



# Parks, Recreation & Cultural Services 2024 Parent Camper Information Guide



<p><b>Effective Date:</b> 2/1/24 <b>Sponsor:</b> Carmen Murrell, Recreation Supervisor I  <b>Next Review Date:</b> 2/1/25</p>	<p><b>Approved by:</b>  Mary Reidy, Recreation and Cultural Services Director</p>
---	---

## Contents

Camp Shoreline .....	3
Registration .....	3
Age Requirements.....	3
Pro-Rating Camp Fees .....	3
Waiting Lists .....	3
Special Accommodation Requests .....	3
Summer Camp Refund/Cancellation Policy .....	3
Summer Camp Payment Plan .....	4
Operating Days/Hours for Camp Shoreline Camps.....	5
After Care Option .....	5
Late Fees .....	5
Camp Site Details .....	5
Check In/Out Procedure .....	6
Medication .....	7
Accidents/Emergency .....	7
Communication With Staff.....	7
What to Bring and Not Bring to Camp .....	7
Camper Expectations .....	8
Code of Conduct.....	8
Behavior Management .....	8
Adult Code of Conduct.....	8
Covid-19 Safety Precautions .....	9
Frequently Asked Questions .....	9
[COVID-19] What procedures, rules and restrictions are in place regarding COVID 19 exposure and transmission?.....	10
<b>Addendum 1: 2024 Epinephrine Auto-Injector Authorization and Waiver of Liability .....</b>	<b>11</b>
<b>Addendum 2: Disruptive Behavior Procedure.....</b>	<b>12</b>

## Camp Shoreline

Camp Shoreline provides a fun, safe setting for your camper to explore, grow and have the opportunity to:

- Make friends and build social skills
- Learn new skills
- Engage in creating their own camp experience through daily choices
- Share what they learn through culminating events and reflections
- Challenge themselves to take on leadership roles

### Camp Shoreline Day Camp is:

Safe • Fun • Full of memory making experiences • Trusted by parents • Affordable

## Registration

### Age Requirements

All campers are required to meet the camp's age requirements by the first day of camp. Camps are carefully designed with age-appropriate curriculum, programming, and activities.

### Pro-Rating Camp Fees

Camp fees are based on one week of program. If your camper will miss one or more days within that week, the City does not pro-rate the camp fee. All campers will be charged for the full week whether they attend the whole time or not.

### Waiting Lists

If a camp is full prior to your registration, you can add your camper to the waiting list at no charge. City Staff will contact you if a spot becomes available. At that point, if you choose to register, the camp fee will be due in full.

### Reasonable Accommodation Requests

The City of Shoreline is committed to giving all children equal access to its programs by providing reasonable accommodations in accordance with Title II of the Americans with Disabilities Act (ADA). Telling us about your child on our registration form helps our staff get to know our participants with special needs better and to develop a plan for working with them before a program begins. If your child requires an ADA accommodation, please complete an ADA Accommodation Request Form and provide it to us at least 14 days before the program begins so that your child can participate fully in the program. Informing our staff of your child's needs prior to them starting the program allows our staff to discuss the circumstances and work with you, whether in person or by phone to provide accommodations that would make a program accessible for your child. If you don't inform us of your child's needs in a timely manner, we may not be able to provide them needed accommodations which could significantly impair your child's ability to fully participate in the program. The City is not able to provide one-on-one staff time or to assist with eating, dressing, toileting, or other self-sufficiency skills.

## Summer Camp Refund/Transfer/Cancellation Policy

Please be aware that the following refund policy applies to **all summer camps**.

- **REFUNDS (MINUS ADMINISTRATIVE FEE):** Refunds for summer camps requested at least fourteen (14) calendar days before the first day of camp will be subject to a \$50 administrative fee per participant, per camp. After the fee is applied, the remaining balance will be refunded.
- **TRANSFERS:** A participant may request to transfer to another camp with available space if the request is received at least fourteen (14) calendar days before the first day of camp. If transferring from one camp into another, the administration fee will be waived. The transfer must be made at the same time as the cancellation and for the same participant.
- **NO REFUNDS:** No refunds will be given if requested less than fourteen (14) calendar days, not including the first day of camp.

