



City of Oakland Park Summer Camp Program 2019 Parent Handbook



City of Oakland Park
Parks & Leisure Services Department
3650 NE 12th Ave
Oakland Park, FL 33334
954-630-4500



Dear Summer Camp Participant Parent or Guardian,

Thank you for choosing Oakland Park to meet your childcare needs this summer! The Oakland Park Summer Program will provide you the peace of mind you deserve, by providing a paramount safe environment while your child enjoys all the elements of summer.

Outlined in this handbook are key aspects of our Summer Program that we have in place to guarantee that we always have our focus on safety first. Please make certain that you read this handbook fully to ensure that together we can provide not only a safe, but an outrageously fun summer program for your child.

We look forward to creating memories with you
and your family in the weeks to come!

Your Childcare Team Thanks You,

Bridgette Peirce

Bridgette Peirce

Acting Assistant Department
Director & Manager of
Childcare, Active Adults &
Facilities

JoeAnn Morejon

JoeAnn Morejon

Childcare Recreation
Coordinator
& Spier Recreation
Center Site Supervisor

Tanasia Nelson

Tanasia Nelson

Recreation Leader
& North Andrews Gardens
Community Center Site
Supervisor

This Program is Provided by:

The City of Oakland Park
Parks & Leisure Services Department
3650 NE 12th Ave
Oakland Park, FL 33334
954-630-4500



Program Staff:

Bridgette Pierce, Acting Assistant Director & Manager of Childcare—954-630-4230

JoeAnn Morejon, Childcare Recreation Coordinator—954-630-4505

Tanasia Nelson, Recreation Leader & Site Supervisor—954-630-4513

Program Description

The City of Oakland Park's Summer Camp Program is designed for children ages 5-14. This program follows the Broward County School District calendar and operates during the nine weeks of summer break. Daily and weekly scheduled activities include sports and fitness, arts and crafts, music, poetry, literature, drama, games, special events and field trips.

Program Goals

To provide a positive and meaningful summer experience.

To help children develop self-esteem through a safe and supervised program.

To involve children in group and individual activities to promote personal growth and development.

Philosophy

By providing a healthy, happy, creative, and stimulating atmosphere, summer camp helps prepare children for later situations. They will reap the benefits from summer camp now, which will enable them to be more responsible in years to come.

Leisure Services Mission

Vision

Oakland Park- A hometown choice for excellence in people, public service, and community.

Mission

We strive every day to deliver – in a friendly, courteous, reliable, and responsive manner – a diverse set of efficient and effective City services that exceed the expectations of our residents, businesses, and employees.

Values

Our actions are guided by the following principles:

Respect: We value all members of our diverse community and will treat everyone with the highest respect.

Integrity: The highest standards of honesty and fairness are the foundations of all policies and decisions.

Service: We work together to satisfy the needs of our entire community in the most effective and efficient way possible.

Excellence: We are committed to excellence through hard work, innovation, creativity, and continuous improvement.



Program Schedule

What to expect from the Oakland Park Summer Camp Program...

A program schedule has been set up for the Summer Camp Site with a suggested time frame. Site activities will vary. However, each site will include all of the following within their daily schedule.

. Each day during the Summer Camp include the following unless noted :

- **Afternoon Snack Time** (15 minutes) - Free snack will be provided by the Summer Food Service Program or your child can bring a snack from home. This time is important for social interaction and sharing of ideas and events of the day for your child and peers.
- **Lunch Time** Free lunch will be provided by the Summer Food Service Program or your child can bring a well balanced meal from home. Snacks may be purchased from machines located in the community centers. These are social times for the children and a time for sharing ideas and events of the day.
- **Special Event**—Every effort is made to make this a memorable summer and experience for your child. We provide a wide range of events, usually on Friday's, which include cooking activities, birthday celebrations, ice cream parties, field day, animal exhibits, etc. These events are free of charge and open to all age groups within the program.
- **Recreational Activities**—This time is set aside for recreational activities such as arts and crafts, sports, games, music, drama, tournaments, computers, sports and modeling. Various entertainers visit our Summer Camp throughout the 9 weeks.

Summer Camp Program Recreation Staff

Our staff are carefully selected and placed in the Summer Camp Program based on their individual skills, abilities, and talents. Staff are year round City of Oakland Park employees and are trained in numerous areas of childcare including creative recreational programming, positive childcare discipline, emergency management, safety procedures, CPR/1st Aid/AED, etc.

