



Youth Programs Parent Manual

Orange County Parks and 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.

Youth Program Locations

Barnett Park

407-836-6248
4801 W. Colonial Drive,
Orlando, FL 32808

Fort Gatlin Recreation Complex

407-254-9820
2009 Lake Margaret Drive,
Orlando, FL 32806

Silver Star Recreation Center

407-254-9250
2801 N. Apopka Vineland Road
Orlando, FL 32818

Bear Creek Recreation Complex

407-254-9040
1600 Bear Crossing Drive,
Orlando, FL 32824

Goldenrod Recreation Center

407-254-9025
4863 N. Goldenrod Road,
Winter Park, FL 32792

South Econ Recreation Center

407-254-9092
3850 South Econlockhatchee Trail
Orlando, FL 32829

Bithlo Park

407-254-1905
18501 Washington Ave.,
Orlando, FL 32820

Lockhart Program

321-354-8880 or 407-836-6262
7601 Edgewater Drive,
Orlando, FL 32810

Willow Street

407-254-9436
3688 Daycare Center Road
Mt. Dora, FL 32757

Capehart Park

407-254-9160
715 Capehart Drive,
Orlando, FL 32822

Meadow Woods Recreation Center

407-254-9065
1751 Rhode Island Woods Circle
Orlando, FL 32824

East Orange District Park

407-254-6830
22023 E. Colonial Drive,
Christmas, FL 32709

Orlo Vista Park

407-254-9050
1 North Powers Drive,
Orlando, FL 32835



OrangeCountyParks.net • 407-836-6200

Table of Contents

Welcome	3
Our Priorities	
Youth Programs	
Parent Manual	
Program Staff/Camp Counselors	
Policies & Procedures	4
Registration	5
Eligibility	
Registration Criteria	
Waiting List	
Payments	6
Requirements	
Failure to Pay/Late Payments	
Rates and Fees	
Refunds	
Attendance & Participation	7
Activities	
Lunches and Snacks	
Youth Program Permission to Release	
Sign-In/Sign-Out	
Absences	
School Suspension	
Program Closings	
After School Program Drop-Off/Pick-Up Policy	
Out-of-School Program Drop-Off/Pick-Up Policy	
Health & Wellness	11
Illness	
Medical Information	
Emergency Situations	
Weather Advisory Warnings	
Sunscreen and Insect Repellent	
Head Lice	
Conjunctivitis (Pink Eye)	
Suspected Child Abuse	
Behavior & Discipline	13
Standards of Behavior	
Disruptive Behavior	
Discipline Policy	
Notification of Disciplinary Action	
Additional Policies	15
Personal Property	
Dress Code	
Homework	
Visitors	
Suggestions/Complaints	
Youth Program Policies and Procedures Agreement	16
Registration Forms	17
Youth Program Permission to Release form	
Medical Condition Acknowledgment and Medication Authorization form	
After School Program Transportation Release form	
Sunscreen and Insect Repellent Use and Application Consent form	
Sample Notifications	22
After School Program Late Pick Up Acknowledgment form (sample)	
Notification of Disciplinary Action form (sample)	
Head Lice Notification (sample)	
Conjunctivitis "Pink Eye" Notification (sample)	

Welcome

to **Orange County Parks and Recreation Youth Programs** (programs) where the safety and wellbeing of all children participating in our programs is the top priority of program staff (staff). By enrolling your child/children in Orange County Parks and Recreation programs, you are committing to a partnership in the care and development of your child/children.

Our Priorities

1. Ensure the program safety of all children in our programs.
 2. Provide an organized and engaging environment for participants.
 3. Keep open communication.
 4. Be creative, innovative and outgoing with participants.
 5. **Have fun!**
-

Youth Programs

Orange County Parks and Recreation offers two types of youth programs, After School Programs and Out-of-School Programs. After School Programs take place during the Orange County Public Schools calendar year and provide care for youth after the end of the school day. Out-of-School Programs take place when school is not in session and provide care for youth during holidays, spring and summer breaks (summer camp).

Parent Manual

The *Orange County Parks and Recreation Youth Program Parent Manual* (Manual) is your guide to understanding the requirements and expectations for both you and your child/children enrolled in Orange County Parks and Recreation youth programs. Here you will find information on how to register for programs, the cost and payment of programs, attendance and participation policies, after-school transportation, standards for behavior, and more. Please take time to read the Manual thoroughly. We will gladly answer any questions, and look forward to a continuing partnership of care and development.

