



City of Biloxi Summer Playground Parent Handbook 2024

Parks & Recreation Department
377 Hiller Drive, Biloxi, MS 39531
playground@biloxi.ms.us

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Table of Contents



Letter to parents	2	Disciplinary Policy	8
Contact list	3	Rules	8
2024 Program dates	3	Discipline Ladder	8
Enrollment	4	Severe Disruptions	9
Enrollment options		Consequences	9
Withdrawal Procedures	4	Counselor Guidelines	9
Temporary withdrawal		Staff Code of Conduct	10
Registration and Fees	4	Lunch	10
Biloxi Resident		Toys and Personal Items	10
Non-Biloxi Resident		Photography	11
Tax Identification	4	Transportation Policy	11
Camp Payment Instructions	5	Sample Schedule	11
Returned Checks		Extracurricular Activities	12
Arrival	5	Buses	12
Departure	5	Parent Involvement	12
Signing in and out	5	Clothing	12
Absences	5	Drills	12
Family Custodial Matters	6	Field Trips	12
Camper Safety	6	Water Safety	13
Playground Staff Screening, Training		Water Safety Rules and Regulations	
and Scheduling	6	Insurance	13
Weather Emergencies	6	2024 Fees	13
Health Regulations	7	Mississippi Child Abuse Law	14
Incident, accident or illness		Discipline Ladder Form	15
Conditions to keep your child at home		Accident Report	16
Suspected Child Neglect or Child Abuse		Mississippi State Department of Health Child	
Dispensing Medication	7	(Appendix A)	17
Medication Policy	7	Exclusion Guidelines for Child Care Facilities	
Camp Code of Conduct	8	(Appendix B)	18



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Text BILOXI to 99411 for advisories concerning traffic detours, threatening weather or other notices.

A Letter to Parents

Welcome to the City of Biloxi Summer Playground and Enrichment Program and being part of one of the most popular city-operated summer playground programs on the Gulf Coast. We are delighted that you have chosen to enroll your child/children in this summer's session.

With an annual expectancy of about 250 campers from Biloxi and surrounding areas, we have put together an educational and enlightening program that includes arts and crafts, field trips and other hands-on activities designed to challenge the minds of our youngsters.

Of course, proper supervision and safety remain paramount in this city program. We realize that you are entrusting the care of your child/children to the city and we take this very seriously. The staff – which adheres to a 1-to-25 camper-counselor ratio – has undergone first-aid and behavior management sessions. We also are licensed by the Mississippi State Department of Health.

The Parks & Recreation Department's responsibility is to provide wholesome leisure time programs and facilities for the citizens of Biloxi, thereby helping people to enjoy themselves. We believe that through recreational activities such as summer camp, we can provide citizens the opportunity to grow physically and emotionally, expand artistically, and find an improved quality of life and wellness.

We encourage you to read through this handbook and let us know if you have any questions.

Thank you for allowing us to be a part of your child/children's summer adventures.



Cheryl Bell
Director
Parks & Recreation Department





Summer Playground Contact List

If you have comments or suggestions you would like to express concerning the Summer Playground Program or if you need assistance in any matter concerning the program, please feel free to contact the Parks & Recreation Office.

Summer Playground Program Administrative Staff

Cheryl Bell, Director	Hiller Park	228-388-7170
Rob Stewart, Playground Supervisor	Hiller Park	228-388-7170
Email	playground@biloxi.ms.us or camp@biloxi.ms.us	

In case of an emergency, we ask that you speak to the director or assistant director at the playground site where your child is enrolled so our staff may be prepared to help you in any way appropriate. We do ask that you only contact your child at the playground site during an emergency situation. However, never hesitate to contact your child's playground site when necessary. The numbers to call are:

Michel Gym	228-234-0295
North Woolmarket Middle School Gym.....	228-234-8674
Biloxi Upper Elementary Gym.....	228-234-0800



Summer Playground Program Dates

Monday, June 3 through Friday, July 12, 7:30 a.m.-5:30 p.m. - Biloxi Upper/Michel
 Monday, June 3 through Friday, July 19, 7:30 a.m.-5:30 p.m. - North Woolmarket



Enrollment

The Summer Playground Program accepts children between the ages of 5 to 12.

Any revision made to an enrollment form must only be made by the person who signed and registered the child/children.