## Summer Camp Payment Plan

### Option 1:

Pay in full at the time of registration.

- Register for camps online, in person, or over the phone if space is available.
- Once you register for a spot in a camp (not placed on a wait list) you can pay 100% of the registration fee at that time.

### Option #2

Payment plan option. Pay \$50 per camp per child at the time of registration. The remaining balance will be due before the start of camp (see the schedule below).

1. Register for camp online or over the phone.
2. After you complete the online liability waiver you will see an option to choose “Payment Plan.”
3. Add a credit/debit card number which will be securely stored for future withdrawals. It is your responsibility to ensure this card is active and valid.
4. The remaining balance will be automatically withdrawn on the date specified in the table below depending on the camp start date.
5. If you need to stop the automatic payment or change/update the credit/debit card information, please do so 7 calendar days prior to withdrawal.

Payment Schedule: Summer 2024 Camps					
	First Day of Camp:	Date of automatic payment withdrawal:	Notes	Withdrawal from Camp date: (Mondays by Close of Business)	Last Day to stop Automatic Withdrawal:
Week 1	Monday, June 24, 2024	Monday, June 10, 2024		Monday, June 10, 2024	Monday, June 3, 2024
Week 2	Monday, July 1, 2024	Monday, June 17, 2024	no program 7/4	Monday, June 17, 2024	Monday, June 10, 2024
Week 3	Monday, July 8, 2024	Monday, June 24, 2024		Monday, June 24, 2024	Monday, June 17, 2024
Week 4	Monday, July 15, 2024	Monday, July 1, 2024		Monday, July 1, 2024	Monday, June 24, 2024
Week 5	Monday, July 22, 2024	Monday, July 8, 2024		Monday, July 8, 2024	Monday, July 1, 2024
Week 6	Monday, July 29, 2024	Monday, July 15, 2024		Monday, July 15, 2024	Monday, July 8, 2024
Week 7	Monday, August 5, 2024	Monday, July 22, 2024		Monday, July 22, 2024	Monday, July 15, 2024
Week 8	Monday, August 12, 2024	Monday, July 29, 2024		Monday, July 29, 2024	Monday, July 22, 2024
Week 9	Monday, August 19, 2024	Monday, August 5, 2024		Monday, August 5, 2024	Monday, July 29, 2024

## Operating Days/Hours for Camp Shoreline Camps

Camp Shoreline @ Spartan Recreation Center: Monday - Friday: 7:30am–3:30pm

Camp Shoreline @ Ridgecrest Elementary: Monday – Friday: 7:30am – 3:30pm

Camp Shoreline Outdoor Camp 8:00am-4:00pm (No After Care available for Outdoor Camp)

## After Care Option

Monday – Friday: 3:30pm-5:30pm

- Available for Camp Shoreline at Spartan Recreation Center and Ridgecrest Elementary Only.
- Must specifically register for aftercare option
- Snack provided

## Late Fees

To avoid late fees, please pick your child up on time. A late fee of \$10 per child per day for each 10-minute increment will be charged if campers are picked up after the end of their camp day. Late fees can be paid by calling Customer Service at 206-801-2600.

Example: Outdoor Camp end at 4:00 p.m. Late fees will be added to your account as follows:

- 4:11-4:20 = \$10 late fee per child per day.
- 4:21-4:30 = \$20 late fee per child per day.
- 4:31-4:40 = \$30 late fee per child per day.
- 4:41- 4:50 = \$40 late fee per child per day.
- 4:51-5:00 = \$50 late fee per child per day.

## Camp Site Details

### CAMP SHORELINE @ RIDGECREST ELEMENTARY SCHOOL

#### General Information

This camp is for children ages 5-11. (Campers must have completed Kindergarten to be eligible to enroll) Your camper can expect a full week of exciting summer camp experiences including games, creative activities, active play, performances and art.