Program Staff/Camp Counselors

During youth programs participants are assigned to program staff/camp counselors throughout the duration of the program. Our goal is to maintain a maximum ratio of ten participants to one staff member at all times. Some program sites assign one staff member to each specific group for the duration of the program, while others have staff members switch groups weekly. Please make it a point to meet your child's staff members/camp counselors.

Orange County Parks and Recreation Youth Program Parent Manual

Policies & Procedures

Registration

Eligibility

Participants in Orange County Parks and Recreation programs (participants) must be school-age children, who are able to follow basic instructions, keep their hands to themselves, control their own bodily functions/toilet needs, show respect for themselves, other people and property, and stay with their group.

Registration Criteria

To register a child or children as a participant in any Orange County Parks and Recreation youth program(s) the following criteria must be met.

1. The person registering any child (children) as a participant(s) in any Orange County Parks and Recreation Youth Program must be an authorized custodial parent or legal guardian (parent/guardian) of said child/children.
2. The *Registration Card* form must be completed, signed and submitted to Orange County Parks and Recreation.
3. The parent/guardian registering the participant must read, and acknowledge that they fully understand the guidelines set forth in the *Manual*.
4. All documents of the registration packet must be filled out completely and correctly.
5. Each section of the Manual must be signed and dated by the parent/guardian registering participant(s) in any Orange County Parks and Recreation Youth Program indicating they have read, understand and agree to abide by any and all information set forth in of the Manual. Program registration is not complete until such acknowledgment is confirmed by parent/guardian's signature where indicated.

Should any information provided on the *Registration Card* change during the course of the program, the up-to-date information must be provided to staff in writing.

Waiting List

Should program enrollment reach maximum allowable participants, additional requests for enrollment shall be placed on a waiting list in the order they are received.

☐ I have read in full and completely understand the Registration policies and agree to comply with the requirements therein.

Signature of Authorized Custodial Parent/Legal Guardian

Date

Payments

Requirements

After School Program

The After-School Program is available at no cost and is available on a first-come, first-served basis.

Out-of-School Programs

Out-of-School Programs require payment in advance. **The first week's payment must be made upon enrollment.** Thereafter, payments for each week are due by 8:00 p.m. Friday preceding each program week.

Failure to Pay/Late Payments

Should payment(s) not be received by the Friday, 6:30 p.m. deadline. A **late payment fee of \$5.00 per participant per day** must be paid for participant(s) to continue in the program(s). If no payment is received by 12:00 p.m. the following Monday, **unpaid participant(s) shall be removed from the program.**

If participant(s) are removed due to lack of payment, they can be added to the waiting list. Please be aware that there will likely be others ahead of them on the waiting list. Being on the waiting list does not guarantee return to the program.

Rates and Fees

Out-of-School Program rates are based upon the Orange County Public Schools (OCPS) lunch-fee schedule and determined by management. The rate is determined by a program participant's school-lunch status from the school they attend. Participants who receive State assistance must provide a copy of the *Food Assistance Eligibility Form* that lists them as a recipient of State assistance.

Out-of-School Program Payment Rates

Regular payment	\$80 per week, per child.
Reduced Lunch rate	\$60 per week, per child.
Free Lunch rate	\$50 per week, per child.
SNAP rate	\$25 per week, per child.

Reduced-Lunch Rate

Participants attending OCPS who receive Title-I program benefits qualify for **reduced-lunch rate**. A letter of verification from the school confirming Title-I benefits is required to receive the reduced-lunch rate.

Free Lunch Rate

Participants attending OCPS that are on the Community Eligibility Provisions (CEP) list qualify for the **Free-Lunch rate**. (Letter of verification required.)

WIC, TANF & SNAP Program Rate

Participants who are on WIC, TANF or SNAP qualify for the **SNAP rate**. (Letter of verification required.)

Out of County Fee

An additional \$20.00 per week per child out-of-county fee applies to all participants not residing in Orange County. If a participant resides outside of Orange County and is visiting with relatives who live within the county, the out-of-county fee will not apply. Proof of residency (driver license or utilities bill) will be required to verify residency.

Refunds

Should participant(s) be unable to attend the program, a request for refund in writing is required and must be received within 30 days of the program start date to receive a refund. Should participant(s) be voluntarily removed, a refund may be available with a written request. Should participant(s) be expelled or suspended, no refund shall be given. A \$10 processing fee will apply to all refunds.