Withdrawal Procedures

Families wishing to withdraw a child from the Playground Program are asked to give a one-week written notice to the director of the campsite their child is attending. Re-enrollment is necessary to rejoin the program, but may not be immediately available. If you withdraw your child prior to the program beginning, you will receive a full refund, with exception of the registration fee. If your child attends one day of the camp, no refund will be given.

Temporary Withdrawal

Once enrolled, your child is guaranteed space unless you choose to withdraw your child. If your withdrawal is temporary, i.e. for a family vacation, **you must continue to pay half the weekly fee, \$25/\$30 per child, to hold your spot.**

If a child's behavior or health poses a significant risk to other children in the program, we reserve the right to temporarily or permanently withdraw the child in question.



City of Biloxi Tax Identification:

The tax identification information for filing taxes is:

1. Number: 64-6000-153
2. Address: 140 Lameuse St., Biloxi, MS 39530

2024 Registration and Fees

All fees listed below are due at time of registration.

Biloxi resident:

(Those who vote at Biloxi precincts and pay City of Biloxi yearly property taxes.)

- \$20 registration fee
- \$50 weekly fee for first child, \$25 for each additional child
- \$60 field trip fee per child – one-time fee

Non-Biloxi resident:

- \$25 registration fee
- \$60 weekly fee for first child, \$30 for each additional child
- \$60 field trip fee per child – one-time fee

If child attends one day of camp, weekly fee is due.

Camp Payment Instructions

1. Fees for the Summer Playground Program are payable in advance and are due every Monday.
2. No payment will be accepted past noon on Monday. You can pay at the Summer Playground office, 377 Hiller Drive (Armory building).
3. If fees remain unpaid by the end of the camp day on Tuesday, there will be a \$10 late fee.
4. The child will not be accepted into the camp on Wednesday morning until all past fees are paid.
5. If there are unexpected problems, which temporarily make it difficult to pay the fees, please contact Cheryl Bell at the Recreation office at 228-388-7170.
6. If delinquent fees are not paid by the end of the week, the child will automatically be withdrawn from the camp.

Returned Checks

There will be a \$30 charge for all returned checks. Once a check has been returned, future payments must be paid in cash.

We will accept money orders, cash, checks or you can pay by credit card at the Camp office, 377 Hiller Drive.



Arrival

Each parent must provide transportation for his or her child to and from his or her playground site. Playground children are to be brought to the campsite any time after 7:30 a.m. No child may be left unattended to wait for the camp staff to arrive. If left unattended, child will be removed from camp.

The City of Biloxi Recreation Department staff will not assume responsibility for a child who has not been left in the custody of authorized personnel when he/she arrives for the day. Parents may not drop child off at the field trip site unless authorized by Cheryl Bell or Rob Stewart.

Departure

Children should be picked up no later than 5:30 p.m. for the Playground Program. A late charge of \$1 per minute per child will be assessed at every minute increment past 5:30 p.m. (depending on the departure time you signed up for). This fee is to be paid to the Director on duty beginning at 5:31 p.m. If not paid, the child will not be accepted the following day.

Signing In and Signing Out

Parents must sign their child in and out daily when dropping them off and picking them up in order for the camp staff to accept or release a child. Children will only be released to those persons listed on the child's release form. Parents may add to the list as necessary. A letter must be given to staff for those children walking or biking to and from the camp. (State Health Regulations). **ID** must be shown during the first couple of weeks so staff can verify list given to them.

Absences

Please notify the campsite if your child will be absent and if your child is absent due to a contagious disease so that other parents can be informed that their child has been exposed.

Family Custodial Matters

The Parks & Recreation staff is to ensure a safe and fun environment for your child. We do not have the ability to resolve custody issues or to be mediators. The City of Biloxi is not able to interpret or make rules relating to custody agreements and is not responsible for enforcing time constraints relating to visitation.

If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the Parks & Recreation Department asks that you refrain from bringing the child until such issues are resolved. If issues continue without resolve, the department will consider whether the child may continue to participate in the program.

Camper Safety/Back Packs/Bags

The City of Biloxi wants all campers and their parents to feel comfortable and safe when visiting campsites. In order to enforce safety, all backpacks, totes, containers and large bags of any kind are subject to inspection as deemed necessary by the staff. This practice may be modified periodically as necessary to ensure the safety of the campers.