#### Site Location(s)

Ridgecrest Elementary School  
16516 10th Ave NE, Shoreline, WA 98155

#### **(Check-In/Out outside the door of your camper's assigned room)**

*Please Note:* This is a Shoreline School District facility, not a City of Shoreline facility. No Camp Shoreline administration capabilities are available at this location. All payments, refunds request, and transfers will need to be conducted online or over the phone by calling 206-801-2600.

#### Things to Remember

- Camp hours are 7:30am-3:30pm (unless registered for After Care option) Late fees apply for late pickup.
- Please pack a morning snack. If you are unable to provide a snack, we will provide one for your camper.

### CAMP SHORELINE OUTDOOR CAMP (OC) @ HAMLIN PARK & RICHMOND BEACH SALTWATER PARK

#### General Information

Camp Shoreline @ Hamlin Park runs from 8:00 a.m. - 4:00 p.m. (no extended day option available) and is focused on being outside in nature. Campers will participate in games and activities throughout the day that will engage in athletics as well as learning more about the natural environment. This camp is for children ages 9-12.

#### Site Location(s)

- Hamlin Park- 16006 15th Ave NE. Shoreline, WA
  - Check-In/Out at picnic shelter located at second parking lot.
- Richmond Beach Saltwater Park –2021 NW 1990<sup>th</sup> St, Shoreline WA
  - Check-In/Out at lower picnic shelter on the beach.

#### Things to Remember

- Please remember to pack a lot of water and sunscreen.
- Please pack a morning snack. If you are unable to provide a snack, we will provide one for your camper.
- There is no refrigerator for campers to use, so please pack things that do not need refrigeration or use ice packs.

- City Camp Staff will do their best to make sure backpacks and lunch bags are not left in the sun but be mindful of the heat and possible direct sun exposure.
- Hats to protect faces and necks are always encouraged while at the Outdoor Camp.
- Temperatures can be cold in the morning. A sweatshirt or light jacket is advised.

## CAMP SHORELINE-SPARTAN RECREATION CENTER

### General Information

This camp is for children ages 5-11. (Campers must have completed Kindergarten to be eligible to enroll) Your camper can expect a full week of exciting summer camp experiences including games, creative activities, active play, performances, and art.

### Site Location(s)

Spartan Recreation Center

202 NE 185<sup>th</sup> St, Shoreline WA 98155

(Check-In/Out outside the door of your camper's assigned room)

### Things to Remember

- Camp hours are 7:30am-3:30pm (unless registered for After Care option) Late fees apply for late pickup.
- Please pack a morning snack if you can. If you are unable to provide a snack, we will provide one for your camper.

## Check In/Out Procedure

### Check In

For the safety of your child, the City of Shoreline requires a responsible adult to be present at check-in to make sure the camper has been checked in by City Camp Staff in the morning. The City of Shoreline does not and will not assume responsibility for campers that arrive before the start time of their camp. It is helpful to drop your child off within 30 minutes of camp starting so that they can be present for the daily overview and camp rules review.

### Check Out

A signature of a parent, legal guardian, or authorized individual is required to release a camper from Camp Shoreline program. **Please note, signing out at the end of the day takes time as City Camp Staff are giving parents updates on their camper's day. Camp Shoreline asks for your patience during this time.**

Authorized persons may pick a camper up or campers may sign themselves out at the completion of camp **only** if the *Authorization to Release Child* form is completed and signed by the parent or legal guardian. City Camp Staff cannot release a child without the parent's or guardian's permission. Please look to each individual camp page to find out more about check out times and procedures. Due to the nature of some Camp Shoreline programs, pick-up times are specific based on the activities.

If a parent, legal guardian, or authorized individual arrives at a camp facility in an incapacitated condition (i.e. alcohol, drugs) for pick-up of a child, City Staff, in their sole discretion may determine not to release the child to the incapacitated individual. City Staff will offer the individual options regarding release/transportation of their child.