Refunds are not automatically issued. It is the responsibility of the parent/guardian to request a refund. No refunds will be given for participants who have been suspended or expelled.

☐ I have read in full and completely understand the Payments policies and agree to comply with the requirements therein.

Signature of Authorized Custodial Parent/Legal Guardian

Date

Attendance & Participation

Activities

Parent/guardian should bring their participating children into the program daily unless they are being transported by staff.

After School Programs start at 3:00 p.m. and end at 6:00 p.m. each program day.

Out-of-School Programs start at 7:30 a.m. and end at 6:00 p.m. each program day.

Should participant(s) arrive before the start time or stay after the end time of the program, they will be considered under the care of parent/guardian.

When present, participants will be encouraged to participate.

Activities may include the following:

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

Lunches and Snacks

Orange County Parks and Recreation partners with the Second Harvest Food Bank of Central Florida. During After School Programs, Second Harvest Food Bank supplies a meal and a snack for participants, and during Out-of-School Programs a breakfast and lunch are provided.

Should program participant(s) have special dietary needs or for any reason not wish to partake of this free program, then they will need to bring a lunch, two snacks and a drink daily unless otherwise noted. A morning* and afternoon snack time will be allotted. Participants are permitted to bring extra snacks. (*Morning snack time applies to full-day programs only).

NOTE: If vending machines are present at the facility, participants may be allowed to purchase from them during the program.

Youth Program Permission to Release

The **Youth Program Permission to Release** form (see page 18) must be completed as part of registration for any/all Orange County Parks and Recreation Youth Program(s). The authorized parent/guardian who signs up the program participant shall be the one to choose which persons are to be listed on the *Youth Program Permission to Release* form. Any/all adult persons (family, friends, etc.) **including parent/guardian** who is authorized on the form shall be responsible for and permitted to:

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

Those listed on the *Youth Program Permission to Release* form **MUST** present a government issued photo identification at time of release.

Staff is NOT permitted to release any program participant to:

- any person(s) NOT on the *Youth Program Permission to Release* form - regardless of relationship.
- anyone under the age of sixteen.
- any person(s) who show any signs of being unstable or under the influence of drugs or alcohol (i.e. staggering, slurred speech, smelling of alcohol, etc.). Should said person(s) insists on taking the 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 those persons listed on the *Youth Program Permission to Release* form to arrange for the child to be picked up.

Your child/children WILL NOT be released to any person(s) NOT listed on the *Youth Program Permission to Release* form. Should any individual to whom release is refused become demanding or abusive, staff will contact law enforcement for assistance.

Communication

Parent/guardian must explain to those persons listed on the *Youth Program Permission to Release* form that it will be their responsibility to pass along any information received by staff to the parent/guardian. Any information communicated to authorized-pick-up persons will be considered the same as communication with the parent/guardian. Any follow up communication will be the responsibility of the parent/guardian. Should there be any situations concerning participant that need to be discussed, this communication shall be conducted with the authorized-pick-up person that day. In addition, a report shall be sent home with participant and the authorized-pick-up person that day.

Shared Custody

Should there be a shared-custody agreement concerning a program participant, then both parents **must** be listed on the *Youth Program Permission to Release* form.

Early Release of Program Participant(s)

Should your child need to leave early on any day of the program, a **signed note and phone call** from the parent/guardian are required prior to dismissal. At time of release personally inform the supervisor in charge of the program (or their designee for that day), that the participant is being signed out.

Mental Health Professionals

Should a mental health professional need to have a session with a program participant during scheduled program hours, the mental health professional must be listed on the *Youth Program Permission to Release* form. They must sign out the participant at the time of the session and back in after the session, and they should stay on property and be observable by staff and not be interrupted during the session

Sign-In/Sign-Out

Orange County Parks and Recreation Youth Programs utilize a sign-in/sign-out attendance sheet. Staff are responsible for participants from the moment they are signed in for their programs by parent/guardian at the program site or at a pick-up/drop-off location, and remain so until participants have been signed out for departure. Once staff has assumed responsibility for any child, staff will remain with them.

Each child must be signed in and out of the program on the sign-in/sign-out attendance sheet each day.