Telephone Use

Telephones at the City of Oakland Park Summer Camp Program are intended for business use only. If you need to contact the staff at one of the Summer Camp Program's, please contact the Site Specific Front Desk. The site supervisor and relay your message.

Your cooperation is greatly appreciated.

North Andrews Gardens Community Center: 954-630-4504

Collins Community Center: 954-630-4368

Spiher Recreation Center: 954-630-4495



Newletter

In an effort to ensure communication between Summer Camp Staff and parents and their children, the City of Oakland Park will provide you with important information and details of upcoming events in a weekly newsletter. Highlights of special programs and activities will be included.

Family Matters

The City of Oakland Park Summer Camp Program realizes that some children are exposed to situations where parents are separated, divorced, or currently seeking custody. Please keep in mind that **our number one concern is the safety and enjoyment of your child.** If you, as a parent, are in this situation and custodial rights have been awarded to you and no custodial rights are given to your ex-spouse / partner, we require proof of a court restraining order or custodial agreement be kept on file with our program supervisor.

If a situation should arise and you have joint custody of your child or children, we will contact the parent who registered the child or children. In a joint custody situation, the parent who registered the child is responsible for listing the ex-spouse / partner's address, home telephone number, work telephone number, and an emergency telephone number. The parent who registers the child has the responsibility of distributing a copy of this program handbook to the ex-spouse / partner and returning the signed acknowledgement form.

Employer Verification Forms

The Leisure Services Department's Administrative Staff will be happy to complete any forms you may have for childcare reimbursement. Parents who have employer reimbursement forms for childcare are asked to submit the forms to the Site Supervisor prior to the last day of the month. The Site



Supervisor will complete the forms within five (5) business days upon verification of attendance.



Medication

The disbursement of medication by City staff to participants of the Summer Camp program is discouraged. However, if the Site Supervisor deems the circumstances are appropriate, arrangements may be made for staff to administer medication. If disbursement of medication is allowed the following procedures apply:

1. Before medication may be administered, a Medication Release Form for each medication must be completed and signed by the parent or legal guardian. This form will be kept on file at our Parks & Leisure Services Administrative Office and the Summer Camp program site.
2. Any medication stored must be in a container labeled by a pharmacist and should include the participant's name, prescribing doctor's name, instruction for dispensing and the name of the medication. The medication will be kept in a controlled place by program staff.
3. Medication should not be sent in backpacks, lunch boxes, or any other means by the child. Medications must be given by the parent or guardian to the Site Supervisor. When refilling the supply, please deliver the refill when picking up participants from the Summer Camp program site. The amount will be counted and logged to verify the receipt.
4. Medication will only be dispensed by a staff member designated by the City of Oakland Park Parks & Leisure Services Staff.
5. Any change in the type or frequency of medication will require a new Medication Release Form.



Summer Camp Policies and Procedures

Identification Required

All authorized pick-up personnel must be at least 18 years of age. Only the person(s) identified to pick up and sign out a child are those listed on the permission page filled out by the parent or guardian of the child. For the protection of all Summer Camp Program participants, please be prepared to show a government issued ID (i.e., State Issued Drivers License / Identification) at ALL times when picking up your child. Also, inform those whom you have listed as emergency contacts that a picture ID is required before staff can release any child.

Fee Payment and Late Pick Up Fee Charges

A ten, \$10.00, dollar fee will be charged for every fifteen, 15 minutes the child remains at the site beginning at 5:46 PM. Every effort will be made to contact the parent or the other emergency contacts listed on the registration form. If the child is not picked up by 6:30 PM, the Broward County Sherriff's Office will be notified to transport the child to the proper facilities.

Summer Camp Payment Policy

You can pay for all trips prior to the first day of summer camp or pay for the trips on the designated weekday at your camp site or Administration Office. Trip payment will be accepted between the hours of 8:00am – 5:00 pm. No trip payments will be accepted on Monday for that week.

No same day registration for any trip.

Summer Camp Refund Policy

The City of Oakland Park has a **NO REFUND POLICY**, with no exceptions, all payments are considered final. Refunds cannot be transferred to another trip or placed on your account for future use.



Steps Taken to Correct Inappropriate Behavior

Communicate Appropriate Behavior:

A staff member will communicate appropriate behavior to the participants. The participant will model the appropriate behavior and will clearly understand consequences.

