



PARENT HANDBOOK

Out-of-School Time Programs

Afterschool Program – Winter/Spring/Summer Camps – One Day Camps

POLCIES AND PROCEDURES



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Our Mission

Our mission is to provide a comprehensive and exceptional recreation and parks experience for our community and future generations.

Our Program

The City of South Miami Parks and Recreation Department offers a safe, fun, and educational Out-of-School Time programs. Students will be able to participate in organized indoor and outdoor activities, field trips, reading, math, science, arts and crafts, cultural development, fitness and nutrition, as well as other activities.

The Afterschool Program operates from 2:00 p.m. – 6:00 p.m. Monday through Friday, following the Miami-Dade County Public School (MDCPS) calendar. Camps operate from 7:30 a.m. – 6:00 p.m. on pre-selected days. All students are divided into groups according to grade level and will have various stations of programming throughout the day. The program is led by experienced recreation staff, education instructors and volunteers.

Qualification/Requirements

Education Instructors, Recreation Leader and Aides, volunteers and tutors will work under the direct supervision of a Recreation Supervisor, or designee. All staff and volunteers complete required orientation training and a level II background screening.

Orientation training includes:

- Job description and duties
- Code of conduct
- Program’s written policies and procedures
- Procedures for releasing youth to parents or guardians
- Reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation of youth and how to make a report
- Overview of the Parent Handbook
- Transportation policies and procedures

Parent/Staff Communication

Communication is the key to the success of our program. Please feel free to speak with your child’s Instructor about any concerns or comments you may have. In addition, you may call the Parks and Recreation administrative office between the hours of 9:00 a.m. – 5:00 p.m, Monday through Friday. Parent conferences are scheduled upon request.

Park Office: (305) 668-3876

Email: parks@southmiamifl.gov

Emergency Hotline

To report inappropriate behavior anonymously, please contact:

Title	Email	Phone Number
Parks and Recreation Director	parks@southmiamifl.gov	(305) 668-3876
Human Resource Department	hr@southmiamifl.gov	(305) 668-3878
South Miami Police Department	adminStaff@southmiamifl.gov	(305) 740-8097

An investigation and a written report of findings will be done and completed within thirty (30) calendar days. Any employee who is found to have acted inappropriately will be subject to appropriate disciplinary action, up to and including termination.

Arrival and Departure

Pick up by the City for the After-School program will only occur at schools that have at least three (3) kids per pick-up time enrolled in the program. If a school does not have three (3) or more students registered in the program we will not provide transportation at that school. This is evaluated one week prior to schools start. If a school does not meet the minimum, refunds will be processed for program participants.

If you register your child for the transportation component, staff will pick your child up from their school at the designated time and place in either a marked van or school bus. Please be sure to inform staff of your child's correct school, release time and classroom information. Please update the information should any changes occur throughout the school year. If your child is absent from school, please contact the Parks and Recreation Administrative office or the Park's Recreation Supervisor.

On Camp Days (One Day and Spring/Summer/Winter) children must arrive/be dropped off by 10:00 a.m. to participate in programming. Children who arrive after 10:00 a.m. will be unable to participate.

Should there be any emergency at a school, the Department will defer to the Miami-Dade County School Board's recommendation for pick-up.

Dismissal Procedure

Identification must be shown upon the pickup of your child **EVERY DAY**.

NO CHILD IS ALLOWED TO SIGN THEMSELVES OUT

****CHILDREN ALLOWED TO WALK HOME MUST BE SIGNED OUT BY A COUNSELOR****

*****NO CHILD WILL BE RELEASED TO ANYONE NOT LISTED ON THE OFFICIAL RELEASE FORM*****

Departure from Program

Each child's registration form indicates the available departure options, walk home, parent pick up, sibling pick up, etc. Children may only be released according to the option indicated on their registration form, which has been indicated on the sign in/out sheet. Staff are required to ensure children are released only as their parents/guardians have indicated.

* Children must be 11 years or old to participate in the walk home option.

*The walk home option is only available after 5:00p, otherwise parents must sign out their child.

* All camp and out of school programs end at 6:00p. Habitual late pickup is unacceptable and may result in dismissal from the program.

Proof of Residency

Proof of South Miami residential address is required for residential pricing. You may provide any of the following:

- Valid driver's license
- Valid Florida state-issued ID card (must have a South Miami address)

All addresses are verified through a Miami Dade property search.

