



PARENT MANUAL YOUTH PROGRAMS

- SUMMER
- OUT OF SCHOOL
- AFTER SCHOOL



Barnett Park
407-836-6248

**Bear Creek
Recreation
Complex**
407-254-9040

Bithlo Park
407-254-1905

Capehart Park
407-254-9160

Dr. Phillips Park
407-254-9038

**Ft. Gatlin
Recreation
Complex**
407-254-9820

**Goldenrod
Recreation Center**
407-254-9025

**Lockhart
Baptist Church**
321-354-8880

**Meadow Woods
Recreation Center**
407-254-9065

Orlo Vista Park
407-254-9050

**Silver Star
Recreation Center**
407-254-9250

**South Econ
Recreation Center**
407-254-9092

Willow Street
407-254-9436

www.OrangeCountyParks.net - 407-836-6200

Revised 3/28/18

Orange County Parks & Recreation

Mission

We maintain beautiful parks, preserve the environment and provide exceptional recreation for the well-being of our communities.

Vision

As a team, we will take pride fulfilling the needs of our community and guests by providing the best parks, trails and recreation.

Core Values

- *Our customers and employees are happy***
- *Our costs of doing business are the lowest possible***
- *Our business processes are simple and efficient***
- *Our team performs with the highest integrity and ethics***
- *We value innovation and creativity***

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Program Guidelines

This program is intended for school age children. For their own safety and sense of well-being, we require that participants are able to follow basic instructions, keep their hands to themselves, control their own bodily functions and toilet needs, and show respect for other people and property. The safety of your children is the primary concern of the Orange County Parks and Recreation Program staff. We ask that you adhere to a few simple guidelines, which will help insure a safe environment for your child.

Our objectives are as follows:

1. Provide an organized and engaging environment for the participants.
2. Ensure that program safety is top priority.
3. Keep open communication.
4. Be creative, innovative & outgoing with the participants.
5. Have Fun!!!!

Program Cancellations

If Orange County Public Schools are closed for any weather related situation, then all Orange County Programs will be cancelled as well.

Registration

Please be sure that all of the information in your registration packet is correct. If any of the information changes, please present the new information in writing. **By completing the registration paperwork you are committing to a partnership in the care and development of your child and accepting responsibility for all the guidelines of participation.**

PLEASE INITIAL THE BOTTOM OF EACH PAGE INDICATING YOUR ACCEPTANCE OF THESE GUIDELINES. YOUR REGISTRATION IS NOT COMPLETE WITHOUT THESE GUIDELINES CONFIRMED BY YOUR INITIALS.

Payments

OUT OF SCHOOL CAMP PAYMENT INFORMATION

Demand is very high for the Parks and Recreation summer programs. When the program is fully enrolled, any additional requests for enrollment will be placed on a waiting list in the order in which they are received. All camps require payment in advance, please pay close attention to deadlines.

SUMMER CAMP

In order to enroll in Orange County Parks and Recreation Summer Camps, a first and last week payment must be deposited. Please notify our office when your child will be absent for a week. If we are not aware of their absence your child's spot and deposit will be forfeited and given to the next child on the waiting list.

After your first and last week deposits have been made, your next payment is due by Friday of the first week your child(ren) attend.

Parents, please remember that payments are due on Friday of each week for the following week. **If payments are not made by Friday before 8:00 p.m., late procedures and fees apply:**

1. \$5 per day per child will be added to the weekly camp fee beginning Saturday and until payment is made.
2. If camp fee and late payments are not paid up by Monday afternoon:
 - Your child may remain in camp for the week
 - Your "last week" deposit will be applied to the current week
3. To remain in the program and have your child attend the following week, you will need to:
 - Pay your late fees
 - Pay a new "last week" deposit
 - Pay for the following week
4. If you elect not to attend the following week or pay the late fees, your child will be put on the wait list and a vacancy will be offered to the next family on the existing wait list. If an available slot opens and you wish to reenroll, then a \$15 late fee, a last week deposit and the weekly payment is required before your child will be permitted to participate in the program.

AFTERSCHOOL PAYMENT INFORMATION

Demand is very high for the Parks and Recreation Afterschool Program. When the program is fully enrolled, any additional requests for enrollment will be placed on a waiting list in the order in which they are received.

Parents, please remember payments are due on Friday of each week for the following week. **If payments are not made by Friday before 8:00 pm, the following late program fee will be added to your weekly payment:**

- Payments made on Saturday by 8:00 pm - \$5.00 late program fee per child.
- Payment made on Sunday by 8:00 pm - \$10.00 late program fee per child.
- Payment made on Monday by 8:00 pm - \$15.00 late program fee per child.
- Payment made on Tuesday by 8:00 pm - \$20.00 late program fee per child.
- Payment made on Wednesday by 8:00 pm - \$25.00 late program fee per child.