Before any participant is signed in and any time after sign out, they will be considered under the supervision of the parent/guardian. The safety and well-being of the child shall remain the sole responsibility of the parent/guardian before and after these designated times. In the case of after-school transport the school is responsible for all program participants prior to pick-up.

Participant Self Sign In and Out

Should the parent/guardian on the *Youth Program Permission to Release* form authorize the program participant(s) to sign themselves out of the program on their own, they will be permitted to sign themselves in and out of the program at the appropriate times each day of the program. Self sign out privileges are only available to participants eight years of age and older. Self sign in will not be permitted later than 9:00 a.m. and self check out will not be permitted earlier than 4:00 p.m..

Any program participant(s) who signs themselves out of our programs and remains in the building, must exhibit good behavior. Program participant(s) who act out or cause problems will be asked to leave. Their parent/guardian will be notified and they will forfeit the privilege to sign themselves out.

After School Programs Transportation

A signed *After School Program Transportation Release* form (see page 20) must be received for any program participant to be picked up from school and transported by Orange County Government to After-School Programs. When picked up from school, the participant's presence will be marked on the sign-in/sign-out attendance sheet as they enter the vehicle. Should participant be picked up from inside the school, staff will mark their presence on the sign-in/sign-out attendance sheet at that location.

Should a participant's name be on the sign-in/sign-out attendance sheet but not present for transport, staff will, before leaving the school

1. ask school personnel where the child is located. If school personnel confirms that the child is not being transported by staff that day due to absence, the driver will mark them absent from transport.
2. check to see if an parent/guardian has arranged the absence in advance. If so, the participant will be marked absent from transport.

3. call the program site to get more information, and if necessary have on-site staff call the parent/guardian to inquire about the child's whereabouts.

In the case of bus transportation, if the school personnel are not aware of any reason for the absence, staff shall call the parent/guardian immediately to inquire about the participant's attendance.

In any case, if a parent/guardian cannot be contacted, the authorized persons listed on the *Youth Program Permission to Release* form will be contacted in attempt to verify the participant's location.

Absences

Temporary Absence

Participants are not required to attend the program daily to remain in the program. Should any participant not be attending the program for any reason, advanced notification is required either in person or by phone to inform staff of the absence. Should participant be absent with no notification provided, program enrollment may be forfeited and filled from the waiting list.

After School Program Absences

After School Program participants are expected to attend five days a week. As the parent/guardian, it is your responsibility to provide notice should participant require an individual or ongoing absence from their After School Program. If for any reason participant cannot attend all five days, notify staff of the expected absence(s) in advance. Advance notice of absence assists in managing the various aspects of After School Programs that require attendance numbers to be reported and advance.

Should notification of absence not be provided

- pick up of other participants may be delayed
- **staff may**
 - be sent to the participant's school to make inquiries
 - contact all persons on the *Youth Program Permission to Release* form
 - alert County management,
 - contact the Sheriff's Office and the Florida Department of Children and Families to assist in locating the missing child.

School Suspension

Youth who are suspended from school are not permitted to attend Orange County Parks and Recreation programs or be at the site during school hours or After School Program hours.

Program Closings

If Orange County Public Schools are closed for any emergency or weather-related situation, then all Orange County Parks and Recreation Programs will be canceled as well.

After School Program Drop-Off/Pick-Up Policy

As the parent/guardian enrolling participant(s) for Orange County Parks and Recreation programs, it is your responsibly to inform all persons on the authorized *Youth Program Permission to Release* form of the Drop-Off/Pick-Up policy, and the importance of complying with said policy and the penalties therein.

Drop Off

After School Programs start at 3:00 p.m. and end at 6:00 p.m. each program day. Orange County Parks and Recreation staff is not available to supervise participant(s) before or after scheduled program times. **Do not drop-off participant(s) before 3:00 p.m.**

Pick Up

Program participant(s) must be picked up by 6:00 p.m. each day of any Orange County Parks and Recreation after-school program. The *After School Program Drop-Off/Pick-Up* policy is a three-strike policy enforce from August through May of the current school year. Any/all late-pick-up occurrences will be documented by staff on the *After School Program Late Pick Up Acknowledgment* form (see page 23). The person picking up the participant(s) will be required to sign acknowledging the policy infraction. Should there be a third late-pick-up occurrence, program participant(s) 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 three-strike policy is accumulative and shall apply to all authorized-pick-up persons listed on your *Youth Program Permission to Release* form.**

First late pick up: Verbal warning and documentation.

