camp participant does have a peanut snack or lunch, camp staff will remove it from the child or ask the child to put it away. Camp staff will replace the snack or lunch with provided camp snacks and parent will be informed.

## **RESTROOMS**

Participants should use only the restroom assigned to their area. Remember to wash your hands before you leave the restroom and help keep the restrooms clean. Loud talk, yelling and horseplay are not allowed in the restroom areas. Participants must return quickly to the program. Participants who write on restroom walls or other surfaces can be suspended and a parent conference can be required. Be a good citizen and help stop vandalism.

## **GROUP GAME BEHAVIOR**

Group game rules provide safety and security for all participants. Staff will instruct their participants on how to use the equipment. It is important that participants get involved in an activity, game, or sport while on the playground.

General Rules:

1. Use common sense and show respect for others
2. Do not throw inappropriate items.
3. Listen to and follow all game rules.
4. Listen to and obey all staff/volunteer directions.

## **PROFANE & VULGAR LANGUAGE**

PROFANE OR OBSCENE LANGUAGE AND GESTURES ARE UNACCEPTABLE and will not be permitted at site. A participant WILL BE suspended from the program if they continue this negative behavior after the first warning.

## **SMOKING, ALCOHOL, & DRUGS**

The possession and/or use of tobacco, alcohol, drugs or any substance, which may be used for the purpose of intoxication, is prohibited.

## **SIGN-IN / SIGN-OUT SHEETS & LEAVING THE SITE**

There is sign-in/sign-out sheets located at the table of the program. Every time a participant visits one of these locations, they must sign-in and sign-out. These sheets are maintained by the site staff daily to assure attendance is taken appropriately.

## **ILLNESS**

If a participant becomes ill at a program, parents/guardians will be notified. The best place for a child who is ill is at home in the care of an adult. The site staff is not allowed to diagnose an illness. If a participant is ill or injured, the parent/guardian should check with a doctor before sending a child to the program. Upon becoming ill at the program, the staff will contact the parent to take the participant home. In any emergency, the site staff will notify the parent/guardian. If deemed necessary, paramedics may be called.

Any participant with, or recovering from, a communicable disease will not be permitted in the program until the period of contagion is passed or until a doctor recommends a return.

***IMPORTANT: We must have the names and numbers of persons to contact in case of an emergency if we are not able to reach a parent.***

## **RIDING BICYCLES / SKATE BOARDS TO & FROM CAMP**

If participants live within a mile from the program site and have parental permission, then the rules listed below must be followed:

- Use only designated crosswalks to cross the street and always look both ways for oncoming traffic
- Walk bike/scooter across the street
- Never ride between parked cars
- Bikes/scooters need to be locked in the bike racks
- Bike and Scooter riders are REQUIRED to wear helmets!
- The City is not responsible for the protection of a participant's bike/scooter

## **LOST & FOUND**

If a participant loses any personal item such as a wallet, purse, jacket, or textbook, he/she should check with the lost and found. Please put names on clothing and personal items

brought to the program site. All unclaimed items will be sent to charitable organizations at the end of the camp.

### **MONEY**

Participants should never bring large amounts of cash to camp. Site staff will attempt to locate any lost money, but the person bringing money to the program is responsible for it. The City will not be held liable for missing or stolen money that a participant brings to the program.

### **PETS & OTHER ANIMALS**

For the safety of all participants, please do not bring pets on site. Pets may NOT be brought to the program without prior permission from the site supervisor. If a pet follows a student to the program, the site staff will contact the participant's home to arrange for pet pick up. If the parents cannot be contacted, then animal control will be notified.