If no payment is received by 12:00 pm Monday, your child(ren) attendance will not be permitted, nor will your child(ren) be picked up from school until full payment plus late fees are received. We will notify the school that we will not be picking up the child(ren). The authorized guardian has until 12:00 pm each day until Wednesday to make the weekly payment with incurring late fees. Until weekly payment plus late fees is received, your child(ren)'s attendance will not be permitted in the afterschool program.

If no weekly payment plus late fee (\$25.00 maximum) is received by Wednesday before 8:00 pm, your child(ren)'s slot(s) for the remainder of the afterschool program will be forfeited. Should this occur, staff will call families on the waiting list and immediately fill the vacated afterschool slot(s).

To re-enroll into the afterschool program, your child(ren) will be placed on the bottom of the current waiting list upon your request. If an available slot(s) open, the weekly payment plus late fees are required before your child will be permitted to participate in the program. We encourage families to budget accordingly so that consistent care can be provided by Orange County Parks and Recreation.

Please note that if your child (ren) qualify for free/reduced/food stamps, it is your responsibility to provide the division with the most current forms.

Attendance and Participation

Program standards of behavior begin as soon as the child is with staff or on the bus/van in transit to the program.

Your child is not required to attend the program daily; however, when present, he or she is encouraged to participate.

For afterschool programs, Orange County Parks and Recreation is responsible for your child once the child is signed in by staff at the pick-up locations until departure according to sign in/ sign out authorization form. **If your child will not be attending the program for any reason, it is required that you notify us via phone call and or email letting us know about the absence.**

For afterschool sites that pick up participants via vans, staff will mark the children present as they enter the van. If a participant is not present, meaning they are on the list but not on the van, staff will ask the school staff at the school where the child is located. If school staff confirms or parents confirm via phone or prior arrangement that the child is not riding the van that day due to absence or are a car rider, the driver will mark them absent from the van. Once staff has assumed responsibility for any child they will remain with the child/children. If no one at school can locate a child, before leaving the school, staff will call the Park site and try to get more information and/or have someone at the site call the parents to inquire if the child was absent or has already been picked up from school. For afterschool sites that pick up via bus, when the bus arrives at the site, staff will mark off participants on the list. If a participant is missing, staff will call the school to see if they were present that day and then call the parent/guardian immediately to inquire about the participant's attendance in the program for that day.

Program Attendance Guidelines

1. If your child needs to go home during the day or leaves the program early, we require a signed note and a phone call from the authorized parent/legal guardian prior to dismissal. Photo identification will be required of the designated pick up person and they must be on the pick-up list.
2. If you need to pick up your child early, please personally inform the Supervisor in charge of the program or their designee for that day that you are signing out the child.

3. Photo identification will be required of the designated pick up person. Staff must check the enrollment form to verify that they are an authorized pick up person. No child(ren) will be released to individuals that are not on the designated release form.
4. Please be aware that if a situation arises in which an unauthorized individual appears on-site and requests the release of your child (ren), staff **WILL NOT** release your child (ren) to the individual. Should the individual become demanding or abusive, staff will contact law enforcement for assistance.

Authorization to Release

Upon registration for the program, the parent/legal guardian will complete the "Authorization to Release." On this form, the parent will list all those adult individuals/family/friends which may be responsible for and are permitted to:

1. Remove child from the program; 2. Receive personal health information regarding the child; 3. Receive and acknowledge disciplinary actions and discussions regarding the child. Parents should explain to these designated/authorized individuals, or Authorized Agents, that it will be their responsibility to pass along any information received to the parent. Any information communicated to authorized individuals will be considered the same as communication with the parent. Any follow up communication between staff and parents will be the responsibility of the parent.

The authorized parent/legal guardian should escort their children into the program daily. Each child must be checked in and out of the program on the sign in/sign out sheet.

If you have authorized your child, ages 8 years old and up only, to leave the program on their own, they will then be allowed to check themselves in and out of the program at the appropriate times daily. (Check out no earlier than 4pm, check in no later than 9am) *Please keep in mind that the programs start at 7:30AM and end at 6:00PM. End time for all other youth programs is 6:00pm. During the time before the child checks in and the time after the child checks out of the program, they will be considered under the parent's supervision. The safety and well-being of the child shall remain the sole responsibility of the parent before and after these designated times.* Any Child who signs themselves out of our programs and remains in the building /gym /game room, must exhibit good behavior. Children who act out or cause problems will be asked to leave, their parents will be notified and they will forfeit the privilege to sign themselves out of our programs.

