

RULES AND REGULATIONS
DEPARTMENT OF PARKS AND RECREATION OF THE
COUNTY OF HAWAII

RULE 14
RULES RELATING TO
SUMMER FUN AND OTHER RECREATION YOUTH PROGRAMS

EFFECTIVE DATE: NOVEMBER 5, 2006

**RULES AND REGULATIONS OF THE
DEPARTMENT OF PARKS AND RECREATION OF THE
COUNTY OF HAWAII**

**RULE 14: RULES RELATING TO SUMMER FUN AND OTHER
RECREATION YOUTH PROGRAMS**

PART I GENERAL PROVISIONS

A. Applicability and Scope

1. These rules and regulations shall apply to recreation youth programs conducted by, or on behalf of, the Department of Parks and Recreation.
2. These rules and regulations shall not apply to those who apply to have a Park Use Permit issued by the Department for use of facilities.
3. If any provisions of these rules and regulations, or the application of such provisions is held to be invalid, the remaining portions of these rules and regulations shall not be affected.

B. Objectives

1. To ensure that recreation youth programs for children are designed and conducted to promote physical, emotional, and social well-being and development.
2. To establish guidelines and procedures for recreation youth programs as a specific type of recreation program designed and conducted by the Department.

C. Definitions

1. "Director" shall mean the Director of the Department of Parks and Recreation, County of Hawaii.
2. "Recreation Youth Programs" shall mean programs such as the Summer Fun program which involves multi-activity content for extended periods of time, i.e., more than six hours per week and for more than two consecutive weeks.
3. "Enrichment Program" shall mean recreation youth programs other than the Summer Fun programs. Examples include the Summer Enrichment program, after Summer Fun youth program, and intersession programs.
4. "Recreation Class" shall mean a specific instructional or recreational activity taught or conducted for one or two hour periods, once or twice a week; not exceeding six hours per week.

5. "Special Event" shall mean a one-time activity that may be seasonal, annual, or singular; open to the general public; where individual registration is not required unless it includes a contest or some other element that requires individual participation for a portion of the overall program.
6. "Program Director" shall mean the site director in charge of the recreation youth program.
7. "Person with Disabilities" shall mean, with respect to an individual, a physical or mental impairment which substantially limits one or more major life activities of such individual, a record of such an impairment or being regarded as having such an impairment.

PART II SPECIFIC PROVISIONS

- A. Ages of children accepted in the Summer Fun or similar recreation youth program shall be five years to, and including, twelve years old. Children shall have attained the age of five as of the previous December 31 or have completed Kindergarten.
- B. The Department will make reasonable program modifications for the inclusion of persons with disabilities in recreation activities and programs. Registration packets will ask if a prospective participant needs an accommodation. Staff will confer with a parent or guardian to see how or if the participant may be included. Accommodations shall be requested with as much advance notice as possible, but no later than 5 business days prior to the start of pre-registration for the recreation activity or program for which the accommodation is being requested. The Department will not be responsible for providing personal care or personal care attendants for any participant.
- C. Fees
 1. Summer Fun Program
 - a) Pre-registration \$15 program participation fee (as stated on registration form)
 - b) Late registration fee - \$20 (as stated on registration form)
 2. Enrichment Programs - \$20 program participation fee.
 3. Recreation Activity Fee. The Director may authorize collection of recreation activity fee which cover specific costs incurred by participants of a recreation activity or class. Activity fees may cover costs for excursions (bus charter and admission fees); rental of equipment/machines; instructors; special program

staff; special supplies/ingredients; meals, t-shirts and caps; awards, ribbons or trophies (except cash prizes); and other consumable items.

D. Waivers. Fees may be waived for children from a low income household or family.

1. Summer Fun Program. The \$15 program fee may be waived if, at the time of pre-registration, the parent/guardian submits a letter/card from the State Department of Human Services verifying exemptions.
2. Enrichment Program. The fee may be waived if verification is received from the State Department of Human Services.
3. Recreation Activity Fee. There will be no waivers for recreation activity fees.
4. Registration will be taken on a first-come, first-served basis. Eligibility for waiver of fees will not provide an advantage or disadvantage to participation in the program.

E. Refunds. All fees are non-refundable after the start of the program, or collection deadline (for special activities) as designated at registration, or as noted below. Refund requests shall be made in writing and accompanied by a receipt, cancelled check, or appropriate registration form indicating payment.

1. Recreation Classes: Requests must be made on or before the first meeting of the class. No refunds shall be granted after the first meeting of the class.
2. Cancelled by P&R: If P&R cancels the activity, refunds will be made on a pro-rata basis of completed classes as applicable. All refunds shall be without interest.

