

# Lysander Parks & Recreation

## Youth Program Terms & Conditions

By registering a child in a Lysander Parks & Recreation program, the parent or legal guardian agrees to the following Terms & Conditions. These terms are designed to ensure a safe, respectful, and organized environment for all participants.

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### 1. Program Location and Contact Information

- 1.1. Unless otherwise specified, all programs are held at **Lysander Park**, located at **8439 Smokey Hollow Road, Baldwinsville, NY 13027**.
  - 1.2. For inquiries, contact Lysander Parks & Recreation:
    - **Email:** [programs@townoflysander.org](mailto:programs@townoflysander.org)
    - **Phone:** 315-635-5999 ext. 2
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### 2. Registration and Payment

- 2.1. **Advance registration is required** for all programs, including free programs. Walk-in participation is not permitted.
  - 2.2. Registration may be completed online via the [Town of Lysander website](#) or in person at **Lysander Town Hall**, 8220 Loop Road, Baldwinsville, NY.
  - 2.3. For fee-based programs, payment must be submitted via **MuniciPay**. Acceptable payment methods include credit card and e-check. A **service fee of 2.65% or a \$3.00 minimum** will apply.
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### 3. Refund Policy

- 3.1. A full refund, minus a \$15.00 processing fee, will be granted if requested at least **four (4) weeks** before the program registration deadline.
  - 3.2. A 50% refund, minus the processing fee, will be granted if requested **two (2) weeks** before the registration deadline.
  - 3.3. No refunds will be granted less than two (2) weeks before the registration deadline, regardless of circumstances.
  - 3.4. Refunds will not be issued for weather-related cancellations unless a scheduled rain date is also canceled.
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### 4. Communication and Notifications

- 4.1. Participants will receive a confirmation email upon online registration.
  - 4.2. Email is the primary method of communication for program updates, cancellations, and schedule changes. Parents/guardians are responsible for checking email regularly.
  - 4.3. In the event of cancellation due to weather or other conditions, an email and follow-up phone call will be made. If applicable, a rain date will be communicated.
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### 5. Participant Drop-Off and Pick-Up

- 5.1. A parent or legal guardian must **sign in and sign out** the participant at the beginning and end of each day with **photo identification**.
- 5.2. Individuals authorized for pick-up must be listed on the child's registration form.
- 5.3. Early dismissals must be communicated via email to [programs@townoflysander.org](mailto:programs@townoflysander.org) **no less than 24 hours in advance**, including the child's name, pick-up time, and authorized individual.
- 5.4. Same-day changes must be communicated via phone at **315-635-5999 ext. 2**.
- 5.5. A parent/guardian must be reachable by phone during all programming hours in case of emergency.

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## 6. Supervision During Breaks

6.1. The Parks & Recreation Department **does not provide supervision** between the hours of **12:00 PM and 1:00 PM**.

6.2. If a child is enrolled in both a morning and afternoon session, the parent/guardian is responsible for arranging appropriate supervision during this time.

6.3. Participants may bring a **nut-free lunch/snack** for this break, packed in a labeled, insulated lunch bag or cooler.

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## 7. Dress Code and Personal Belongings

7.1. Participants are required to wear **comfortable athletic attire** and **lace-up sneakers**.

7.2. The following are **not permitted**: sandals, Crocs, cleats, boots, open-toed shoes, crop tops, halter tops, and clothing that exposes undergarments.

7.3. Participants must bring the following daily:

- A labeled, refillable **non-glass water bottle**
- **Sunscreen**, applied prior to arrival
- **Hat** and/or **sunglasses** for sun protection
- A **small snack**, if desired
- A labeled **personal bag** to store belongings

7.4. The Town of Lysander is **not liable** for any lost, stolen, or damaged personal items.

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## 8. Health and Medical Conditions

8.1. Participants must be in good health and free from contagious illness to attend.

8.2. In the event of illness during the program, the child will be separated from the group, and the parent/guardian will be contacted for immediate pick-up.

8.3. Children must be capable of **self-administering** required medical devices such as EpiPens or inhalers. Staff must be notified of their presence and location.

8.4. Staff are **not authorized** to administer medication of any kind.

- If you have any health or medical concerns/accommodations, please contact us at [Programs@townoflysadner.org](mailto:Programs@townoflysadner.org) or call us at **(315) 635 - 5999 Ext. 2**

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## 9. Emergencies and First Aid

9.1. Minor injuries will be addressed with basic first aid. Parents will be notified as appropriate.

9.2. In the event of a serious injury or medical emergency, **emergency services (911)** will be contacted immediately, and the parent/guardian will be notified.

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## 10. Participant Code of Conduct

10.1. All participants are expected to:

- Show **respect** to themselves, peers, staff, and program property
- Follow all staff instructions
- Remain with the group and participate to the best of their ability
- Use appropriate and respectful language
- Refrain from bullying, aggression, or any disruptive behavior

10.2. Consequences of violations of the Code of Conduct may include:

1. Verbal warning
2. Temporary removal from activity
3. Parent/guardian contact
4. Temporary or permanent dismissal from the program (without refund)

10.3. Certain behaviors may result in **immediate dismissal** at the discretion of staff for the safety of the participant and others.

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### **11. Photo Release**

11.1. By enrolling in a Lysander Parks & Recreation program, the parent or legal guardian grants permission for the Town of Lysander to photograph or record the participant during program activities.

11.2. Photos or videos **may be used** in promotional materials, including but not limited to brochures, flyers, social media, and the Town website.

11.3. No identifying information (e.g., names) will be included without explicit written consent.

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### **12. Assumption of Risk & Liability Waiver**

12.1. Participation in recreational programs involves inherent risks. By registering, the parent or legal guardian **acknowledges these risks** and voluntarily assumes full responsibility for the participant's safety and well-being.

12.2. The Town of Lysander and its **staff are not liable** for any injury, loss, or damage arising from participation, including but not limited to accidents, negligence, or equipment failure.

12.3. In case of emergency, the parent or legal guardian **authorizes program staff** to obtain necessary medical treatment and agrees to **assume financial responsibility** for such treatment.

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### **13. Acceptance of Terms**

By completing registration, the parent or legal guardian acknowledges that they have read, understood, and agreed to these Terms & Conditions and that they will comply with all policies outlined herein.

#### **13.1. Liability Waiver and Release**

By registering for and/or participating in any Town of Lysander Parks & Recreation program (the "Activity"), I, the undersigned participant or the parent/legal guardian of the named participant, acknowledge and accept the inherent risks of injury associated with such activities. In consideration of being permitted to participate, I hereby voluntarily and knowingly release, waive, and discharge the Town of Lysander (8220 Loop Road, Baldwinsville, NY 13027), its employees, agents, volunteers, successors, and assigns ("Releasees") from any and all claims, liabilities, or causes of action, whether arising in law or equity, including but not limited to those based on negligence, contract, or tort, for any physical or psychological injury or loss I or the participant may suffer in connection with the Activity. This release applies to myself, my heirs, executors, administrators, assigns, and personal representatives. I confirm that I have read, understood, and agree to these terms, either by signing below or through electronic acknowledgment upon registration and payment via MuniPay.

#### **13.2. Photo Release**

Unless a written request is submitted to the Town of Lysander Parks & Recreation Department, I grant permission for photographs or videos of myself or the named participant to be taken during program activities. These images may be used for promotional purposes, including but not limited to the Town's website, social media platforms (e.g., Facebook, Instagram), print materials, and local publications.