Some options may be:

- Call the other parent
- Call a person on the child's emergency contact list
- Call a taxi
- Call a nearby neighbor/friend

If the incapacitated individual cannot agree to an option and a reasonable conclusion cannot be reached, the individual will be advised that either the Shoreline Police or Child Protective Services will be called.

## Medication

Campers may bring medications to camp. They are responsible for holding onto and administering their own medication, including Epinephrine Auto-Injectors (EA-I). Staff will do their best to help remind campers to take their medication when appropriate, but staff are not responsible for campers taking their medication. If your child has a prescription for an EA-I, please fill out an Epinephrine Auto-Injector Authorization and Waiver of Liability (pg. 11) and turn it in to the Camp Director prior to or at the first day of camp. Campers will keep their EA-I in their backpack and keep their backpack with them at all times. City Camp Staff will place a yellow identification tag on the backpacks of campers with an EA-I.

## Accidents/Emergency

Safety is our primary concern in all Camp Shoreline programs. In the event of a medical event, City Camp Staff will either call 911 or contact the parent/legal guardian listed in contacts, depending on an assessment of the severity of the situation and per the COVID guidelines included in this handbook. If the parent or legal guardian is unable to be reached, City Camp Staff will call the emergency contact(s). If City Camp Staff is still unable to reach a parent, legal guardian, or emergency contact, 911 will be called to provide medical attention as necessary.

If it is deemed a serious medical event and professional medical care is required, 911 will be contacted first, followed by contacting the parent/legal guardian. It is important that the City of Shoreline has the most up-to-date information on file to be able to reach you and/or your emergency contacts. Please notify the City right away if there are any changes or updates to phone numbers and/or addresses. The City of Shoreline does not incur the cost of medical treatment. All costs will be the sole responsibility of the parent or legal guardian.

## Communication

### Communication with Camp Shoreline Staff

City Camp Staff will regularly communicate with parents/legal guardians to support the success of every camper. All conversations between parent/legal guardians and City Camp Staff should pertain to camp related activities.

### Contacting your Child at Camp

Please do not call the City of Shoreline asking to speak to your child unless it is an emergency. If your child needs to contact you for any reason while at camp, City Camp Staff will assist them in doing so. Please do not have camper bring anything other than necessary clothing, medicine or food. If your child must bring a cell phone, please let staff know by calling (206) 801-2600.

## What to Bring to Camp

### Food and Drink:

- **A daily sack lunch, snack, and drink:** There is no refrigerator or microwave for campers to use.
- Campers are NOT allowed to use the vending machines during any of our camps.
- **Bring a water bottle:** We play outside a lot! There are drinking fountains at each facility.
- Camp Shoreline does not supply cups, so your child will need their own water container.
- **Some campers have severe peanut allergies. We request that campers do not bring peanut products to camp.**

### Sunscreen and Sun Protection:

City Camp Staff are not permitted to apply sunscreen on the campers. Send appropriate SPF sunscreen for your child. Please apply sunscreen generously before camp and provide your child with a hat, sunglasses, sun protective clothing.

## What NOT to Bring to Camp

Please do not bring any money, electronics, toys or valuables to camp. This includes cell phones. We are not responsible for any lost or stolen items.

## General Camp Guidelines

### Camper Expectations

All campers are expected to act with CARE while at camp. In addition, all campers are expected to abide by all COVID 19 related guidelines and protocol.

**C** - Cooperation with staff and others

**A** - Acting responsibly and safely

**R** - Respecting yourself and others

**E** - Encouraging each other

“CARE” guidelines and expectations are reviewed with campers at the beginning of each week and campers are encouraged to implement these behaviors throughout the session. These guidelines are based on the City of Shoreline Recreation, Cultural and Community Services Code of Conduct. City Camp Staff will model these behaviors by emphasizing positive, age-appropriate techniques that will not only encourage appropriate behavior but establish clear expectations. Every camp participant will be held to these expectations and all staff will abide by the adopted Procedure for Handling Disruptive Behavior included in this document.