Playground Staff Screening, Training and Scheduling

The Summer Playground Program staff has been through a screening process that meets the licensing requirements set forth by the Mississippi Department of Health. All staff members are required to obtain at least 15 hours of in-service training on an annual basis. All staff members are CPR and First Aid certified. All of our campsites meet the 1 counselor to 25 children ratio set in the licensing requirements.

Listed below are the staff schedules:

Director	7:30 a.m.-3:30 p.m.
Assistant Director	9:30 a.m.-5:30 p.m.
Counselors	8 a.m.-4 p.m., 9:30 a.m.-5:30 p.m.



Weather Emergencies

During severe weather conditions, parents are asked to visit the City of Biloxi website (www.biloxi.ms.us) and Facebook page as well as tuning into the local television stations, WLOX and WXXV, and local radio stations for information on playground closings. The Summer Playground Program will close for bad weather only during potentially dangerous situations. In the event of an evacuation, the location of the campers from the evacuated campsite will be: North Woolmarket, and Popp's Ferry to the Donal M. Snyder Sr. Community Center, 2520 Pass Road. North Bay will be relocated to the Dr. Frank Gruich Sr. Community Center, 591 Howard Ave. If this occurs, all parents will be called ASAP.

**For emergency info, text
BILOXI to 99411.**

Health Regulations

In the event of an incident, accident or illness at camp, the director will:

1. Contact the child's parent(s) or an individual on the child's contact sheet by telephone, outline the nature of the incident, accident or illness involving the child, and outline whether the child can stay at the facility or needs to be picked up. The information will then be listed on an accident form.
2. If the child is in a medical crisis, the child will be taken by emergency transport to the nearest medical facility for treatment by a licensed physician or will be transported to the location of the parent's choice should the child be exempt from medical care due to religious reasons.

In the interest of every child's well being, only healthy children will be cared for at the playground site.

Conditions under which you are requested to keep your child at home:

1. If he/she has a fever or has had a fever of more than 100 degrees during the previous 24-hour period.
2. If he/she has diarrhea or vomiting.
3. If he/she breaks out in a rash.
4. If her/she has symptoms or a possible communicable disease.
5. If your child has been sent home for head lice. To return, you must show proof of treatment by giving the empty medicine bottle to the site director.

Suspected Child Neglect or Child Abuse

The Mississippi Child Abuse Law, Chapter 21, Section 43-21-353 found in Appendix C, requires every childcare worker in any childcare facility to report suspected child neglect or child abuse to the Department of Human Services. The Playground Program is bound by this statute due to the program's licensing requirements. If there are any questionable marks, any counselor observing them will bring signs of neglect or questionable responses from the child concerning any of the above subjects to the camp director's attention. Upon notification, the camp director will:

1. Discuss the items brought to his/her attention with the child in a non-threatening way.
2. Discuss the items brought to his/her attention with the child's parents in a non-threatening way by telephone or in person when the parent picks up the child.
3. If the camp director has concerns regarding any of the items discussed with the child or the parent, the camp director will notify the Parks & Recreation Director, Cheryl Bell, who will forward all appropriate information concerning the situation to the Department of Human Services.

If a parent is notified to pick up their child because of an incident, accident, illness or detection of head lice, they will be given one hour from the time of notification to do so. Children who are ill, will be kept in a private room. If the child is not picked up during that time, the child will be suspended from the program. This is very important to the health of all of our children. A child who has symptoms of a contagious disease may be required to obtain a note from the child's doctor before returning to the playground.

The guidelines prescribed by the Mississippi State Department of Health regarding exclusion of a child due to illness are listed in Appendix A. In addition, these are posted at your child's playground site.

Dispensing of Medication

Medication will be dispensed to a child only with written permission of a doctor or parent. A medication consent form, located at each site, must be filled out by the parent for the medication directions and medicine must be brought daily and logged in by the parent.

Summer Playground Program Medication Policy:

1. A medication consent form must be filled out with disbursement information and signed daily by a parent before medication can be dispensed.
2. Prescription medication will only be accepted from an adult and is the only medication to be dispensed. Please do not leave medication in plastic bags.
3. Single dose packs from the pharmacy are preferred.
4. The State Department of Health requires that your child's name be on all medication.
5. Any medications left at campsite for more than three days will be discarded.

