



**PARENT MANUAL**

# YOUTH PROGRAMS



- SUMMER
- OUT OF SCHOOL
- AFTER SCHOOL



**Barnett Park**  
407-836-6248

**Bear Creek**  
407-254-9040

**Bithlo Park**  
407-254-1905

**Capehart Park**  
407-254-9160

**East Orange District Park**  
407-254-6830

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

**Goldenrod**  
407-254-9025

**Lockhart**  
321-354-8880

**Meadow Woods**  
407-254-9065

**Orlo Vista Park**  
407-254-9050

**Silver Star**  
407-254-9250

**South Econ**  
407-254-9092

**Willow Street**  
407-254-9436

**OrangeCountyParks.net • 407-836-6200**

## **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 for 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, show respect for themselves, other people and property, and stay with their group. 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 us provide a safe environment for your child.

Our objectives are as follows:

1. Ensure that program safety is top priority.
2. Provide an organized and engaging environment for the participants.
3. Keep open communication.
4. Be creative, innovative, and 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 Parks and Recreation 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 accept 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 until these guidelines are confirmed by your initials.**

## Payments

The After School program is available at no cost to our participants and is available on a first come, first served basis.

Payment rates for our camps and Out of School Programs are based on school lunch status from your child's school. Children attending an OCPS school on the CEP (Community Eligibility Provisions) list will qualify for the Free Lunch Rate. No letter will be required. Children attending an OCPS school on the Title I list will qualify for Reduced Lunch Rate and a letter from the school will be required. If your child receives state assistance, we will need a copy of the *Food Assistance Eligibility Form* that lists your child as a recipient of these benefits.

In order to enroll in Orange County Parks and Recreation Summer Camps, a first week's payment must be made. After your first week's payment has been made, your next payment will be due by Friday of the first week your child attends camp.

Please notify our office when your child will be absent from the program. If we are not aware of their absence your child's spot will be forfeited and given to the next child on the waiting list.

Parents, please remember payments are due on Friday of each week for the following week.

Weekly fees for summer camp:

Regular program rate	\$80 per week/ per child
Reduced Lunch rate	\$60 per week/per child
Free Lunch rate	\$50 per week/per child
SNAP program rate	\$25 per week/ per child
Out of County fee	\$20 per week/ per child

If payments are not made by Friday before 8:00 p.m., late procedures and fees apply:

\$5.00 per child per day.

If no payment is received by 12:00 p.m. Monday:

1. Your child will no longer be a part of the program.
2. You will have to add your child to the bottom of the waiting list and wait for the next available spot to open in order to return to the program.

Out of School Camp fees are based upon the fee schedule and determined by management.

Legal Guardian Initials \_\_\_\_\_

## **Out of County Fee**

The \$20.00 per week/per child Out of County fee applies to all participants not residing in Orange County. Proof of residency such as Driver's License or a utilities bill will be required to verify residency.

## **Refunds**

To be eligible for a refund, you must request the refund within 30 days of the program date. If your child is unable to attend camp during a given week or if you are not satisfied with the program, it is your responsibility to request the refund. It will not be automatically issued to you. If you feel that a problem exists, please do not hesitate to discuss it with the Site Supervisor. If he/she cannot help you find a solution, a refund 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.

## **Out of School Camps**

Demand is very high for Parks and Recreation summer and out of school break programs. When the program is full, 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 payment deadlines. Payments are due on Friday of each week, for the following week.

## **Attendance and Participation**

Youth who are suspended from school are not permitted to attend our programs or be at the site during school hours or After School hours.

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 After School 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 (determined by the sign in/ sign out sheet). **If your child will not be attending the program for any reason, it is required that you notify us via phone call in advance to let us know about the absence.**

For After School sites that pick-up participants from school using vans, staff will mark the children present as they enter the van. If staff picks the children up from inside of the school, they will mark them present at that pick-up location. 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, staff 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 After School 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. If we are unsuccessful reaching a parent, we will go down the pickup list to see if contact can be made with someone from the list to verify the child's location. Please note that the school is responsible for all youth prior to pick-up.