### Code of Conduct

The City of Shoreline promotes an atmosphere of harmony and understanding at its facilities, programs and events and requests participants and spectators to observe a code of conduct. It is expected that people will act consistent with the conduct listed below when visiting a facility or participating in a program:

- Respect the rights and privileges of all persons always.
- Use language and behavior that shows respect for everyone (no swearing, derogatory slang, harassment, threats, offensive remarks, discrimination).
- Refrain from conduct that disrupts any program, class or event.
- Respect the facility and park grounds.
- Resolve conflicts without fighting.
- Be drug and alcohol free.

## Behavior Management

### Adult Code of Conduct

Expectations and guidelines for all parents, legal guardians, and authorized individuals to ensure the safety of all program participants, City of Shoreline employees, and the community:

- Adhere to all COVID 19 health screening guidelines and requirements for your camper’s attendance.
- Communicate important information with camp staff that may be helpful when working with your camper.
- Behave appropriately. Individuals whose behavior and/or health status pose an immediate threat or danger to the health and safety of a camper will be asked to leave the facility.
- Refrain from:
  - Confronting any camper in a threatening manner
  - Exhibiting threatening behavior towards a staff member or a child (if this occurs, 911 will be called)
- Adults may not be under the influence of alcohol and/or controlled substances in the presence of Camp Shoreline campers.
- City of Shoreline properties and Shoreline School District properties are tobacco and smoke-free. This includes e-cigarettes and vaping devices.



## Consequences of Adult Misbehavior

Any violation of the Adult Code of Conduct will result in an outcome ranging from a verbal warning to the individual's removal from the camp facility or the camper's removal from the Camp Shoreline program without refund. By registering for the Camp Shoreline program, parents, legal guardians, or authorized individuals agree to follow the code of conduct outlined above.

## Procedure for Handling Disruptive Camper Behavior

All campers are expected to abide by the General Camp Guidelines and Code of Conduct. Behavior in violation of these standards will be subject to the Disruptive Procedure found in Addendum 2 at the end of this booklet.

## Covid-19 Safety Precautions

City of Shoreline safety procedures and requirements for Camp Shoreline are based on information from the [Washington State Department of Health](#) and the [King County Department of Health](#).

Safety procedures and masking/vaccination requirements for recreation programs may vary based on program and program location. **For current City of Shoreline recreation program rules and procedures, including masking and vaccination, visit [www.shorelinewa.gov/PRCOVID](http://www.shorelinewa.gov/PRCOVID).**

## Frequently Asked Questions

### What should my camper wear to camp?

Camper should dress in layers for cooler mornings and warmer afternoons. Campers should wear clothing that is appropriate for an active day, both inside and outside. Appropriate items would include shorts, t-shirts, light jackets/sweatshirts, and athletic shoes. Flip-flops and open toed sandals are not to be worn at camp. It is also helpful to label all items with the campers first and last name. Please remember that camp can be messy from playing outside and creating various art projects, so we always ask that you dress your camper in clothes that can get dirty.

### Can my camper buy lunch?

No. There are no opportunities for campers to purchase lunch while at any of Camp Shoreline programs.

### What if my camper forgets his/her lunch?

Every so often, lunches get left behind. The City Camp Staff will contact you to let you know that your camper does not have a lunch. Camp Staff will make sure that your camper will get something to eat from the snack supply, but it will be simple. If your camper forgot their lunch and you want to bring it prior to the lunch hour, please call (206)801-2600 to coordinate a safe delivery for the item(s).

### Does camp provide snack?

Campers should bring their own snack for morning snack time. If a camper does not have a morning snack, one will be provided for them. An afternoon snack is provided for campers signed up for Aftercare.

### What if my camper loses something at camp?

Please do your best to make sure all your camper's items are labeled with their first and last name. There is a designated lost and found area. The City of Shoreline will hold onto all items for up to one (1) week after the conclusion of the camp they attended. The City of Shoreline is not responsible for any items that are lost or stolen, and under no circumstances will reimburse lost, stolen or broken items.