If you do not have one of the following IDs indicated above, then you must provide one of the following dated within the last two months and evidencing a South Miami residential address together with corresponding picture ID (passport, driver's license, state identification card):

- Utility bill
- Monthly mortgage statement
- Automobile insurance policy or bill
- Homeowner's insurance policy bill
- Mail from a financial institution, including checking, savings, or investment account statement
- Mail from a Federal, State, County or City government agency

Bills can be no more than two (2) months old. PO Boxes are not accepted as proof of residency. Current bills printed from electronic versions are acceptable, though photocopies and fax copies are not.

Program Fees

Afterschool Program

Resident: \$25/month

Non-resident: \$160/month

Winter Camp (2 weeks)

Resident \$60.00

Non-Resident: \$150.00

Summer Camp

Resident: \$30/week (**due every Monday**)

Non- Resident: \$125/week (**due every Monday**)

Spring Camp

Resident: \$30

Non- Resident: \$75

One Day Camps

Resident: \$10/day

Non- Resident: \$30/day

Afterschool Payments are due on or before the 5th day of each month by 6:00 p.m. **Winter and Spring Camp payments** are due by drop off on Monday, the first day of the program. **One Day Camps** payments are due before or at drop off on each camp day. Space is limited for all programs.

1. Accounts that are overdue over 30 days – Family/participants will be contacted by telephone/e-mail/letter from the Administrative office.
2. Accounts that are overdue over 60 days:
 - a. Formal letter from Parks and Recreation Administration explaining that student will no longer be eligible to participate in the program until account, including late fees if any, is paid up to date.

Attendance Policy

Attendance in the program is crucial, as slots are limited. If your child will not be in attendance for any given week, you are still held responsible for that week's payment in order to retain your child's space. Habitual patterns of absences may result in removal from the program. Children missing three (3) or more days per week in four (4) consecutive weeks are subject to removal from the program. The Parks and Recreation Department will allow your child one courtesy week absent. After that week is used, your child's fees must be paid regardless of attendance in order to remain enrolled in the program.

Children with a CRA scholarship may not utilize the “walk home” option until 5:00p. Violation of this policy may result in loss of scholarship and removal from the program.

We ask parents to notify the Program Supervisor or Instructor if their child will not be in attendance that day. If the child was in attendance at school and is not in the program, we will notify a parent. If we are unable to contact a parent or legal guardian we will then call local law enforcement. Using the attendance sheets that are provided to you, daily attendance will be taken at the beginning of the program every day.

Computer Use and Internet Safety

It is the policy of the Afterschool Program to permit students to have internet access. On a global network it is impossible to control all materials and an industrious user may discover inappropriate information.

Staff will instruct and supervise program participants on acceptable use of the internet resources and proper network etiquette. The purpose of this policy is to ensure all students and parents understand the guidelines that must be followed to gain internet access.

Supervision and Protection of Youth

We ensure all children are adequately supervised. A minimum of two staff will be onsite and available until all children have left the program at the end of the day.

Example for School Age

To provide quality programming to youth the ratios we work to maintain are 1 adult to every 10 children. The Recreation Supervisor II or Lead Instructor will ensure that ratios are adjusted to maintain the levels of supervision.

Increasing Supervision as Needed

When children are in a large group, such as during off-site activities, on a field trip, or participating in a special group activity, supervision and protection will be maintained. The Recreation Supervisor II or Lead Instructor will increase the ratio of staff to youth according to the special needs of participating youth or level of risk involved in activities.

Absent Child Procedure

In compliance with the National Health and Safety Performance Standards for Early Care and Education Programs, when a child does not check in for transportation after school dismisses, staff will take the following steps:

1. Verify that the parent/guardian did not give program staff notice of absence.
2. Verify with the child’s school office to confirm attendance that day.
3. Contact the parent/guardian to determine if the child was picked up directly from school. If parent/guardian unavailable, leave a voicemail and begin calling emergency contacts.
4. If child still unaccounted for, South Miami Police will be contacted.

Snacks

The program may include snacks when available. Water is always accessible for the children. Children are welcome to bring their own snacks.

Personal Items

The City of South Miami is not responsible for the loss or damage of a child's possessions, so do not send anything of great value to the program with your child.

Cell Phones

Cell Phones are not to be used during program hours. Children may use their cell phones before and after the program, or in the case of an emergency. Please contact the park office at (305) 668-3876 if you need to speak with your child.