## **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 Youth Permission to Release 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.

## **Absence (After School only)**

The After School Program is not a drop-in program. It is intended to be a five day a week program. Our expectation is that your child will attend our program five days a week. However, we understand that children may have extracurricular or other school related activities during the times of our program, which may not allow them to do so. If this does occur, we request parents/legal guardians notify us so we can plan accordingly. Various aspects of our program require attendance numbers to be reported and advance notice will assist us with this task. As the responsible party signing up the child/ren for our programs, it is your responsibility to notify us if your child will not be attending the After School Program. We are taking responsibility for your child at your request, and we take that responsibility seriously. If we do not know in advance why your child may be absent, our response protocol includes sending staff to the school to make inquiries, delaying pickup of the children-enroute, assigning staff to contact parents and everyone on the pickup list, alerting County management, contacting the Sheriff's Office and the Department of Children and Family Services if necessary to assist in locating the missing child. If any of our After School Program participants attend tutoring or other activities during the school week, we will need to be made aware of these activities in advance.



## **Authorization to Release**

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

1. Remove child/ren from the program.
2. Receive personal health information regarding the child/ren.
3. Receive and acknowledge disciplinary actions and discussions regarding the child/ren.

Parents should explain to these 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.

- Custody issues: The parent who signs up the child may put names on the Authorization to Release form, and only those individuals will have permission to pick-up the child/ren. If there is a custody agreement, then both parents will need to be placed on the Authorization to Release form.

The authorized parent/legal guardian should escort their children into the program daily unless picked up by van or bus. 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 eight years old and up only, to leave the program on their own, they will be allowed to check themselves in and out of the program at the appropriate times, daily. (Check out no earlier than 4 p.m., check in no later than 9 a.m.) \*Please keep in mind that the programs start at 7:30 a.m. and end at 6:00 p.m. for summer camp and 3:00 p.m. – 6:00 p.m. for our After School program. 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

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child, staff will 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 will call the next person on the list to arrange for the child to be picked up.

- Mental health professionals visits:
  - Parent must add them to pick up list
  - They must sign out the participant and back in after the session
  - They should stay on property and be observable by our staff but not interrupted during the session

## **Drop Off and Late Pick-up Policy (After School Only)**

Our staff is not available to supervise your child before or after the scheduled program time. Please make arrangements to pick-up your child by 6:00 p.m.

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**. 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 on the drop off/pick-up form shall be contacted.
- If County staff is unable to contact the parent or any of the other authorized individuals provided on the form, staff will alert County Management, contact the Sheriff's Office and Department of Children and Families, if necessary.
- 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.
- The parent or person picking up the child will be given a copy of the Late Pick-Up form to sign on the first occurrence.

As the responsible party signing up the child/ren for our programs, it is **your responsibility** to educate all persons placed on the Authorized Pick-Up Form of the importance of complying with as well as the penalties regarding the Late Pick-up Policy. This three-strike policy will apply to all designated persons on your authorized pick-up list.

The Late Pick-Up Policy will be a three-strike system from August until May of the current school year. The first and second occurrences will be documented on the Late Pick-Up Form by a staff member and the person picking up the child.

Their signature will be required as a reminder of the policy and validation of the infraction. On the third occurrence, your child/children will be removed from the program, and we will no longer pick them up from school or allow them to be at the site during the program.

The late pick-up procedures for After School will be as follows:

- First time - Verbal Warning and Documentation on the form
- Second time - Verbal Warning and Documentation on the form
- Third time - Removal from the program (for the remainder of the school year.)