[COVID-19] What procedures, rules and restrictions are in place regarding COVID 19 exposure and transmission?

For current City of Shoreline recreation program rules and procedures, including masking and vaccination, visit [www.shorelinewa.gov/PRCOVID](http://www.shorelinewa.gov/PRCOVID)

## Addendum 1: 2024 Epinephrine Auto-Injector Authorization and Waiver of Liability

If your child has a prescription for an Epinephrine Auto Injector, please fill out this form and turn it in to the Camp Director.



### CITY OF SHORELINE PARKS, RECREATION AND CULTURAL SERVICES 2024 Epinephrine Auto-Injector Authorization and Waiver of Liability

Nature of Allergy: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Parent/Guardian Name and Contact Information: \_\_\_\_\_

Prescribing Doctor Name and Contact Information: \_\_\_\_\_

**I confirm that by signing this form I have read, understand, and agree with the below Authorization and Waiver of Liability.**

**I acknowledge that my child understands his/her allergies and how to take reasonable precautions to avoid the allergens. I have provided the City of Shoreline with a current, valid prescription for my child's Epinephrine Auto-Injector (EA-I). I understand that the City of Shoreline staff, who are not medical professionals, will only assist in the administration of the EA-I in life-threatening situations and when my child is not capable of self-administering.**

Therefore, I authorize and recommend self-administration by my child of the EA-I. In the event my child is unable to self-administer, the City of Shoreline has my permission to administer the EA-I for my child during a life-threatening allergic reaction. I HEREBY AGREE TO RELEASE, INDEMNIFY, AND HOLD HARMLESS the City of Shoreline, its employees, officials, or agents and TO WAIVE ANY CLAIM by myself, my heirs, executors, assigns, or personal representative that I might have against the City of Shoreline, its employees, officials, or agents from and against any and all claims, damages, or causes of action arising out of or in any way connected to the self-administration, assisted administration, failure to administer, or attempt to administer the EA-I to my child.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:  
RCCS – Spartan Recreation Center  
202 NE 185th St Shoreline, WA 98155  
Phone: 206.801.2600 Email: src@shorelinewa.gov

## Addendum 2: Disruptive Behavior Procedure



# DISRUPTIVE BEHAVIOR PROCEDURE

### 1.0 Purpose for the Procedure

The City seeks to provide a safe, welcoming, and respectful environment for the public when using City parks, recreation facilities, and recreation programs. This procedure identifies types of behaviors that infringe upon the use and enjoyment of City parks, facilities, and programs and the consequences for such violations.

### 2.0 Shoreline Municipal Code

SMC 8.12.550 - Administrative sanctions.

In addition to any prescribed penalty, any person failing to comply with any provision of this chapter shall be subject to the loss of park, recreation facility, or program use privileges.

### 3.0 Affected Departments/Divisions

- a. Recreation and Cultural Services Division
- b. Parks Operations

### 4.0 Definitions

- a. Minor Infractions – Violations of the Code of Conduct.
- b. Repeated Minor Infractions – A series (two or more) of Minor Infractions that occur within a concentrated period of time. Infractions do not need to be of the same nature.
- c. Serious Infractions – Any infraction that violates the Code of Conduct in an egregious manner as determined by supervisory staff on site.
- d. Severe Infractions – Any infraction that violates the Code of Conduct in an egregious manner, as determined by supervisory staff on site, or violates applicable provisions of the Shoreline Municipal Code (SMC), including Chapter 8.12 SMC Rules for Use of Shoreline Park Facilities, and federal, state, or local law. Severe infractions also include misdemeanors, as classified by the Revised Code of Washington (RCW) Title 9A Washington Criminal Code and Chapter 9.10 SMC Criminal Code, including but not limited to possession of controlled substances, disorderly conduct, harassment and malicious mischief.
- e. Criminal Trespass – knowingly entering or remaining unlawfully in or upon City Park facilities (see RCW 9A.52.080).
- f. Program Day – Period of time from start of a class/event to end of that class/event on a specific date.
- g. Code of Conduct – Each facility shall have a Code of Conduct approved by the Department Director. The Code of Conduct will be conspicuously displayed in the facility and/or included in program materials provided to program participants.