Health & Safety

Sick Policy

Before your child begins attending the After-School Program, it is important that you have an alternate plan for care in the event that your child becomes ill. If you keep your child home due to sickness, please call to notify the Parks and Recreation Department of his/her absence and particular illness. If you bring your child to camp thinking that he/she may not be feeling well, please advise staff so they can be more alert for any signs of developing illness. If your child becomes ill during the program day (see criteria below), you will be called to take him/her home. If you cannot be reached, staff will contact persons listed on your child's registration form. Until your child is picked up, he/she will be separated from the other children at the camp and observed in the main office.

Exclusion Criteria

All Out-of-School programs follow MDCPS illness or injury guidelines. Children who are sick may return to the program once the fever, diarrhea, vomiting, etc. has resolved for preferably 24 hours, and they can comfortably participate in program activities. For specific illnesses or conditions, children may return once the criteria outlined below have been met.

Special Note: Ringworm

Children with ringworm of the scalp/body may not attend the program until a clinician prescribed antifungal treatment is started.

Know Guidelines for Communicable Disease Issues (per MDCPS)

If your child has one or more of the following symptoms:

- A new cold
- Fever
- Rash of unknown reason
- Inflamed eyes
- Severe sore throat
- Having trouble eating or drinking normally
- Severe pain
- Open and draining wound
- Ongoing cough.



PLEASE KEEP YOUR CHILD HOME AND SEEK MEDICAL ATTENTION

Medication

Recreation staff will not administer any medication. Please cooperate by not asking our staff to administer drugs, and please do not pack such substances in your child's lunch or school bag, unless it is a field trip day.

Medications can be administered by the child with Parks and Recreation staff present only if left in the original container and only according to the instructions on the container. Any medications are to be kept in the main office or site area. Recreation staff will walk the camper to the office for medication, as needed. On field trip days, please pack the medicine in your child's bag and advise staff of the times to be taken.

Immunizations

Your child should be up to date on all immunizations recommended by the Florida Department of Health.

Adaptive Recreation and Inclusion

Recreation programs use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any reasonable adaptations or modifications necessary to meet the needs of the children. Administration, instructors and recreation staff will work with the parents/guardians, therapists and other professionals to integrate individual accommodations, modifications and strategies into the classroom. Any adaptations will be reviewed with families and other professionals supporting the child.

First Aid

Staff at the program administers basic first aid in accordance with the Health Department regulations.

Injury at the Park

If your child is injured while participating in the program, an *Accident/Incident Report* will be filled out by your child's Recreation Supervisor. A copy will be sent to Human Resource Department. If your child has a serious injury, we will contact you by telephone. Please make sure your telephone information is correct.

Emergency Procedures

If a child is seriously injured or in need of medical attention, a staff person will call 9-1-1 and the child will be taken to the nearest hospital. Parent(s)/guardian(s) will be notified immediately. Parents are required to pay for the cost of the ambulance and all medical expenses. Staff will not personally transport children in case of medical emergencies; 9-1-1 will always be contacted.

Hand Washing and Personal Hygiene

Staff constantly reminds the children to wash their hands after using the lavatory and continually focus on good personal hygiene habits.

Drugs, Alcohol & Cigarettes

Because we care about the safety of children, we ask that parents/guardians do not use illegal drugs or be under the influence of alcohol while transporting children to and from the recreation program sites. If in our judgment a parent/guardian is impaired by drugs or alcohol, the Recreation Leader of staff member will:

1. Inform the person of the observation that he or she appears to be under the influence of drugs/alcohol
2. Ask the person to contact someone else to come pick up the child
3. Contact the Police Department, if the authorized person insists on transporting the child

Smoking cigarettes is not allowed in and around public facilities and parks. Please dispose of cigarette butts appropriately.

Child Abuse Policy

Any employee or volunteer who becomes aware of or suspects that any child or youth is a victim of physical and/or sexual abuse must immediately report such suspicion to the Parks and Recreation Director and/or the Human Resource Director. Such report shall be made promptly. Failure to report reasonable suspicion of abuse is grounds for immediate dismissal from employment and/or qualification from volunteer service.

By law, all staff members are required to report all suspected instances of abuse or neglect to the central abuse registry and tracking system. The Recreation Supervisor and the staff person who suspects the incident will file a confidential report together.

Code of Conduct

Following is a list of rules that your child must adhere to. It is important to read these guidelines and understand the implications that can arise if participants do not properly abide by them.