Camp Code of Conduct

All children in the Summer Playground Program will be presented with rules governing behavior at each playground site and the consequences for breaking those rules. The form of discipline to be used is time out, where the child will be set aside from the group.

1. Children must show respect for and abide by the instructions of the directors, counselors and administrative staff of the Summer Playground Program.
2. Children must present themselves with pride by conducting themselves as ladies and gentlemen.
3. Playground site property is for everyone and must be treated as such.
4. Children should dress appropriately for the activity being conducted. Play clothes and shorts are recommended. Socks are to be worn for bowling and skating trips.
5. Children must bring a towel and swimsuit labeled with their name for swimming trips. Boys' suit must have drawstring and liner and all non-swimmers will need to bring their own floaties.
6. Fighting, scuffling, horseplay, harassment, running, name calling or loud and excessive noise will not be tolerated.
7. Stealing will not be tolerated. Anyone caught stealing will be removed from the camp.
8. All children should participate in scheduled activities unless unusual circumstances exist as outlined in writing by the parents.
9. Children may use the telephone or will be called to the telephone to receive calls only in the case of an emergency.
10. No cell phones or electronic games are allowed at the camp sites.

The camper Code of Conduct is designed to insure that all participants in the Summer Playground Program have a safe and happy camp experience.

State licensing requirements prohibit smoking at playground facilities.

Playground Disciplinary Policy

The Summer Playground Program will follow an assertive disciplinary plan. The disciplinary practices shall be directed toward teaching the child acceptable behavior to help self-esteem with consistent and individualized levels of understanding and not in a humiliating, frightening or physically harmful manner to the child.



Rules:

1. Campers will keep hands, feet, objects and negative comments to themselves.
2. Campers will obey directions of counselors the first time given.

Discipline Ladder:

STEP 1:

- Contact parent
- Removal from ladder if not referred for five days

STEP 2:

- Contact parent; schedule conference
- Suspension up to three days
- Removal from ladder if not referred for 10 days

STEP 3:

- Contact parent; schedule conference
- Suspension up to five days
- Removal from ladder if not referred for 10 days

STEP 4:

- Contact parent
- Removal from program

Severe Disruptions:

Discipline Ladder

1. Threats of any kind	Step 1-4
2. Fighting of any kind	Step 1-4
3. Open defiance of a counselor	Step 1-4
4. Profanity or vulgarity (to include acts, gestures or symbols directed toward another person)	Step 1-4
5. Possession of tobacco or tobacco-related products, alcohol, drugs or weapons on playground sites	Step 3-4
6. Defacing or otherwise injuring property that belongs to the school or program (to include restitution for damages)	Step 1-4
7. Leaving campus without authorization	Step 1-4
8. Misbehavior on the bus	Step 1-4
9. Other misbehavior as determined by the Summer Playground Staff including a pattern of repeated classroom misbehavior	Step 1-4

Fighting of any kind will result in suspension.

Consequences:

Name Taken	Warning given on first day only (for entire summer program)
One Check	10 minute time-out from activity
Two Checks	20 minute time-out and contact parent
Three Checks	Referral to coordinator for conference and step on ladder

Since the Biloxi Playground Program is only a 6-week program, disciplinary action pertaining to camp dismissal is based on a cumulative incident-occurrence basis, rather than on a time-period basis. Consistent and continual disregard for camp policies and procedures cannot be tolerated.



Camp Employee Guidelines:

Camp counselors will be responsible for the discipline of the campers.

1. In order to be most effective, immediate consequences for misbehavior should be known in advance.
2. Each camp will have a "Time Out Chair" to isolate the child who needs discipline.
3. Physical punishment – spanking, pinching, slapping – are not to be used. The counselor will shout at the child only if there is need to warn of immediate danger.
4. Removal of playground or other activity privileges may be used for serious or cumulative infractions.
5. All children should be directed to appropriate behavior rather than continually spoken to in negative terms, such as "Do this" rather than "Don't do this."
6. A child should be sent to the camp director periodically in order to be effective.
7. Habitual misbehavior cannot and will not be tolerated. Each time a child is involved in a disciplinary incident, the parent will receive a written incident report outlining the incident and the action taken for the incident.



Staff Code of Conduct

All staff members will be trained according to the guidelines set forth by the Mississippi State Department of Health Regulations governing childcare facilities. The following outlines the training given to each camp staff member.