Second late pick up: Verbal warning and documentation.

Third late pick up: Removal from the Program for the remainder of the current school year.

In the event the authorized-pick-up person will be late

- **1-15 minutes**, a phone call to staff is appreciated
- **more than 15 minutes**, a phone call to staff is **required**
- **more than 30 minutes** and staff has not been received a phone call, the following will apply.
 1. All persons listed on the *Youth Program Permission to Release* form will be contacted.
 2. If the staff is unable to contact any of the authorized individuals provided on the *Youth Program Permission to Release* form, staff will alert County management, contact the Sheriff's office and Florida Department of Children and Families if necessary.

Out-of-School Program Drop-Off/Pick-Up Policy

As the parent/guardian enrolling participant(s) for Orange County Parks and Recreation programs, it is your responsibly to inform all persons on the authorized *Youth Program Permission to Release* form of the Drop-Off/Pick-Up policy, and the importance of complying with said policy and the penalties therein.

Drop Off

Out-of-School Programs start at 7:30 a.m. and end at 6:00 p.m. each program day. Orange County Parks and Recreation staff is not available to supervise participant(s) before or after scheduled program times. **Program participant(s) are not to be dropped off earlier than 7:30 a.m. or later than 9:00 a.m.**

Pick Up

Program participant(s) must be picked up by 6:00 p.m. each day of any Orange County Parks and Recreation Out-of-School Program. In the event the authorized pick up person arrives late to pick up participant(s) the following shall apply.

First late pick up: Verbal Warning

Each additional late pick up: \$5.00 per program participant for 1 – 15 minutes late
\$10.00 per program participant for 16 – 30 minutes late

In the event the authorized-pick-up person will be late

- **1-15 minutes**, a phone call to staff is appreciated
- **more than 15 minutes**, a phone call to staff is **required**
- **more than 30 minutes** and staff has not been received a phone call, the following will apply.
 1. All persons listed on the *Youth Program Permission to Release* form will be contacted.
 2. If the staff is unable to contact any of the authorized individuals provided on the *Youth Program Permission to Release* form, Program Participant(s) may be turned over to the Florida Department of Children and Families.

Late Pick Up Fees

Should participant(s) be picked up after 6:00 p.m. but not later than 6:15 p.m. a fee of \$5.00 per participant must be paid. Should participant(s) be picked up after 6:15 p.m. but not later than 6:30 p.m. a fee of \$10 per participant must be paid. **Be prepared to pay immediately.** Fees will be collected at the time of pick-up of participant(s). Phone calls do not release one from the responsibility of paying fees. Program participant(s) will not be permitted to attend the program until payment is made. **Staff does not have authority to waive late pick up fees.**

☐ I have read in full and completely understand the Attendance & Participation policies and agree to comply with the requirements therein.

Signature of Authorized Custodial Parent/Legal Guardian

Date

Health & Wellness

Illness

Do not send/bring participant(s) to the program if they are or may be ill. No alternative activities will be provided.

Should participant(s) become ill during program hours

- **no over the counter or prescription medication**, (including aspirin, Tylenol, etc.,) will be dispensed by staff
- parent/guardian will be contacted and required to make immediate pick-up arrangements.

Should participant(s) become ill and be prescribed medication by a physician, they will not be allowed to return to the program until the prescription has been completed and participant is symptom-free.

Medical Information

It is imperative staff be informed of any allergies or medical conditions participants may have. All conditions **MUST** be listed on the *Medical Condition Acknowledgment and Medication Authorization* form (see page 19). Failure to provide a complete list may place participants in serious danger!

Should participant(s) require administration of daily prescription medication due to a medical condition, (i.e. insulin, asthma inhalants, etc.) a signed *Medical Condition Acknowledgment and Medication Authorization* form must be provided indicating the administration times. Only the daily dosage shall be permitted at the program site and the medication must be in its original container and be **self-administered** by participant.

Emergency Situations

In any emergency situation staff will call 911. Thereafter, staff shall make every reasonable effort to contact parent/guardian at the numbers provided on the *Registration Card*.

Since there may be times during an emergency situation that parent/guardian can not be reached, it is required that the *Medical Condition Acknowledgment and Medication Authorization* form be completed and submitted prior to your child/children beginning the program. This form is essential to informing emergency medical services of any medical conditions, allergies or other vital medical information that may affect emergency care provided in the event of an injury or life-threatening situation.