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## **Drop Off and Late Pick-up Policy (Out of School Camps Only)**

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 is as follows:

**First time:** Verbal Warning

**Each Additional Time:** \$5.00 per child will be charged for 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 on the drop off/pick-up form shall be contacted.
- If 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.
- Supervisors and Recreation Center Supervisors do not have the authority to waive late pick-up fees. These fees will need to be collected at the time of the pick-up or the child will not be allowed to attend the program until the fee has been paid.
- The parent or person picking up the child will be shown a copy of the form that they signed in the registration packet acknowledging that they understand that the child will not be allowed to return to the program until the fee has been paid.

### **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.

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## **Visitors**

No visitors are allowed into our camps and After School programs.

## **Lunches / Snacks**

Orange County Parks and Recreation partners with the Second Harvest Food Bank of Central Florida. They will be supplying a meal and a snack for your child during the After School 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 a 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*).

## **Homework**

Homework completion for the After School Program is not the responsibility of Orange County Staff. Parents are responsible. We do not tutor, nor do we assume responsibility for your child's education.

## **Clothing**

Please send your child in comfortable clothes, 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.**

## **Money and 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 \$5-\$10 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.

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## **Emergency**

Accidents happen, especially with children. In case of an emergency, staff will call 911. 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 Emergency Medical Service 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**

It is imperative we know about any allergies or medical conditions your child may have. Please list all of these conditions on the Authorization for Medication and Medical Condition Acknowledgment form. Failure to do so could place your child in serious danger!

If your child is ill, do not send him/her to the program. No alternative activities will be provided. If your child becomes ill during program hours **no over the counter or prescription 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 Authorization for Medication and Medical Condition Acknowledgment form indicating the administration times. Only the daily dosage shall be permitted at the program and the medication must be in its original container and be **self-administered** by your child.

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.

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## Sunscreen and Insect Repellent

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

1. Sunscreen and Insect Repellent Permission Form must be filled out prior to the application of the product.
2. Campers must supply sunscreen and insect repellent. Spray bottles are preferred.
3. Camper will personally apply his/her own sunscreen and 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 insect repellent.
5. Staff will only apply sunscreen or insect repellent 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 programs when there is a presence of live, adult head lice or 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, 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, brushes, ribbons, or barrettes is discouraged at the program.
3. The use of hair spray helps reduce the spread of nits.
4. Wash all articles of clothing that the child has worn (jackets, hats, sports uniforms, hair ribbons, barrettes, towels, bedding, stuffed animals, backpacks). If an item cannot be washed, place it in a plastic bag for two weeks.

## **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. This includes food, as 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 park site will develop their own rules based upon the needs of the site and in accordance with Orange County's program policy and procedures.

## **Disruptive Behavior**

The authorized parents/ legal guardians of child/ren who require continual supervision to ensure their compliance with 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.

## **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 Individual 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 (leaving the group)

#### Discipline for Minor Offenses:

- 1st Offense: Time out from activity based on the age of the child
- 2nd Offense: Elimination from activity
- 3rd Offense: Suspension – up to three days
- 4th Offense: Expulsion for one month
- Parents will be notified of all write-ups and if more than three minor offenses occur in one week.
- Three write-ups of minor offenses, within one week, will result in either in-program or out-of-program suspension.

### 2. Major Offenses:

- Bullying or Fighting (Verbal- derogatory or demeaning remarks)
- Disrespecting Staff
- Spitting at or on a person
- Inappropriate Language (i.e.: cursing, argumentative, name calling explicit or offensive language.)
- Verbal Threat/Harm (may require contact w/DCF)

Discipline for Major Offenses: All major offenses can constitute an automatic & immediate suspension without warning.

- 1st Offense: 1 to 3-day suspension
- 2nd Offense: Suspension – up to 5 days
- 3rd Offense: Expulsion for one month (May carry over to other recreational programs within Orange County.)

### 3. Severe Offenses

- Bullying or Fighting (physical contact made)
- Criminal Activity
- Stealing
- Vandalism/Destruction of Property
- Inappropriate Touching/ Sexual Behavior/ Exposure/ Voyeurism

Discipline for Severe Offenses:

- Up to 365-day expulsion (May carry over to other recreational programs within Orange County.)