- Staff **WILL NOT** release children to anyone under the age of sixteen (16).
- Staff **WILL NOT** release children to individuals who obviously appear to be unstable or under the influence of drugs or alcohol (i.e. staggering, slurred speech, reeking of alcohol, etc.). If the person insists on taking the child, staff must call 911, immediately, and then contact their chain of command to inform them of the situation. If the person agrees to leave the child, staff should call the next person on the list to arrange for the child to be picked up.

Drop Off and Late Pick Up Policy

Our staff is not available to supervise your child before or after the scheduled program time. Do not drop your child off prior to 7:30 a.m. and please have arrangements to pick up your child by 6:00 p.m. The Late Pick Up policy of 6:00 pm applies to Camps and Afterschool programs.

The late pick up policy is as follows:

| | |
|-----------------------------|--|
| First time | Verbal Warning |
| Each Additional Time | \$5.00 per child will be charged each 15 minute increment. |

If the authorized parent/legal guardian is going to be 1-15 minutes late, a telephone call is appreciated. If the parent/guardian is going to be later than 15 minutes, a telephone call is **required**. These phone calls do not relieve you of the responsibility of the late fee. Please be prepared to pay immediately. Your child will not be permitted to attend the program until payment is made. If after 30 minutes past the program end time, a child is still present and a phone call has not been received, the following will apply:

- All persons listed in the drop off/pick up form shall be contacted.
- If the county staff is unable to contact the parent or any of the other authorized individuals provided on the form, the child may be turned over to the Department of Children and Families.
- Please note: If there are any situations that need to be discussed immediately concerning your child (ren), this conversation will be conducted with the authorized individual physically picking up your child (ren) that day. A report will also **go home** with your child (ren) and the authorized individual that day.

Refunds

If you feel a problem exists, please do not hesitate to discuss it with the Site Supervisor. If he/she cannot help you find a solution, refunds may be available upon the receipt of a **written** request. If a refund is requested, a \$10 processing fee will apply. Refunds will be denied if the request is made after one month from the actual date being requested. If a child is suspended or expelled, there will be no same-week refunds approved.

Staff

Your child will be assigned to staff members throughout the duration of our programs. Our program goal is to maintain a 1 to 10 ratio for child to staff member at all times. Some sites will assign one (1) staff member to each specific group for the duration of the camp. Others may have staff members switch groups weekly. Please make it a point to meet your child's counselor.

Visitors

No visitors are allowed into our camps and afterschool programs without first completing a level 2 background screening.

Lunches / Snacks

Our Youth Recreational programs are partners with the Second Harvest Food Bank of Central Florida. They will be supplying a hot meal and a snack for your child during the afterschool program and during our Out of School camps. If your child has special dietary needs or for some reason does not wish to partake of this free program, then your child will need to bring a lunch, two snacks and drink daily unless otherwise noted. A morning and afternoon snack time will be allotted; therefore, you may wish to send extra snacks with your child. (*Morning Applies to Full Day Camps only*).

Clothing

Please send your child in comfortable clothes, which are appropriate for the activity and time of season. **No open toed shoes or sandals are permitted.** Shorts, t-shirts, and sneakers are preferred.

Summer Only

Swimsuits will be needed only on water days at the park and on water field trips. **A Camp Scooter T-shirt is required to be worn during all field trips.** One T-Shirt per child is included in the program costs. Additional T-shirts may be purchased for \$10.00 each at your program site. Children not arriving in the Camp T-shirt on field trip days will be charged for an additional shirt to

wear to the field trip that day. The \$10.00 fee for the shirt will be charged to your account and will need to be paid by the end of that current week. We do not provide other alternative activities at the site on field trip days.

Money & Valuables

Please limit the amount of money you send with your child to the program. Staff cannot be responsible for your child's money. A maximum of \$10-\$15 is recommended.

Lost and Found

We are not responsible for lost, stolen, or damaged items. Please label everything your child brings to the program with their full name. Do not send expensive/valuable items with your child. There will be a lost and found box at the program site. Please check it often. At the end of the session, all items that have not been claimed will go to a local charity.

Emergency

Accidents happen, especially with children. In case of an emergency, the staff will call 911. The staff shall make every effort to contact you at the numbers you provided in the registration packet. There may be times that we cannot get a hold of you during an emergency; therefore it is required that you complete the medical information form and return the completed form with all other registration forms prior to your child(ren) beginning the program. Pursuant to Florida State law and HIPPA regulations, the protected health information provided on the form shall remain confidential and be accessible only to properly authorized camp staff. This medical information form is essential in order to help us make EMS aware of any medical conditions, allergies or other vital medical information that may alter the emergency care provided to your child (ren) in the event of an injury or life threatening situation. Orange County is not responsible for expenses incurred for transportation to the hospital. All expenses incurred as a result of a child requiring medical attention are the sole responsibility of the parent/legal guardian.