Pursuant to Florida State law and HIPPA regulations, the protected health information provided on the *Medical Condition Acknowledgment and Medication Authorization* form shall remain confidential and be accessible only by properly authorized staff.

Orange County Parks and Recreation is not responsible for expenses incurred for transportation to any medical care facility. All expenses incurred as a result of a participant requiring medical attention are the sole responsibility of the parent/guardian.

Weather Advisory Warnings

Heat Advisory Warnings

Should a heat advisory warning be issued by either the Centers for Disease Control, Orange County Health Department or the National Weather Service, Orange County Parks and Recreation will adhere to the warning issued. Heat advisories are typically issued when the heat index reaches temperatures of 105 to 115 degrees, Fahrenheit, for a duration of three or more hours per day.

During a Heat Advisory Warning, all participants will remain in an air-conditioned environment.

Prolonged exposure to high temperatures will be avoided and participants will be monitored for symptoms of heat-related illnesses.

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

- During rotation schedules of outside and inside times, participants will be encouraged to hydrate.
- If a participants begin to exhibit signs of heat stress or heat exhaustion, appropriate measures will be taken.

Cold Weather Advisory

In the event of cold weather, good judgment will be used when deciding to take participants outdoor. Should the temperature reach 40 degrees Fahrenheit or below, or participants not have proper cold weather clothing they will be kept inside.

Other Weather Conditions

Should there be other weather conditions that could affect participants, (i.e. wind or rain), these factors shall be considered before deciding whether or not to take participants outdoors.

Sunscreen and Insect Repellent

Orange County Parks and Recreation Division shall, as a courtesy, agree to administer sunscreen and/or insect repellent, to participant to help prevent the harmful effects of sun exposure and/or unpleasant insect bites. The *Sunscreen and Insect Repellent Use and Application Permission* form must be filled out. (See page 21)

Should sunscreen or insect repellent be needed, participant shall be responsible for supplying and applying said product to his/her skin personally. When necessary, an Orange County staff member will assist any participant that may be unable to personally apply their own sunscreen. Should a participant needs such assistance, the staff member will apply sunscreen on only the exposed parts of the participant's skin. Furthermore, the staff member shall only apply sunscreen to participant(s) when another adult staff member is present. Participants will be requested to apply sunscreen along their suit lines. **Spray bottles are preferred.**

Head Lice

Program participants with the presence of live, adult head lice or nits (the egg of a louse or other parasite insect) will not be allowed to attend programs. Head-lice checks will be coordinated through the site supervisor.

Should any participant be found with head lice or nits they shall be isolated to await immediate pick up. **The child will not be allowed to return to the program until the head is free of lice and nits. Documentation from a medical professional showing that treatment has occurred, a receipt for the purchase of a delousing product or a note from a doctor will be required.**

Should a case of head lice be detected in our program, staff will send home a *Head Lice Notification* (see page 25) for parent/guardian regarding the situation. Furthermore, we ask for your assistance by following these steps to help prevent the spread of head lice:

1. Check the head your child/children daily, and notify program staff if head lice are detected.
2. Sharing of hats, brushes, ribbons, barrettes and similar items is discouraged.
3. The use of hairspray helps reduce the spread of nits.
4. Follow all of the directions on the *Head Lice Notification*.

Conjunctivitis (Pink Eye)

Should a case of conjunctivitis (commonly known as pink eye) be detected in our program, staff will send home a *Conjunctivitis "Pink Eye" Notification* (see page 26) for parent/guardian regarding the situation.

Suspected Child Abuse

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

☐ I have read in full and completely understand the Health & Wellness policies and agree to comply with the requirements therein.

Signature of Authorized Custodial Parent/Legal Guardian

Date

Behavior & Discipline

Standards of Behavior

The following list is the standardized rules of behavior for all Orange County Parks and Recreation programs. Each park site may develop their own additional rules based upon the needs of the site and in accordance with program policy and procedures. Adherence to program standards of behavior is expected as soon as participants are signed in either on site or at a pick up location.