- ❖ Safety must come first.
- ❖ Do not participate in any physical contact that may result in the injury of another individual.
- ❖ Never take items that do not belong to you.
- ❖ Do not leave an assigned group or area without getting permission from the staff member.
- ❖ Never go anywhere alone; a member of the staff must accompany you.
- ❖ Do not drink or eat unless during the snack and special activity times. Water is always available during outdoor activities.
- ❖ Always tell the truth.
- ❖ Be polite and helpful to other.
- ❖ Respect staff and other participants in the program.
- ❖ Do not run in the building.
- ❖ Do not use drugs, alcohol, or tobacco products.
- ❖ **Do not bring toy weaponry, like guns, knives, Chinese stars, etc. to camp.** (*Bringing these items to the program may result in suspension or expulsion*).
- ❖ Clean up your area of use before moving on to the next activity.
- ❖ Participate in all activities unless hurt or ill. If you choose not to participate you must stay with the group activity.
- ❖ Do not chew gum or eat sunflower seeds during the program.
- ❖ Never make a trip to the restroom or water fountain without first getting the recreation staff's permission. Participants must ask Staff to escort them to the restroom at all times.
- ❖ Do not wander away from the group on walks to the fields or other facilities.
- ❖ Never act in an unsportsmanlike manner, tease, or taunt other participants or use inappropriate language.
- ❖ Fighting or bullying is prohibited.
- ❖ Never inappropriately touch or expose yourself to other participants.
- ❖ Do not throw or spit food or drink while eating.
- ❖ Do not bring any personal handheld electronic devices to the program. Staff will obtain possession of any item that is found. Items will be held by the Recreation Supervisor for parent to pick up.

Discipline Action Plan

Any behavior that is disruptive or endangers the safety of those participating in the program will be subject to disciplinary actions. In addition to the rules listed above, other types of behavior that will not be tolerated include but are not limited to: derogatory remarks directed to the other participants or staff members,

refusing to follow instructions, stealing or defacing others' property, leaving the program without signing out, cursing, etc.

The program discipline actions are as follows:

- **First Incident:** Explain to the child the problem and issue warning
- **Second Incident:** Institute a penalty. (Examples: denial of use of facility or piece of equipment, sit out from an activity, etc). Staff will complete an Incident/Injury report for the parent to sign.
- **Third Incident:** Call the child's parents and explain the situation. Staff will complete an Incident/Injury Report for the parent to sign. Include a note on the report that next offense results in a one-day suspension from the program.
- **Fourth Incident:** One to five day suspension from the program. Parents will be notified immediately. Staff will complete an Incident/Injury Report for the parent to sign. Include a note on the report that the next offense may result in expulsion from the program.
- **Fifth Incident:** Expulsion from the program

NOTE: Staff will have the discretion to elevate the matter to higher degree based on the severity of the incident. In such a case, parents will be informed immediately and if necessary, child will be expelled from the program. No refund will be given in these cases.

Any discipline problems will be recorded. The Report will require a parent signature. This will serve as the formal notification to the parent and for Department records.

Discipline should be handled immediately. If "time-out" is to be used as a form of discipline, it will be set as "one minute per each year of age" (i.e., if they are ten they will receive ten minutes of "time-out" of the current activity). Discipline will not be carried over the following day(s) and will not involve cleaning of trash and facilities or any physical activity (i.e. jumping jacks).

Discharge Policy

The City of South Miami reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment
- Not observing the rules of the program or code of conduct as outlined in the Parent Handbook
- Physical and/or verbal abuse of staff or children
- Any situation or circumstance that presents any harm to the child, other participant or staff
- Habitual tardiness at drop of and/or late pickup.

I acknowledge that I have received, read and understand the Out-of-School Time Policies and Procedure Handbook.

Parent/Guardian Name (print)

Parent/Guardian Name (print)

Parent/Guardian Signature

Parent/Guardian Signature

Date

Friendly Reminders:

Identification must be shown upon the pick-up of your child **EVERY DAY**.

NO CHILD WILL BE RELEASED TO ANYONE NOT LISTED ON THE OFFICIAL RELEASE FORM

***THE PROGRAM ENDS AT 6:00P. CHILDREN MUST BE PICKED UP NO LATER THEN 6:00P. HABITUAL LATE PICK UPS MAY RESULT IN DISMISSAL OF THE PROGRAM.**

Please list those individuals who are approved to pick up your child. Do not forget to include yourself.

- 1.
- 2.
- 3.