1. No staff member should be alone with a child where they cannot be observed.
2. Staff will not leave child alone.
3. Staff will conduct or supervise private activities in pairs – putting on bathing suits and changing clothes, etc. When this is not feasible, staff should be positioned so that they are visible to others.
4. Any type of abuse from the staff will not be tolerated and may be cause for dismissal. Only positive techniques of guidance will be used.
5. **Staff will conduct a HEALTH CHECK of each child on MONDAY AND FRIDAY** and any other time deemed necessary, noting fever, bumps, bruises, head lice, etc. The camp director will address comments to the parent or the child in a non-threatening way regarding any questionable marks or responses and it will be documented.
6. Staff will respect the child's right not to be touched in ways that make them feel uncomfortable.
7. Staff will refrain from intimate displays of affection toward others in the presence of children, parents and other staff.
8. Staff may not be alone with children they meet in the Summer Playground Program outside of the Playground Program site. This includes baby-sitting, sleepovers and inviting the children into their homes.
9. Staff members are not to transport children in their own vehicles.
10. Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other authorized adult on file with the Playground Program campsite.

Lunch

Biloxi School District will provide summer lunches again. Sites TBA. The Program's feeding hours are 11 a.m.-1 p.m. and meet the nutritional standards as prescribed in the "Minimum Standards for Nutritional Care in Child Care Facilities." Campers are encouraged to participate, however they may bring a lunch but the lunch must be packed in an insulated container. **NO PAPER BAGS WILL BE ALLOWED.** Parents may choose this option by indicating on the registration form. Snacks will be provided and will meet the national standards (apples, oatmeal-peanut butter cookies, 100% fruit juice). Please note that lunches will be needed on some field trips. This will be noted on the schedule.



Toys and Personal Items

All campsites provide a wide variety of appropriate toys for each age group. Children should not bring toys from home except by request of the camp director or camp counselor for a special activity. We realize that a doll or bear may be important to your child when they first begin attending the camp, but these items could become lost or broken and feelings will be hurt when they are not shared. We will take reasonable precautions to ensure the safe return of personal belongings brought or left at day camp, but we cannot assume responsibility for any toys.



Photography

To promote the Biloxi Parks & Recreation Department and its programs, we may photograph the children while they are active in the camp. Many times, media and outside camera crews will ask permission to take pictures or to film the children during various activities. As a parent, you must give consent in writing to have your child photographed and relinquish all rights, titles and interest in the finished photographs, tape and negatives. Your consent form is listed on the Summer Playground Program application.

Transportation Policy

The Biloxi Parks & Recreation Department Playground Program is responsible for the safe transportation of enrolled children to and from programs and fields trips that are part of the camp program.

1. Under State Health regulations, all vehicles used for camp transportation have Gross Vehicle Weight Ratings and meet the current Federal Motor Vehicle Safety Standards (49 CFR 571.213) for a vehicle of this size. Vehicles having a GVWR of 10,000 pounds or more are not required to be equipped with safety restraints.
2. All bus drivers must have a Mississippi Commercial Drivers Licensed to operate the buses.
3. All buses will be maintained in a safe condition at all times.
4. Good order in the vehicle is essential to safety. Play will not be tolerated and we reserve the right to refuse future transportation services to any child when that child's behavior is considered to be unsafe. Examples would include refusal to remain in one's seat or excessive and distracting noise.
5. The only exception to the above policies shall be a medical emergency.

Sample Schedule for Playground Camp

The Biloxi Playground Program uses city and school facilities as host sites for the program. Campers enjoy the use of playgrounds and libraries at some of the city's facilities. Everyone has the opportunity to use the City of Biloxi Natatorium at least once a month to keep campers busy and to stimulate their recreational and educational growth during our program. We also plan at least two field trips per site each week to enhance campers experience in the program. From bowling to plays, to roller skating and movies, your child will be provided the opportunity to learn and expand their recreational and educational experience while still having a lot of fun.

Below is a sample schedule of events that your child will be participating in during camp:

Weekly schedule will be posted at each campsite

7:30-9 a.m.	Arrival of parents/supervised playtime: table games, outside games; snack time
10 a.m.	Field trip
11:30 a.m.	Prepare for lunch
Noon	Lunch time
12:45 p.m.	Quiet time
1 p.m.	Field trip
2 p.m.	Gym/snack
5:30 p.m.	End of camp

Extracurricular Activities

The City of Biloxi Recreation Department will sponsor all activities of the Summer Playground Program. No private lessons or classes will be offered at our playground sites.