**All suspensions or expulsions must be approved by member of management.**

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The County reserves the right to expel immediately from the program any child that is destructive to the County, the facility or to personal property or has caused physical harm or threat to themselves or 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. Please remain calm when discussing concerns with

the camp staff in a professional manner

**Parents are not permitted to interact with or approach children in the program.**

Legal Guardian Initials \_\_\_\_\_

# Discipline Form

## DISCIPLINE FORM

Orange County Parks and Recreation Division

Site Name: \_\_\_\_\_



**\*\*MUST BE SIGNED WITHIN 24 HOURS\*\***

DEAR AUTHORIZED PARENT OR LEGAL GUARDIAN: IT IS NECESSARY THAT YOU ARE ADVISED OF THE MISCONDUCT IDENTIFIED BELOW. PLEASE WORK WITH US IN SUPPORTING THE ACCEPTABLE BEHAVIOR OF YOUR CHILD.

CHILD'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

<i>Brief Description of Problem:</i>
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MINOR OFFENSES	1 <sup>ST</sup> OFFENSE Time Out	2 <sup>ND</sup> OFFENSE Elimination from Activity	3 <sup>RD</sup> OFFENSE Sent Home for Day*	4 <sup>TH</sup> OFFENSE Suspension up to 3 Days*	5 <sup>TH</sup> OFFENSE Expulsion for ONE MONTH*
Disruptive behavior or horseplay					
Failure to follow instructions					
Being in an unsupervised area (leaving the group)					
MAJOR OFFENSES	1 <sup>ST</sup> OFFENSE 1-3 Day Suspension*	2 <sup>ND</sup> OFFENSE Suspension up to 5 Days*	3 <sup>RD</sup> OFFENSE Expulsion for ONE MONTH*		
Bullying or Fighting (Verbal -derogatory or demeaning remarks)					
Disrespecting Staff					
Spitting at or on a person					
Inappropriate Language: cursing, name calling explicit or offensive					
Verbal Threat/Harm (May require contact with DCF)					
SEVERE OFFENSES	DISCIPLINE FOR SEVERE OFFENSES - Expulsion up to 365 days				
Bullying or Fighting – Physical contact made					
Criminal Activity					
Stealing					
Vandalism/ Destruction of Property					
Inappropriate Touching/Sexual behavior/Exposure/ Voyeurism					

\*Management concurrence required for any removal from program. Parents will be notified of all write-ups and if more than 3 minor offenses occur in one week. 3 minor write-ups within one day will result in either in-program or out-of-program suspension.

Management Approval – Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Suspensions and expulsions may carry over to other recreational programs at the site.*

<i>Action Taken by Staff:</i>
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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: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Guardian Initials \_\_\_\_\_

## **Suspected Child Abuse**

It is the responsibility of Orange County staff to immediately report suspected abuse. If an employee observes any obvious signs of abuse, they will report the suspected abuse to their immediate supervisor and management. The Assistant Manager and Program Manager will determine if the Department of Children and Families or the Orange County Sheriff's Department need to be contacted.

## **Daily Activities**

Daily Activities may include the following:

Outdoor Activities which include organized play, team sports, games, motor skill development and free play.

Creative indoor activities which include arts and crafts, movies, games and music and movement activities.

Self-improvement/enrichment time which includes educational games, individual and group projects.

## **Cell Phone 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 sight and only used in emergency situations with prior permission from site staff. Use of the cell 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 landline is available for contact between guardians and their child/ren only for emergencies. Orange County is not responsible for damage or theft of any personal property brought to camp.

## **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,

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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 a 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, children will be encouraged to hydrate.

If a child/children begin to exhibit signs of heat stress or heat exhaustion, appropriate measures will be taken.

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.

## **APPENDICES/FORMS**



## ORANGE COUNTY PARKS AND RECREATION AFTER-SCHOOL LATE PICK-UP FORM

As the responsible party signing up the child/ren for our programs, you must educate all persons placed on the authorized pick up list of the importance of complying with as well as the penalties regarding the Late Pick up Policy. The three-strike policy will apply to all designated persons on your authorized pick-up list.