Standardized rules for the Orange County Parks and Recreation programs

1. Participant must stay with assigned group.
2. Participant shall be courteous and respectful to fellow participants and staff members.
3. Participant must obey staff members and rules at all times.
4. Each participant is expected to show respect for personal, private and County property.
5. Participant shall be responsible for using games and equipment properly.
6. Participant is discouraged from bringing cell phones or any electronic devices to the programs.
7. Bullying of any kind, including name-calling, cursing, swearing, and fighting, will not be tolerated.
8. Participant must ask permission from staff members to leave the group.
9. Participant must keep hands, feet, and objects to themselves. This includes food. Sharing of food is discouraged.
10. Participant must clean their area before moving to the next activity.

Disruptive Behavior

If a program participant demonstrates regular or continuous issues with unacceptable or disruptive behavior, Orange County Parks and Recreation reserves the right to suspend or expel them from the program.

The authorized parent/guardian of participant(s), 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.

If you are concerned about any issues your child may be having with or within the program, contact supervisory staff to discuss the issues. If your child has an issue with another participant, they should report the issue to staff immediately. They are not to retaliate or take matters into their own hands for any reason. Staff will address and handle the issue. We are here to help. Please remain calm and discuss concerns with staff in a professional manner.

Parent/guardian is not permitted to interact with or approach children in the program.

Discipline Policy

Three write-ups of minor offenses, *within one week*, will result in either in-program or out-of-program suspension. Parent/guardian will be notified of all write-ups and if more than three minor offenses occur in one week.

Minor Offenses:

- Disruptive behavior or horseplay
- Failure to follow 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: Removal from activity

3rd Offense: Suspension up to three days

4th Offense: Expulsion for one month

All suspensions or expulsions must be approved by member of management

Major Offenses:

- Bullying or fighting (verbal, derogatory or demeaning remarks)
- Disrespectful to staff
- Spitting at or on a person
- Inappropriate language (cursing, argumentative, name calling, explicit or offensive language)
- Verbal threat/harm (may require contact with Florida Department of Children and Families)

Discipline for Major Offenses:

Major offenses may 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.)

All suspensions or expulsions must be approved by member of management

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.

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 Out-of-School Programs, 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.

Notification of Disciplinary Action

Any misconduct will be documented on a *Notification of Disciplinary Action* (see page 24). A signature by the authorized-pick-up person for the participant will be required at sign out. A copy of the *Notification of Disciplinary Action* will be sent home with the authorized-pick-up person. It is the responsibility of the authorized-pick-up person to pass along the report, and any information staff has shared with them.

☐ I have read in full and completely understand the Behavior & Discipline policies and agree to comply with the requirements therein.

Signature of Authorized Custodial Parent/Legal Guardian

Date

Additional Policies

Personal Property

We advise parent/guardians to label everything their child brings to the program with their full name.

Money/Valuables

Please limit the amount of money you allow your child to bring to the program. A maximum of \$5-\$10 is recommended. Do not send or permit your child to bring expensive/valuable items to the program. Orange County Parks and Recreation and its staff shall NOT be responsible for money or valuables belonging to participants, nor be responsible for damage or theft of any personal property brought to Orange County Parks and Recreation Youth Programs.

Lost and Found

Should a participant lose any personal property, check with staff to see if it might have been turned in. A lost and found box is located at the program site. Please check it often. At the end of the program, all lost-and-found items that have not been claimed will be donated to a local charity.

Mobile Phone Policy

A participant may possess a phone during the program. However, it must remain out of sight and may only be used in emergency situations with prior permission from site staff. Use of phones for any other use including but not limited to games, taking pictures, recording video or audio, accessing social media, accessing the internet, listening to music, sending or receiving texts is not allowed, and shall result in immediate separation from the program for the remainder of the day and require pick up from an authorized-pick-up person.

Use of the site's landline is available for emergency contact between participant and parent/guardian only.

Dress Code

Program participants should be dressed in comfortable clothes, appropriate for the activity and time of season. **Open toed shoes or sandals are NOT permitted.** Shorts, t-shirts, and sneakers are preferred. In addition, for summer camp participants only, swimsuits will be needed for water days at the park.

Homework

Homework completion is the sole responsibility of program participants and their parent/guardians. Staff shall not tutor nor assume any responsibility for program participant's education.

Visitors

No visitors are allowed into any Orange County Parks and Recreation Youth Program.

Suggestions/Complaints

Orange County Parks and Recreation is continually working to improve the programs available. If you have a suggestion, please share it with the program staff. Should a you feel that a problem exists, please do not hesitate to discuss it with the site supervisor.

☐ I have read in full and completely understand the Additional policies and agree to comply with the requirements therein.