Medical Information

If your child is ill, do not send him/her to the program. No other alternative activities will be provided. If your child becomes ill during program hours **no** medication, including aspirin, Tylenol, etc... will be dispensed by staff to your child. Instead you will be contacted and required to make arrangements to pick your child up immediately.

Should your child require the administering of daily prescription medication, due to a medical condition, (i.e. insulin, asthma inhalants, etc...), you must provide a signed statement indicating the administration times. Only a daily dosage shall be permitted at the program and the medication must be in its original container and be self-administered by your child.

Personnel have no medical training and shall only remind your child when it is time to take their medication. If a child requires constant attention concerning their medication(s), i.e. insulin shots, they must be self-sufficient in handling and administering the medication(s) themselves.

If your child becomes ill and is prescribed medication by a physician, they shall not be allowed to return to the program until they have completed all of the prescribed medication and are reasonably symptom free.

Sunscreen and Insect Repellent

Orange County Parks and Recreation will, as a courtesy, administer sunscreen or Insect Repellent to our youth participants in an effort to help prevent the harmful effects of the sun exposure and or unpleasant insect bites utilizing the steps below.

1. Sunscreen / Insect Repellent Permission slip must be filled out prior to the application of the product.
2. Campers must supply sunscreen / insect repellent. Spray bottles are preferred.
3. Camper will personally apply his/her own sunscreen/ insect repellent as much as possible.
4. When a camper needs assistance the staff member will apply sunscreen to only the exposed parts of the child's skin. Campers will be required to apply sunscreen along their suit lines. Staff may assist with the application of the insect repellent.
5. Staff will only apply sunscreen while other adult staff members are present.

Head Lice

Head lice are common in Florida and do not represent the cleanliness of the program. Any child found with head lice or nits will be isolated to await pickup by parent/guardian immediately. Participants will not be allowed to attend the programs when there is a presence of live, adult head lice, and nits (the egg of a louse or other parasite insect). Checks will be coordinated through the site supervisor. ***The child will not be allowed to return to the program until the head is free of lice or nits. Documentation from a medical***

professional showing that treatment has occurred or a receipt for the purchase of a de-lousing product or a note from a Doctor will be required.

Staff will send home a notice to all program participants regarding the situation. Please assist us by following these simple guidelines:

1. Check your child's head daily.
2. Sharing of hats or brushes is discouraged at the program.
3. The use of hair spray helps reduce the spread of nits.

Field Trips-Spring & Summer Camps only

1. One field trip will be scheduled for each week of the program. **Spring & Summer Only.**
2. A completed permission slip must be received prior to each field trip. Without completion of the permission slip, we will require the child to be picked up from the program prior to our departure. Staff will not stay at the site to monitor children. Therefore, all children must attend the field trip or other arrangements should be made for their care that day.
3. We are unable to accommodate any extra guests on field trips.
4. You may wish to send additional money with your child for drinks, souvenirs, etc. Staff cannot be responsible for your child's money. A maximum of \$10-\$15 is recommended.
5. All children **must** wear a Camp Scooter Program T-Shirt on all field trips without exception. Summer only.
6. Children are expected to behave in an appropriate manner. Misbehavior may result in forfeiture of future field trips.

Program Rules

1. Youth must stay with assigned group.
2. Youth will show courtesy to fellow youth and staff members.
3. Youth must obey staff members and rules at all times. Disrespect will not be tolerated.
4. Each child is expected to show respect for personal, private and county property.

5. Youth will be responsible for using games and equipment properly.
6. Youth are discouraged from bringing cell phones or any electronic devices to our programs.
7. Bullying, of any kind, Name-calling, cursing, swearing, and fighting will not be tolerated.
8. Youth must ask permission from staff members to leave the group.
9. Youth must keep hands, feet, and objects to themselves.

(Sharing of food is discouraged.)

10. Youth must clean their area before moving to the next activity.

These are the standardized rules for the program. Each program will develop their own individual rules based upon the needs of the site and in accordance with Orange County's program policy and procedures.

Discipline

Authorized parents/ legal guardians whose child (ren) requires continual supervision to ensure their compliance with the safety rules and participation guidelines should carefully consider whether their child is a good candidate for this program. Positive reinforcement principles will be used to relate to your child.