Once the program begins or designated deadlines pass, there will be no refunds for unused days or activities.

F. Recreation Youth Programs contracted by the Department shall be required to follow the Department's administrative rules and program policies and guidelines for such programs or be licensed to provide child care by the State Department of Human Services.

G. Late Pick-Up Fees for Summer Fun Program. The Summer Fun Program shall end each day at 12:00 noon. Parents or guardians who do not pick their children up by 12:15 p.m. shall be assessed a late pick-up fee of \$5.00 for each 15 minute increment after 12:15 p.m. as follows:

<u>Time Child is Picked Up</u>	<u>Late Pick-Up Fee</u>
12:16 - 12:30 p.m.	\$ 5.00
12:31 - 12:45 p.m.	10.00
12:46 - 1:00 p.m.	15.00 etc.

No child shall be allowed to continue in the Summer Fun Program until all late pick-up fees have been paid by the child's parent or guardian. Children who are habitually picked up late shall be subject to termination from the program.

- H. Disciplinary Action: Each child will be assigned to a group and supervised by an instructor. Each child shall remain with their assigned group unless otherwise instructed. Participating children shall comply with the following rules:
1. No running, yelling, shouting, screaming or other boisterous and disruptive behavior shall be permitted within recreational centers or other buildings.
 2. No swearing, name-calling, or teasing shall be permitted.
 3. No stealing of personal items. The Department, its officers, employees and staff shall not be responsible for any loss or damage to any personal items brought by a child.

Consequences for violation of the above-mentioned rules:

- a. First Offense: Warning/ten minute time-out
 - b. Second Offense: Exclusion from excursion for one week
 - c. Third Offense: One day suspension and consultation with parents
 - d. Fourth Offense: Suspension from the program for three days
 - e. Fifth Offense: Expulsion from program
4. The parents of a child involved in a fight will be contacted to immediately pick up their child. The police will be contacted if serious assaultive behavior occurs.

Consequences for violation of the no fighting rule:

- a. First Offense: Suspension from the program for two days and consultation with parents

- b. Second Offense: Expulsion from the program
5. The Program Director shall determine whether the suspension or expulsion of a child from a Recreation Youth Program is warranted pursuant to these rules. Program staff shall determine the appropriate action to be taken for less serious violations of these rules.
- a. The parent or guardian of the suspended or expelled child shall receive written notification from the Program Director of the disciplinary action and the reason such action is warranted pursuant to these rules.
 - b. The parent or guardian of the suspended or expelled child shall have the right to appeal the Program Director's decision to the Director within 30 days of such decision pursuant to Rule 1 of the Rules and Regulations of the Department of Parks and Recreation.
- I. If any provision of these rules or the application thereof to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of these rules which can be given effect without the invalid provision or application, and to this end the provisions of these rules are declared to be severable.

CERTIFICATION

I, Patricia G. Engelhard, Director of the Department of Parks and Recreation of the County of Hawaii, State of Hawaii, do hereby certify:

1. That the foregoing is a full, true and correct copy of the amendments to the Rules and Regulations of the Department of Parks and Recreation on matters relating to Summer Fun and Other Recreation Youth Programs. Rule 14 changes were adopted after public hearings held on October 3, and October 10, 2006.

2. That notices of the public hearing on the foregoing Rule 14, which notice included a statement of the substance of the proposed rule changes were published in both the Hawaii Tribune Herald and the West Hawaii Today on September 3, 2006.

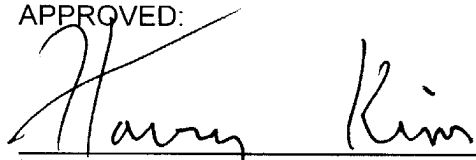
Dated this 18th day of October 2006.



PATRICIA G. ENGELHARD, Director
Department of Parks and Recreation

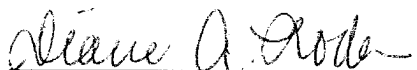
DATE OF PUBLIC HEARINGS:
OCTOBER 3, 2006 (East Hawai'i)
OCTOBER 10, 2006 (West Hawai'i)

APPROVED:



HARRY KIM, Mayor
County of Hawaii

APPROVED AS TO FORM AND LEGALITY:



Deputy Corporation Counsel
County of Hawaii

I hereby certify that the foregoing rule was received and filed in the Office of the County Clerk this 26th day of October 2006.



County Clerk
County of Hawaii