Our staff is not available to supervise your child before or after the scheduled program time. Please make arrangements to pick up your child by 6:00 p.m. daily.

The Late Pick-up Policy will be a three-strike system from August through May of the current school year. These occurrences will be documented on this form by a staff member and the person picking up the child. A signature will be required as a reminder of the policy and validation of the infraction. On the third occurrence, your child/children will be removed from the program and we will no longer pick them up from school or allow them to be at the site during the program.

The late pick-up policy is as follows:

<b>First time</b>	<b>Verbal Warning and Documentation</b>
<b>Second time</b>	<b>Verbal Warning and Documentation</b>
<b>Third time</b>	<b>Removal from the program for the remainder of the school year</b>

**If the authorized parent/legal guardian, or anyone on your pick-up list, is late 1-15 minutes, a telephone call is appreciated. If 16-30 minutes late, a telephone call is required. 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 on the drop off/ pick up for will be contacted.

If the county staff is unable to contact the parent or any of the other authorized individuals provided on the form, staff will alert County management, contact the Sheriff's office and DCF, if necessary.

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.

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

\_\_\_\_\_  
1<sup>st</sup>. Occurrence

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
2<sup>nd</sup>. Occurrence

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
3<sup>rd</sup>. Occurrence

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Staff Signature

## ORANGE COUNTY PARKS AND RECREATION

### OUT OF SCHOOL CAMP DROP OFF AND LATE PICK-UP POLICY

Our staff is not available to supervise your child before or after the scheduled program time. Please 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. The Late Pick-up policy of 6:00 p.m. applies to camps. 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 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:

1. All persons listed on the drop off/ pick-up for will be contacted.
2. If the county staff is unable to contact the parent of any of the other authorized individual provided on the form, the child may be turned over to the Department of Children and Families.
3. Site staff do not have the authority to waive this Late Pick-Up fee. These fees will need to be collected at the time of pick-up of the child.

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

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.

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Authorized Parent/Legal Guardian Signature

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Date



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**AFTER SCHOOL AND OUT OF SCHOOL CAMP PROGRAM**  
**ENTERTAINMENT/MEDIA FORM**

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.

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Authorized Parent / Legal Guardian signature

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Date

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

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Authorized Parent / Legal guardian signature

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Date

## SUMMER CAMP PAYMENT AKNOWLEDGEMENT FORM

In order to enroll in Orange County Parks and Recreation Summer Camps, a first week's payment must be made. After your first week's payment has been made, your next payment will be due by Friday of the first week your child attends camp.

Please notify our office when your child will be absent from the program. If we are not aware of their absence your child's spot will be forfeited and given to the next child on the waiting list.

Parents, please remember payments are due on Friday of each week for the following week.

Weekly fees for summer camp:

Regular rate	\$80 per week/ per child
Reduced Lunch rate	\$60 per week/per child
Free Lunch rate	\$50 per week/per child
SNAP program rate	\$25 per week/ per child
Out of County fee	\$20 per week/ per child

If payments are not made by Friday before 8:00 p.m., late procedures and fees apply: \$5.00 per child per day.

If no payment is received by 12:00 p.m. Monday:

1. Your child will no longer be a part of the program.
2. You will have to add your child to the bottom of the waiting list and wait for the next available spot to open in order to return to the program.

Signing this form indicates that you understand our Summer Camp Payment procedures. If there are any questions or concerns, please feel free to contact the Program supervisor.