### 5.0 Procedural Detail

Below are procedural steps based on the type of infraction from minor to severe. However, Staff should immediately contact the Shoreline Police/911 when conduct threatens the life or safety of Staff or any person or unreasonably interferes with park facility use or is damaging to City property.

#### a. Minor Infractions of Code of Conduct

- 5.a.1 First Infraction: Verbal warning – Staff will provide a verbal warning to the patron/participant identifying the behavior being addressed, educate the individual about the Code of Conduct, and what consequences may occur if repeated.
- 5.a.2 Repeated Minor Infractions: If behavior is not modified/discontinued after the verbal warning, staff may suspend participant from activity for a period of time or remove patron/participant for the remainder of that program day. If a patron or participant is removed for the remainder of the program or for the remainder of the day, no additional measures are necessary for their re-admittance on the next program day.
- 5.a.3 Documentation: Program and facility staff will log behavior interventions. This information is reviewed daily by the Supervising staff.

**b. Serious Infractions**

- 5.b.1 Removal from a facility or program starting with one (1) program day suspension up to long term suspension. Longer term suspension is subject to Recreation Superintendent approval.
- 5.b.2 Behavior Agreement Plan required: If a patron/participant is suspended for longer than one-day, a Behavior Agreement Plan (BAP) may be provided to the guardian/patron/participant to fill out and return no later than first day back to the facility or program. Staff shall review the BAP with guardian/patron/participant to ensure an understanding of the BAP. Return to facility/program may be denied by Recreation and Cultural Services Supervisor if BAP is not returned with signature.
- 5.b.3 Documentation: Anytime a patron/participant is suspended from a program or facility for longer than one (1) program day, an incident report must be completed and filed with the applicable Supervisor within 24 hours of the incident. If a BAP has been signed by the guardian/patron/participant, it shall be attached to the incident report on file.

**c. Severe Infractions**

- 5.c.1 Staff should immediately call Shoreline Police/911 for any infraction that violates applicable provisions of the Shoreline Municipal Code, including Chapter 8.12 SMC Rules for Use of Shoreline Park Facilities, and federal, state, or local law, including RCW Title 9A Washington Criminal Code, or when Staff is verbally or physically threatened. Staff shall file an incident report with the applicable Supervisor within 24 hours of the incident.

- 5.c.2 A patron/participant may be suspended for extended periods of time to be determined by Shoreline Police and Recreation Staff.

If a patron/participant is suspended from a program or facility due to a Severe Infraction, a BAP shall be provided to the guardian/patron/participant for review and return no later than first day back to program. Staff shall review the BAP with the guardian/patron/participant to ensure an understanding of the BAP. Return to facility/program may be denied by Recreation and Cultural Services Supervisor if BAP is not returned with signature.

Abuse of/Threat to staff may require calling Shoreline Police/911 immediately, yet always requires involved staff to file a Police Report.

- 5.c.3 The signed BAP and the Shoreline Police Report (or Police File Number) will be attached to the original incident report on file.

**d. Criminal Trespass**

- 5.d.1 Trespass occurs when a person enters City Property without permission (e.g. after hours) or remains or re-enters City property when instructed to leave due to a violation of the Code of Conduct, the SMC, and other laws..
- 5.d.2 Staff must call 911 for Police to remove and trespass the patron/participant.
- 5.d.3 Once trespassed, the trespass notice and picture of patron/participant will be posted internally for facility staff reference.
- 5.d.4 If a patron/participant is criminally trespassed, they may return upon its expiration.

**6.0 Notification Process**

This procedure will be made available to the public upon request at all program locations.

**7.0 Appeal Process**

Appeals of a suspension or requests to waive any of the Procedure must be made in writing and submitted to the Department Director within 72 hours of suspension. All appeals will be reviewed and decided upon within one calendar week of receipt of the appeal.