Quiet Time:

If inappropriate behavior is observed by staff, the participant will be removed from the activity and the participant will be placed in quiet time for five (5) to ten (10) minutes, depending on the child's age and severity of actions.

Inappropriate Behavior Report, Behavior Plan, and Parent Contact

If a problem persists, staff will complete a behavior report defining the participants actions. The staff will also fill out an outlined behavior plan to correct the inappropriate behavior noting consequences if the behavior is not corrected. The staff member will contact the parent who registered the participant regarding the participants behavior, either by telephone or in person for additional input to correct the behavior.

These guidelines are set up to correct inappropriate behavior. At times, however, this procedure may not reach the solution. If the inappropriate behavior persists, the participant will be suspended from the program.

Suspension Policy

First Suspension

If inappropriate behavior continues after following the steps listed above, the participants will be suspended up to one week depending on the severity of the behavior.

Second Suspension

Should inappropriate behavior continue after the first suspension, the participant can be suspended for up to two (2) weeks.

Third Suspensions

A one (1) year suspension from the program is handled on an individual basis.

Note: Depending the severity of the situation, a participant can be suspended from the program without prior notification of suspension. No refunds will be granted if suspensions occurs.

Summer Camp Program Policies and Procedures

Parent Conduct

As the adult, we serve as role models for the children in our program. If you have a concern, please address your concerns in an appropriate and calm manner. The City of Oakland Park Parks & Leisure Services Department has set forth a policy of zero tolerance regarding workplace violence, physical force, harassment, intimidation and abuse of power or authority. Should a situation occur within the program, due to inappropriate actions by parents, we reserve the right to remove the participant from the program.

Behavior Code of Conduct

Rules governing behavior are necessary in order to assure everyone's safety. Participants are expected to behave at all times and can accomplish this by showing respect to staff and other participants. If inappropriate behavior is displayed, guidelines will be set forth to correct the behavior. We reserve the right to suspend participants whose behavior endangers the safety of themselves or others. Broward County Code Chapter 12 1 / 2—25 Ordinance Number 99-02.

Examples of Inappropriate Behavior (but not limited to)

Abusive language / inappropriate gestures

The use of profanity, unkind words, or inappropriate actions.

Fighting / assault

Injuring another participant or staff through inappropriate actions

Disrespect of staff

Talking back to or not listening to staff members; not following directions.

Misuse of property

Improper care of equipment or items belonging to the camp site or other participants.

Stealing

Removing items from staff members, the after school site, or personal belongings of another after school participant without permission.

Spitting

Spitting on property, equipment, staff or other camp participants.

Biting

Biting of other after school program participants or staff members.

Personal Belongings

Each Summer Camp Site is fully stocked with equipment to keep all children engaged and entertained. Toys and equipment from home, including electronic devices are not permitted at any City of Oakland Park Summer Camp location.

Cell Phone Policy

Both Summer Camp Participants and Staff are held to the City of Oakland Park's Childcare Program No Cell Phone Policy. Although strongly discouraged, if you send your child to camp with a cell phone, it is expected to be stored in their backpack or lunch box. The City of Oakland Park is not responsible for lost, theft or damage to any device. If you need to reach your child or your child needs to reach you, the Front Desk at each Summer Camp site is available for use.

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During Field Trips:

There is always a designated Lead Staff person on each field trip that will have a cell phone with access to call you if your child is in need while off site. If you need to contact your child during a trip, please contact the Front Desk of their Summer Camp location and the Site Supervisor will relay the message.





LIABILITY RELEASE

I, the parent/guardian of _____, assume all risk and hazards incidental to such participation including transportation to and from indicated trip/s; and do hereby waive, release, absolve and indemnify and agree to hold harmless the City of Oakland Park, the Parks and Leisure Services Department, the organizers, supervisors and participants for any claim arising out of injury to my child. I understand that I assume all liability and indemnify and hold harmless the City of Oakland Park, its agents, representatives and employees from any and all actions, causes of actions or claims on account of, or in any way growing out of, any lack of supervision of the above named child at the Parks and Leisure Services facilities at any time after 5:45 p.m. Monday through Friday. I understand my child will be asked to be withdrawn from the program if he/she becomes a disciplinary issue, per our disciplinary policy. I also agree to instruct to the above named child that he/she may not leave the site during operating hours.

Parent/ Guardian Name (Print Please): _____

Parent/Guardian Signature: _____

Date: _____