Behavior/Discipline Reports

In the event your child has a behavior problem, a Discipline Report will require signature by the authorized individual picking up the child (ren). A copy of the Discipline Report will be sent home as well. It will be the responsibility of the Authorized Agent to pass along information staff has shared with them.

If your child continuously misbehaves, the County reserves the right to suspend or expel the child from the program.

Discipline Policy

1. Minor Offenses:

- Disruptive behavior or horseplay

- Failure to following instructions
- Being in an unsupervised area

Discipline for Minor Offenses:

- 1st Offense*: Time out from activity **based on the age of the child**
- 2nd Offense*: Elimination from activity
- 3rd Offense*:** Sent home for the day
- 4th Offense: **Suspension – 3 days
- 5th Offense: ** Expulsion **FOR ONE MONTH**

**Within one program period or one day*

**** Must be approved by Program Manager**

- Parents will be notified of all write-ups and if more than 3 minor offenses occur in one week.
- All minor offenses will be noted by staff in the Daily Youth Log.
- 3 write-ups of minor offenses will result in either in-program or out-of-program suspension.

2. Major Offenses:

- Leaving the program without permission
- Fighting (no physical contact)
- Disrespecting Staff
- Bullying
- Spitting
- Disruptive behavior or horseplay
- Failure to following instructions
- Gang Activity
- Inappropriate Language (i.e.: cursing, name-calling or other offensive or explicit language.)

Discipline for Major Offenses: with Supervisor Approval.

All major offenses can constitute an automatic & immediate suspension without warning.

- 1st Offense: ** 1 to 3 day suspension
- 2nd Offense: **Suspension – 5 days
- 3rd Offense:**Expulsion **FOR ONE MONTH**

****Must be approved by Program Manager**

3. Severe Offenses

- Fighting (physical contact made)

- Inappropriate Touching/Inappropriate Sexual Behavior
- Stealing
- Vandalism/Destruction of Property
- Gang Activity
- Inappropriate Language (i.e.: cursing, name-calling or other offensive or explicit language)

Discipline for Severe Offenses:

**365 day expulsion

** *Must be approved by Program Manager*

Suspensions and expulsions are determined by upper management.

The County reserves the right to expel immediately from the program any child that is destructive to the County, the school or to personal property or has caused physical harm **to someone else**. If a child is *expelled* from either the after school program or from one of our camps then that child may not attend *either program* for the duration of the expulsion period. *If a child is suspended or expelled, there will be no same-week refunds approved.*

If you are concerned about any problems your child may be having, we encourage you to contact **supervisory staff to discuss the problems**. If your child has an issue with another camper, they are to report the issue to camp staff immediately. They are not to retaliate or take matters into their own hands for any reason. Staff will address and handle the issue. **Parent/Guardians** are asked to address your concerns with the camp staff in a professional manner.

AT NO TIME ARE YOU, AS A PARENT, PERMITTED TO APPROACH ANY PROGRAM PARTICIPANT!

ORANGE COUNTY PARKS AND RECREATION DIVISION
TYPE IN SITE NAME
www.orangecountyparks.net

DISCIPLINE REPORT FORM

Dear Authorized Parent or Legal Guardian:

It is necessary that you become advised of the misconduct identified below.
Please work with us toward acceptable behavior for your child.
A parent conference may be arranged by calling (407) _____.

NAME OF THE CHILD: _____

DATE: _____

BRIEF DESCRIPTION OF PROBLEM:

ACTION TAKEN BY STAFF:

I have read and understand the above report and will discuss it with my child.
I am aware that additional offenses may result in immediate expulsion from the program.

PARENT OR AUTHORIZED DESIGNEE SIGNATURE

DATE

COMPLETED BY:

STAFF NAME (PRINT)

STAFF SIGNATURE

SITE SUPERVISOR SIGNATURE

DATE

****PLEASE RETURN WITHIN 24 HOURS****

11/2016 update

Performance Measures

Five (5) performance areas to target:

1. Daily attendance by participants (to be 70% of those enrolled)
2. Enrolled attend on a consistent basis (to be 80% of those enrolled)
3. Customer satisfaction/parent surveys (to be 90% satisfied)
youth surveys (to be 90% satisfied)
4. Behavioral improvement shown by parent surveys
5. Increased physical fitness

Daily Activities

Daily Activities may include the following:

1. Outdoor activities which include organized play, team sports, games, motor skill development and free play.
2. Creative indoor activities which include arts and crafts, movies, games, and music & movement activities.
3. Self-improvement/enrichment time which includes educational games, individual and group projects.