Thank you in advance for your cooperation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ORANGE COUNTY PARKS AND RECREATION DIVISION

**AUTHORIZATION FOR MEDICATION AND MEDICAL CONDITION  
ACKNOWLEDGEMENT FORM**

Date: \_\_\_\_\_

Program Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Medical Condition Acknowledgment**

*As caregivers to your child/ children it is imperative that we know about any allergies or medical conditions that your child may have. Please list all of these types of conditions on this form. Failure to do so could place your child in serious danger!*

Please list any of the following: (Allergies/ Dietary / Physical/ Medical Conditions or Physical Accommodations):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medications for Medical conditions currently being taken and any know side effect(s):  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization for Medication**

\_\_\_\_\_ 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 original container and only a one day dosage should be in the container each day.*

*All Protected Health Information will be kept in confidential files.*

\_\_\_\_\_  
*Signature of Participant or Authorized Parent or Guardian*

\_\_\_\_\_  
*Date*



7/24/2019

## ORANGE COUNTY PARKS AND RECREATION DIVISION

### SUNSCREEN AND INSECT REPELLENT FORM

Orange County Parks and Recreation Division 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 Division 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 Division 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 Division 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 Division 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 Division 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 Division Summer Camps and After School programs. I understand I am responsible for any repercussions that may arise.

\_\_\_\_\_  
Authorized Parent/Legal Guardian Signature

\_\_\_\_\_  
Date



## ORANGE COUNTY PARKS AND RECREATION TRANSPORTATION RELEASE

I hereby give permission for my child(ren)

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(Print Child(ren's) name)

To be transported to the Afterschool program with Orange County Parks and Recreation utilizing motor vehicles operated by Orange County Public Schools OR by motor vehicles owned and operated by Orange County Parks and Recreation Division.

I also hereby agree to indemnify and hold harmless Orange County and its officers, employees, and agents from any liability, actions, causes of actions, damages, suites, claims and demands of every kind and nature whatsoever arising out of or resulting from my child(ren) participating in the above-described activities.

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



## Orange County Parks and Recreation

## REC SQUAD / OUT OF SCHOOL CAMP EVALUATION FORM



Thank you for allowing your child to participate in our Summer Camp Program. Your feedback is valuable for formulating future programs. *(Please complete near the end of the program.)*

Which Rec Squad / Out of School Camp site did you attend?			DATE:				
How did you hear about the program? (Select one)	Attended Last Year <input type="checkbox"/>	Park Staff <input type="checkbox"/>	Friend or Participant <input type="checkbox"/>	Family Member <input type="checkbox"/>	Park Flier <input type="checkbox"/>	Website <input type="checkbox"/>	Other <input type="checkbox"/>

Ratings – Please rate the following:

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Rate your overall Registration Experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Do you feel that the program is more affordable than other local offerings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Please rate the quality and variety of the daily / weekly activities offered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Please rate the level of communication with the staff at the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Was the information in the Parent's Manual/informative and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Please rate your overall satisfaction with the Afterschool / Out of School Camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Have you been in this program before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Where?	When?	
Are you enrolled in any other programs that we offer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Which Programs?		
Does your child participate in activities with any friends they have outside of our programs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Do you plan to enroll your child in the program again next session?					
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Maybe <input type="checkbox"/>			

Please list any comments or suggestions for future summer programs.

Comments: \_\_\_\_\_  
 \_\_\_\_\_

## Orange County Parks and Recreation

**YOUTH PROGRAM PERMISSION TO RELEASE FORM**

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 provide notices to family members, friends, or others who are authorized to assume care of the participant. Parents are responsible for retrieving any information given to those they authorize to pick up the child.

I, \_\_\_\_\_, authorized custodial 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 authorize Orange County to provide any notices or information regarding my child(ren) to these individuals. I will be responsible for retrieving any information provided to those authorized to pick up my child(ren). |

_____	_____	_____
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 on property must exhibit good behavior. Children who misbehave or cause problems will be asked to leave and will forfeit the privilege to sign themselves out of our programs.*

\_\_\_\_\_  
Authorized Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

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 abide by the rules and regulations set forth therein. I will discuss these with my child prior to his or her attendance.

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Authorized Parent / Legal Guardian Name (Please Print)

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Parent/Guardian Signature

Date