



Potomac Valley Audubon Society

www.PotomacAudubon.org | P.O. Box 578, Shepherdstown, WV 25443 | 681-252-1387

Youth Program Policies

Updated: 12/1/22

Behavior Policy

Inappropriate behavior will not be tolerated from any participant in our programs. Inappropriate behavior includes but is not limited to:

- use of foul language
- hurting or teasing other participants and/or animals
- disrespecting or threatening staff/volunteer/student
- wandering away from the group
- fighting
- destroying supplies, equipment and/or facilities

Discipline Policy

1. On a child's first offense, the child will receive a warning from a staff member.
2. On the second offense, the child will be given a time-out and/or be restricted from participating in the current activity. A staff member will discuss with the child what he/she/they did wrong and allow them to reflect on the situation. The program director will also be informed. The parent/legal guardian will be notified of the incident at the end of the day.
3. On the third offense, or if the child refuses to cooperate in time-out, the child will be sent to the program director, and the incident will be recorded. In addition, a note will be sent home that must be signed by the child's parent or guardian.
4. On the fourth offense, the child's parent or guardian will be called to collect the child. At that time it will be determined, based on the situation, if the child will be allowed to return on subsequent days. If the child is dismissed from a program, no refund will be given.

Late Pick-Up Policy

A \$10/per child late fee will be assessed for every 15 minutes after the official program end time for children not yet picked up.

Electronics Policy

No electronic devices (cell phones, iPads, game consoles, etc.) are allowed to be used at PVAS programs by participating children. If a child is found using these items during the program:

1. On first offense, the program director will hold the item until the end of the day and it will be returned directly to the child's parent or guardian;
2. A second offense, the item will be confiscated until the end of the day and the child's parent or guardian will be called;

3. A third offense will result in the child being dismissed from the remainder of the program without a refund. PVAS is not responsible for lost, stolen or damaged items.

Medication Policy

If the child is receiving medication that must be taken during the duration of the program and the parent/legal guardian provides authorization, the program director has permission to administer prescription or over-the-counter drugs provided by the parent/legal guardian. All medications must be in their original container and clearly marked with my child's name and the dosage rate.

If the child needs assistance with sunscreen and/or bug repellent application, program staff have permission to help the child apply the product(s) that the parent or legal guardian has provided. If the child requires sunscreen and/or bug repellent but none has been provided by the parent/legal guardian, the program director will contact the parent/legal guardian to obtain permission to use products provided by PVAS.

Injury/Illness Policy

In the event that care is required, program staff certified in First Aid/CPR have permission to administer basic first aid. This includes but is not limited to: cleaning cuts, applying bandages, removing ticks, and applying ice packs. All injuries and administered first aid will be recorded and the parent/legal guardian will be notified upon pick-up.

If the child is feeling ill or has an injury that will not allow them to complete the program, staff members have permission to call the parent/legal guardian and may be asked to pick up the child from the program.

In the event of an emergency, every effort will be made to contact the parent/legal guardian as soon as possible. In the event that neither the parent/guardian nor emergency contact(s) can be reached, the program director has permission to seek professional medical treatment and emergency services.

Clothing Policy

At PVAS, we believe that "there is no bad weather, only bad clothing (choices)!" Any child can happily enjoy the outdoors for many hours, even in hot, cold, or rainy weather, if equipped with the right clothing to keep them comfortable and dry. Please send your child with the right layers to set them up for success. Please also make sure all of the child's clothing is labeled with their name.

For hot weather we recommend:

- Breathable, light-colored clothing

For cold weather we recommend:

- A base layer consisting of synthetic (polyester, polypropylene) or wool long underwear to go under their clothes and wool socks to keep their feet warm
- Warm fleece pants and a fleece pullover or zip-up jacket.
- A down or synthetic puffy jacket

- A fleece or wool hat, a fleece neck warmer, a pair of thin fleece, wool, or synthetic gloves, a pair of waterproof mittens.
- A change of clothes in case any clothing becomes damp and cold.

For rainy weather we recommend:

- A raincoat with hood.
- Rainboots or other waterproof footwear.
- A change of clothes in case any clothing becomes damp and cold.