Phone Usage-Cell and Park Usage

While we understand that cell phones have become a useful tool for many families, we will limit their usage during our programs. A participant may possess a cell phone during the program but it should remain out of site and only used in emergency situations with prior permission from site staff. Use of the phone for games, taking pictures and video, accessing social media sites, accessing the internet, listening to music, texting, or other “recreational” purposes is not allowed and will result in immediate separation from the program and require parental pickup for the remainder of the day. Please note that use of the site’s phone is available for contact between guardians and their child (ren) only for emergencies.

Weather Advisory Warnings

When a Heat Advisory Warning is issued by either the Centers for Disease Control, Orange County Health Department or the National Weather Service, Orange County Parks and Recreation will adhere to the warning issued. Prolonged exposure to high temperatures will be avoided and children will be monitored for symptoms of heat-related illnesses.

Heat Advisories are typically issued when the Heat Index reaches temperatures of 105 to 115 degrees Fahrenheit for duration of three or less hours per day. During an Advisory Warning, all children in Orange County Parks and Recreation's care will remain inside, in an air conditioned environment.

In the absence of an Advisory Warning, staff will utilize normal protocol:

- During usual rotation schedules of outside and inside times, staff will make sure all children are hydrated properly.
- If a child/children begin to exhibit signs of heat stress or heat exhaustion, staff will take measures to remove the child/children from the outside environment in a timely manner and guarantee they are hydrated once again.

It is important to make sure that all children entrusted in our care are safe and staff are taking reasonable precautions to prevent heat-related illness.

- Cold Weather Advisory – In the event of cold winter weather, we will use good judgment when deciding to take the children out of doors. If the temperature is 40 degrees or below, we will keep the children inside as much as possible. If the children do not have proper cold weather clothing or if there are other conditions present that could affect the children, (i.e. wind or rain) we will take all of these factors into consideration before deciding whether or not to take the children out of doors.

YOUTH PROGRAM PERMISSION TO RELEASE FORM
ORANGE COUNTY PARKS AND RECREATION DIVISION

This form is required at time of registration when anyone other than a parent or guardian may be responsible for picking up a program participant. This form grants and guarantees Orange County Parks and Recreation can appropriately relay information to include health, PHI*, discipline, financial, or other pertinent details concerning a child/dependent to family members, friends, organizations, coaches, or others who assume care of the participant.

I, _____, authorized parent/legal guardian of _____, give permission for the following persons to pick up my child(ren) from this Orange County Parks and Recreation Division program. I agree that these individuals are also authorized to receive information listed above and that I will be responsible to retrieve that information on the day in which I myself am not able to pick up my child(ren).

My Name Relationship Telephone

Other Parent/Guardian Name Relationship Telephone

Name Relationship Telephone

Name Relationship Telephone

Name Relationship Telephone

Name Relationship Telephone

Name Relationship Telephone

Name Relationship Telephone

Name Relationship Telephone

Only those individuals listed above shall be granted permission to pick up the child(ren). *Please do not forget to list the parents.* Unless otherwise provided for in this manual, no child(ren) shall be released to a person unless said person is included on this list and proper picture identification has been provided. I understand that my child is my responsibility prior to signing into the program and after signing out of the program. (Orange County Parks & Recreation is not responsible for any child(ren) before 7:30am or after 6:00pm.

Authorized Parent/Legal Guardian Signature Date

My child may arrive to the program by: Walk/Bike School bus/Van Car (circle all that pertains)

My child may depart the program by: Walk/Bike School bus/Van Car (circle all that pertains)

I give my child (*ages eight and over, only*) permission to sign him/herself out of the Orange County Youth Program at _____ (time) daily. YES NO

NOTE: Any child who signs themselves out and remains in the building (gym/game room) must exhibit good behavior. Children who act out or cause problems will be asked to leave and will forfeit the privilege to sign themselves out of our programs.

***PHI Information includes these documents and our discussions regarding:** Registration/Release Card, Incident Report, Authorization for Medication and Medical Condition Acknowledgement Form, Discipline Report Form, Program Daily Log, and any other documents utilized to provide services. PHI is confidential and protected by federal regulations, which prohibit further disclosure without specific written authorization from me or as otherwise permitted by federal and state law. I understand that this Authorization may be revoked upon written notice to: Activities Director, **4801 West Colonial Drive, Orlando, FL 32808** except to the extent that action has already been taken in reliance on this Authorization. This authorization will expire one year from today's date unless an expiration date or event is indicated. I understand that this authorization is voluntary and that I may refuse to sign it. I further understand that my refusal to sign will not affect my ability to obtain services, unless the information is necessary to demonstrate that I meet eligibility or enrollment criteria.