Buses

In the event a bus breaks down while traveling during a field trip, a camp office staff member will contact another bus driver immediately to pick up the children and transport them to the field trip location or campsite. Please note that there may be times that campers get back to site after 3 p.m. Feel free to call the office with any questions at 228-388-7170.

Parent Involvement

Parents are encouraged to be active participants in their child's Playground activities. Parents and caregivers must work together if your child is to receive the maximum benefit from their Summer Playground experience. Please watch for notices concerning field trips or activities open for parental participation. If participating on a field trip, parent must provide their own transportation.

Parents are welcome to visit the Playground sites at any time. However, due to the nature of the Playground setting, we request that you keep your visits to 10 minutes. Insurance and licensing requirements prevent our staff from allowing any visitor free access to the sites. If you choose to visit with us, please find the playground director so a counselor may be assigned to accompany you during your visit.

Clothing

Washable play clothes and shorts are most suitable for the Playground Summer Program. Socks must be worn on skating and bowling days. Children must bring their own comb/brush, towel and swimsuit. Boys swim trunks must have a drawstring and a liner. No cut-offs or basketball shorts will be allowed. Long dresses, cowboy boots and thongs are not permitted. The child's name must be labeled on all clothes, towels and swimsuits, etc. The Biloxi Parks & Recreation Department cannot be responsible for unmarked items.

Drills

Fire and disaster drills are practiced every two weeks. A complete plan has already been arranged and is posted at each Playground Program site.



Field Trips

Calendars will be issued announcing all scheduled field trips.

- Field trips will be one time a week.
- Children are to be at site 30 minutes prior to departure. Repeated tardiness will result in child being suspended from program.
- Children may bring money for any schedule field trip; however, the City of Biloxi will not be responsible for any money lost or stolen.
- Socks must be worn or brought on skating and bowling days.
- Swim trunks with drawstring and liners must be worn when swimming at the Biloxi Natatorium.

Parents may not drop child off at a field trip site unless authorized by the Parks & Rec. office (228-388-7170). If dropping off at field trip, child must be taken directly to director and signed in.





Water Safety

The Biloxi Parks & Recreation Summer Playground provides regular visits to the Biloxi Natatorium. The Natatorium is a year round 50 meter by 25 yard swimming pool with a retractable roof and a patio area that provides sun and fresh air. Campers will swim at least once a week (weather permitting) as part of the Program. The Natatorium exceeds water activity and facility requirements set forth in regulations for childcare licensing by the Mississippi State Department of Health. The City of Biloxi Parks & Recreation Department operates the Biloxi Natatorium.

Water Safety Rules and Regulations

1. The City of Biloxi Aquatic staff includes American Red Cross-certified lifeguards and lifeguard, water safety, First Aid and CPR instructors as well as Certified Pool Operators. Multiple lifeguards will be on duty at all times during the Summer Playground activities.
2. The lifeguards and Summer Playground staff will strictly enforce all posted rules and regulations at the Biloxi Natatorium as well as at the Donal M. Snyder Sr. Community Center. Any child violating these rules will be disciplined by the disciplinary policies set forth by the Summer Playground Program and/or facilities listed above.
3. All swimmers must have a swimsuit. Males must have a suit with a drawstring and a liner. Females must have a one-piece and it must be properly fitted. No cotton material is allowed in the pool.
4. The facility meets or exceeds all other requirements set forth in the Regulations Governing Licensure of Child Care Facilities.



Insurance

The City of Biloxi Summer Playground & Enrichment Program does not carry accident insurance. Medical expenses incurred due to an injury in the program will be a parent or guardian's responsibility. We request that you provide us with the name of your primary insurance carrier on your child's enrollment form for our records.

2024 Fees and Tax Information

Biloxi resident:

(Those who vote at Biloxi precincts and pay City of Biloxi yearly property taxes.)