ORANGE COUNTY PARKS AND RECREATION DROP OFF AND LATE PICK UP POLICY

Our staff is not available to supervise your child before or after the scheduled program time. Do not drop your child off prior to 7:30 a.m. and please have arrangements to pick up your child by 6:00 p.m. daily. If the child arrives before the start time or stays after the end time of the program, they will be considered under your care.

The late pick up policy is as follows:

| | |
|-----------------------------|--|
| First Time | Verbal Warning |
| Each Additional Time | \$5.00 per child for 1 – 15 minutes late \$10.00 per child for 16 – 30 minutes late |

If the authorized parent/legal guardian is late 1-15 minutes, a telephone call is appreciated, 16-30 minutes late, a telephone call is **required**. This call does not relieve you of the responsibility of the late fee. Whoever picks up child should be prepared to pay immediately. Your child will not be permitted to attend the program until payment is made.

I have read and understand the Drop Off and Late Pick Up Policy and agree to comply with the requirements set forth herein.

Authorized Parent/Legal Guardian Signature

Date

Legal Guardian Initials

**YOUTH PROGRAM ENTERTAINMENT/MEDIA FORM
ORANGE COUNTY PARKS AND RECREATION DIVISION**

Dear Authorized Parent/Legal Guardian,

On special occasions, the participants may view “G” or “PG” rated movies and play Electronic Gaming devices “E” only during program hours. Staff will review all movies and games before the selection is made. At no time will a “PG-13” rated movie be shown! Alternate activities will be provided for participants when the movie is shown at the site.

My child has permission to view “G” and “PG” rated movies
And/or play electronic gaming devices “E” only.

Authorized Parent / Legal Guardian signature

Date

My child does NOT have permission to view “PG” rated movies
And/or play electronic gaming devices “E” only.

Authorized Parent / Legal guardian signature

Date

Legal Guardian Initials

SUMMER CAMP PAYMENT INFORMATION

- Demand is very high for the Parks and Recreation summer programs. When the program is fully enrolled, any additional requests for enrollment will be placed on a waiting list in the order in which they are received.
- In order to enroll in Orange County Parks and Recreation Summer Camps, a first and last week payment must be deposited. Please notify our office when your child will be absent for a week. If we are not aware of their absence your child’s spot and deposit will be forfeited and given to the next child on the waiting list.
- After your first and last week deposits have been made, your next payment is due by Friday of the first week your child(ren) attend.
- Parents, please remember that payments are due on Friday of each week for the following week. **If payments are not made by Friday before 8:00 p.m., late procedures and fees apply:**
 - a. \$5 per day per child will be added to the weekly camp fee beginning Saturday and until payment is made.
 - b. If camp fee and late payments are not paid up by Monday afternoon:
 - i. Your child may remain in camp for the week
 - ii. Your “last week” deposit will be applied to the current week
 - c. To remain in the program and have your child attend the following week, you will need to:
 - i. Pay your late fees
 - ii. Pay a new last week deposit
 - iii. Pay for the following week
 - d. If you elect not to attend the following week or pay the late fees, your child will be put on the wait list and a vacancy will be offered to the next family on the existing wait list. If an available slot opens and you wish to reenroll, then a \$15 late fee, a last week deposit and the weekly payment is required before your child will be permitted to participate in the program.

If there are any questions or concerns please feel free to contact:

_____ at (407) _____

Thank you in advance for your cooperation.

Signature: _____ **Date:** _____

Afterschool Weekly Payment Information

Demand is very high for the Parks and Recreation Afterschool Program. When the program is fully enrolled, any additional requests for enrollment will be placed on a waiting list in the order in which they are received. Parents, please remember payments are due on Friday of each week for the following week. **If payments are not made by Friday before 8:00 pm, the following late program fee will be added to your weekly payment:**

- a. Payments made on Saturday by 8:00 pm - \$5.00 late program fee per child.
- b. Payment made on Sunday by 8:00 pm - \$10.00 late program fee per child.
- c. Payment made on Monday by 8:00 pm - \$15.00 late program fee per child.
- d. Payment made on Tuesday by 8:00 pm - \$20.00 late program fee per child.
- e. Payment made on Wednesday by 8:00 pm - \$25.00 late program fee per child.

If no payment is received by 12:00 pm Monday, your child(ren) attendance will not be permitted, nor will your child(ren) be picked up from school until full payment plus late fees are received. We will notify the authorized guardian and the school that we will not be picking up the child(ren). The authorized guardian has until 12:00 pm each day until Wednesday to make the weekly payment with incurring late fees. Until weekly payment plus late fees is received, your child(ren) attendance will not be permitted in the afterschool program.

If no weekly payment plus \$25.00 max late fee is received by Wednesday before 8:00 pm, your child(ren) slot(s) for the remainder of the afterschool program will be forfeited. Should this occur, staff will call families on the waiting list and immediately fill the vacated afterschool slot(s). To re-enroll into the afterschool program, your child(ren) will be placed on the bottom of the current waiting list upon your request. If an available slot(s) open, the weekly payment plus late fees are required before your child will be permitted to participate in the program.

We encourage families to budget accordingly so that consistent care can be provided by OCPR.

If there are any questions or concerns please feel free to contact:

_____ at (407) _____

Thank you in advance for your cooperation.

Signature: _____ **Date:** _____

Legal Guardian Initials

Orange County Parks and Recreation Authorization for Medication and Medical Condition Acknowledgement Form

Date: _____

Program Participant's Name: _____ Date of Birth: _____

Medical Condition Acknowledgement

Please list any of the following you wish us to know about (Allergies/Dietary/Physical/Medical Conditions or Physical Accommodations): _____

Medications for medical conditions currently being taken and known side effect(s) you wish us to be aware of: _____

Authorization for Medication (Youth Programs Only)

_____ is taking the prescribed medication described below:
Child's Name

Name of Medication: _____
Name of Prescribing Physician: _____
Amount to be taken: _____
Time(s) to be taken: _____
Date to Begin: _____
Date to Stop: _____

It is understood by the undersigned that Orange County Parks and Recreation Staff are not able to administer the above medication and therefore will not be held liable. The child must be able to administer the medication themselves. Medication must be in its original container and only a one day dosage should be in the container, each day.

All Protected Health Inform will be kept in confidential files.

Signature of Participant or Authorized Parent or Guardian

Date

Legal Guardian Initials

ORANGE COUNTY SUNSCREEN AND INSECT REPELLENT FORM

Orange County Parks and Recreation Department will, as a courtesy, agree to administer sunscreen / Insect Repellent, to your son/daughter to help prevent the harmful effects of sun exposure and or unpleasant insect bites.

The Orange County policy on applying sunscreen is as follows: Each child will be responsible for supplying and applying sunscreen to his/her skin personally. When necessary, an Orange County staff member will assist each child that may be unable to personally apply his/her own sunscreen. When a child needs such assistance, the staff member will apply sunscreen on only the exposed parts of the child's skin. Children will be requested to apply sunscreen along their suit lines. Also, the staff member will only apply sunscreen while another adult staff member is present. (Spray bottles are preferred.)

1. Over the counter skin products shall not be kept or used beyond the expiration date of the product.
2. Written parent authorization shall be obtained.
3. Sunscreen/ Insect Repellent shall be in the original container labeled with the child's name.
4. Any center-kept sunscreen shall be hypo allergenic and have a minimum of SPF of 30.
5. Staff members may apply sunscreen, unless it is a prescription sunscreen, in which case it should be treated as medication.
6. Children may administer their own sunscreen / Insect Repellent.

TO THE PARENT:

Child's Name: _____ **Age:** _____

- I give** permission for my child to use sunscreen while attending Orange County Parks and Recreation Department Summer Camps and After School programs. To my knowledge, my child has no known allergies or reaction to sunscreen.
- I have** provided the Orange County Parks and Recreation Department Summer Camps and After School programs with the sunscreen in the original container marked with my child's name.
- I give** permission for my child to use insect repellent while attending the Orange County Parks and Recreation Department Summer Camps and After School programs. To my knowledge, my child has no known allergies or reaction to sunscreen.
- I have** provided the Orange County Parks and Recreation Department Summer Camps and After School programs with the insect repellent in the original container marked with my child's name.
- I do not** give permission for my child to use sunscreen while attending Orange County Parks and Recreation Department Summer Camps and After School programs. I understand I am responsible for any repercussions that may arise.
- I do not** give permission for my child to insect repellent while attending Orange County Parks and Recreation Department Summer Camps and After School programs. I understand I am responsible for any repercussions that may arise.

Authorized Parent/Legal Guardian Signature

Date

Legal Guardian Initials

Orange County Parks and Recreation Division

CONTRACT OF UNDERSTANDING

I have access to, have read and understand the Orange County Parks and Recreation Division Parent Manual and hereby agree that myself and my child(ren) will be guided by the rules and regulations set forth therein. I will discuss these with my child prior to his or her attendance.

Authorized Parent / Legal Guardian Name (Please Print)

Authorized Parent / Legal Guardian Signature

Date

Legal Guardian Initials