- Registration Fee Per Child\$20
- Field Trip Fee Per Child (One Time Fee)\$60
- Weekly Fees (8 weeks) for 1st Child\$50
- For Each Additional Child . . . \$25

Non-Biloxi resident:

- Registration Fee Per Child . . . \$25
- Field Trip Fee Per Child (One Time Fee)\$60
- Weekly Fees (8 weeks) for 1st Child\$60
- For Each Additional Child . . . \$30

The tax identification information for filing taxes is:

1. Number:
64-6000-153
2. Address:
140 Lameuse St.
Biloxi, MS 39530

Mississippi Child Abuse Law

§43-21-353 (1) Any attorney, physician, dentist intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister, law enforcement officer, or any other person having reasonable cause to suspect that a child brought to him or coming before him for examination, care or treatment, or of whom he has knowledge through observation is a neglected child or an abused child, shall cause oral report to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a report in writing to the Department of Public Welfare, and immediately a referral shall be made by the Department of Public Welfare to the intake unit and where appropriate to the youth court prosecutor. Upon finding evidence that a child has been abused, the Department of Public Welfare shall promptly notify the district attorney's office in writing within seventy-two (72) hours. When the knowledge or suspicion of such neglect or abuse of an attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister or any law enforcement officer is pursuant to the performance of services as a member of the staff of a hospital, school, child care center or similar institution or law enforcement duties, he shall notify the person in charge of the institution or his designated delegate, who shall report or cause a report to be made regarding said child. Such report shall contain the names and addresses of the child and his parents or other persons responsible for his care, if known, the child's age, the nature and extent of the child's injuries and any other information that might be helpful in establishing the cause of the injury and the identity of the perpetrator.

(2) The Department of Public Welfare shall maintain a statewide incoming wide area telephone service or similar service for the purpose of receiving reports of suspected cases of child abuse: provided that any attorney,

physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister, or law enforcement officer who is required to report under subsection (1).

(3) Reports of abuse and neglect made under this chapter and the identity of the reporter are confidential except when the court in which the investigation report is filed, in its discretion, determines the testimony of the person reporting to be material to a judicial proceeding.

(4) Reports made under subsection (1) of the section by the Department of Public Welfare to the district attorney's office shall include the following, if known to the department:

- (a) The name and address of the child.
- (b) The names and addresses of the parents.
- (c) The name and address of the suspected perpetrator.
- (d) The names and addresses of all witnesses, including the reporting party if a material witness to the abuse.
- (e) A brief statement of the facts indicating that the child has been abused; and
- (f) What, if any, action is being taken by the Department of Public Welfare.

§43-21-355 IMMUNITY FOR REPORTING INFORMATION

Any licensed doctor of medicine, any licensed doctor of dentistry, intern, resident, registered nurse, psychologist, teacher, social worker, school principal, child care giver, minister, law enforcement officer or any other person participating in the making of a required report pursuant to §43-21-353 or participating in the judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person or institution reporting in good faith shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed.



City of Biloxi Parks & Recreation Department Summer Playground Program Discipline Ladder

Name: _____ Date: _____

First Offense	Warning given on first day of camp
Consequences Second Offense	10 minute time out
Consequences Third Offense	Contact parent/20 minute time out
Consequences	Contact office/step on ladder

Discipline Ladder	
Step 1	Contact parent/Removal from ladder if not referred for five days.
Step 2	Contact parent/Schedule conference/Suspension for up to three days, removal from ladder if not referred for 10 days.
Step 3	Contact parent/Schedule conference/Suspension for up to five days, removal from ladder if not referred for 10 days.
Step 4	Contact parent/Removal from program.

Signature of parent: _____ Date: _____

Signature of director: _____ Date: _____

Report completed by: _____ Date: _____



City of Biloxi Parks & Recreation Department Summer Playground Program Accident Report

Child's name: _____

Parent/Guardian's name: _____

Address: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Date of accident: _____ Time of accident: _____ a.m./p.m.

Time parent notified: _____ a.m./p.m. Number of attempts to notify: _____

Time child left care facility: _____ a.m./p.m. With whom: _____
(parent/emergency medical unit/other)

Description of injuries: _____

Action taken at home or center (first aid): _____

Doctor/nurse consulted (name): _____

Doctor/nurse diagnosis (name): _____

Number of days missed from child care facility as a result of accident: _____

Name/phone of adult in charge when accident occurred: _____

Description of activity, location in facility and circumstances immediately before and at the time of the accident: _____

What corrective measures could be taken to eliminate such accidents in the future: _____

Center: _____ License No.: _____

Street: _____ City: _____

County: _____ Zip: _____

Report prepared by: _____ Date: _____

Date submitted to Mississippi State Department of Health: _____

ATTACH STATEMENTS BY STAFF SUPERVISING PLAYGROUND SITE.
Make three copies: one for parent, one for office and one for playground site.



MISSISSIPPI STATE DEPARTMENT OF HEALTH

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The ***Regulations Governing Licensure of Child Care Facilities*** require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
- Buildings & Grounds
- Rights of Entry & Violations
- Health, Hygiene, Safety
- Facility Policies & Procedures
- Nutrition & Meals
- Personnel Requirements
- Discipline & Guidance
- Records
- Transportation
- Reports
- Diapering & Toileting
- Staff Requirements
- Swimming & Water Activities
- Program Activities
- Feeding of Infants & Toddlers
- Children with Special Needs
- Night Care
- School Age Care
- Summer Day Camp & School Age Programs
- Hourly Child Care
- Hearings, Emergency Suspensions, Legal Actions & Penalties
- Release of Information
- Rest Periods
- Equipment, Toys, Materials

APPENDICES

- | | |
|--|--|
| Appendix A – Child Abuse & Neglect Reporting | Appendix B – Reportable Diseases |
| Appendix C – Nutritional Standards | Appendix D – Playground Safety Standards |
| Appendix E – Dishwashing Procedure | Appendix F – Hand washing Procedure |
| Appendix G – Diaper Changing Procedure | Appendix H – Cleaning & Disinfection Procedure |
| Appendix I – Communicable Disease/Conditions & Return of Child Care Guidelines | |

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.msdh.state.ms.us (from the left menu, select ***Regulations & Licensure***, then ***Child Care & Youth Camps.***) You may direct your questions to your local licensing officials, or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free at 1-866-489-8734.

EXCLUSION GUIDELINES FOR CHILD CARE FACILITIES

SOME IMPORTANT SYMPTOMS OF ILLNESS TO LOOK FOR:

- Fever of 102* (oral) on second reading at least one hour from the first reading
- Diarrhea (more than one abnormally loose stool). If the child has only one loose stool, observe the child for additional loose stools or other systems. Be sure that the child and care provider wash their hands at all recommended times.
- Severe coughing (The child gets red or blue in the face or makes high-pitched, “croupy” or “whooping” sounds after coughing.)
- Labored or rapid breathing (This is especially significant in infants less than six (6) months old.)
- Yellowish tint to the skin or eyes (jaundice).
- Tearing, irritation and redness of eyelid lining, followed by swelling and discharge of pus (conjunctivitis, also called “pink eye”)
- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Infected areas of skin with crusty, bright yellow, dry or gummy areas
- Unusually dark, tea-colored urine
- Grey or white stools
- Headache and stiff neck
- Vomiting
- Unusual behavior (crankiness, listlessness, crying more than usual, obvious general discomfort)
- Loss of appetite
- Severe itching of body or scalp or constant scratching of the scalp

WHAT TO DO IF A CHILD AT YOUR CENTER DEVELOPS SYMPTOMS OF DISEASE:

Symptoms

Actions

Any of the signs or symptoms listed

Isolate the child from other children and watch for other symptoms.

Feverish appearance

Take the child’s temperature.
Fever = 100°F (37.8° C) by oral thermometer, 101°F (38.3° C) by rectal thermometer and 99* (38.3C) if axially. Take a ear reading when the child is too young to use an oral thermometer without risk of injury.

Any of the signs or symptoms marked with a star (*)

Contact the parents and ask them to take the child home.

A fever and any-of the signs or symptoms (with or without *)

Contact the parents and ask them to take the child home.

Any of the symptoms not marked by *;
no fever

Contact the parents to ask if they are aware of the symptoms and to obtain any information they may have about the child’s condition.

For COVID regulations, reference the latest guidelines.

Source: Adapted from [What You Can Do to Stop Disease in the Child Day Care Center](#) by the Centers for Disease Control, the Department of Health and Human Services, 1984.

The City of Biloxi
Summer Playground Program
is sponsored by the City of Biloxi
Parks & Recreation Department

377 Hiller Drive, Biloxi, MS 39531
playground@biloxi.ms.us

Visit us online at biloxi.ms.us •  

Sign up for Bmail at biloxi.ms.us • For B-Alerts, text BILOXI to 99411