Signature of Authorized Parent or Guardian

Date



Youth Programs Policies and Procedures Agreement



I have access to, have fully read and completely understand the Orange County Parks and Recreation Youth Programs Parent Manual and hereby agree that I and my child/children will abide by the policies, procedures and standards set forth therein. Furthermore, I shall discuss said policies, standards and procedures with my child/children prior to their attendance in Orange County Parks and Recreation Youth Programs.

Name: (print clearly) _____
Authorized Custodial Parent/Legal Guardian

X _____
Signature Authorized Custodial Parent/Legal Guardian Date

Orange County Parks and Recreation Youth Program Parent Manual

Registration Forms

Fill out the following forms to register your child in Orange County Parks and Recreation Youth Programs.

Forms must be filled out for **each child**, printed, signed and turned in at the program site along with the signed parent manual.



Youth Program Permission to Release



Program Participant: _____ Date of Birth: _____

I, _____, am the authorized custodial parent/legal guardian of

(program participant named above) named above (participant), and I give permission to Orange County Parks and Recreation staff to release participant to those persons listed below on this form, hereby known as authorized-pick-up person(s). Furthermore, I authorize Orange County to provide any notices or information regarding participant to these individuals. I understand that I am responsible for retrieving any information provided to any authorized pickup person.

Authorized-Pick-Up Persons

Name	Relationship to participant	Phone Number
Name	Relationship to participant	Phone Number
Name	Relationship to participant	Phone Number
Name	Relationship to participant	Phone Number
Name	Relationship to participant	Phone Number
Name	Relationship to participant	Phone Number
Name	Relationship to participant	Phone Number
Name	Relationship to participant	Phone Number
Name	Relationship to participant	Phone Number

Only those persons listed above shall be granted permission to pick up participant. **Do not forget to list the authorized parents/legal guardians.** Participant shall NOT be released to any person unless said person is included on this list, and has provided government issued photo identification to staff at time of release.

Sign in / Sign Out

- ☐ I understand that Program Participant 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 program participant before 7:30 a.m. or after 6:00 p.m..
- ☐ I give Program Participant (ages eight and over, only) permission to sign him/herself out of the program at _____ (time) daily. I understand that Program Participants who sign themselves out and remain on property must exhibit good behavior, and that should they misbehave or cause problems will be asked to leave and shall forfeit the privilege to sign out themselves.

Arrival/Departure

Participant may **arrive** to the program by (select all that apply.): ☐ Walk/Bike ☐ School bus/Van ☐ Car

Participant may **depart** the program by (select all that apply.): ☐ Walk/Bike ☐ School bus/Van ☐ Car

Acknowledgment

- ☐ I have read and understand the *Youth Program Permission to Release* and agree to comply with the requirements therein.

Signature of Authorized Parent or Guardian

Date



Medical Condition Acknowledgment and Medication Authorization



Program Participant: _____ Date of Birth: _____

Medical Condition Acknowledgment

It is imperative that we know about any allergies or medical conditions that program participants may have. Failure to list any allergy or condition could place participants in serious danger.

List all allergies, dietary conditions, physical conditions, medical conditions, and physical accommodations of Program Participant. If has no allergies, conditions, or accommodations, then enter "None" on line 1.)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

If additional space is needed, include additional sheet.

In the following box list any/all medications currently being taken by the program participant named above. Include known side effect(s). If no medications are being taken enter "None".

--

If additional space is needed, include additional sheet.

Authorization for Medication

Name of Participant _____			
_____ is taking the following prescribed medication(s).			
Name of Medication _____		Name of Prescribing Physician _____	
Amount to be taken _____	Time(s) to be taken _____	Date to Begin _____	Date to Stop: _____
☐ I acknowledge by signing this document that the staff of Orange County Parks and Recreation are not permitted to administer medication(s) and will not be held liable for any action or inaction related to the administration of medication(s). Furthermore, I understand that the program participant named on this form must be able to administer any/all medication(s) themselves, that said medication(s) must be in original container and contain only a one-day dosage each day.			
_____ Signature of Authorized Parent or Guardian		_____ Date	

All Protected Health Information shall be kept confidential.



After School Program Transportation Release



Program Participant: _____ Date of Birth: _____

I give permission for Program Participant to be transported to the After School 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.

Furthermore, I agree to indemnify and hold harmless Orange County Government 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 Program Participant participating in the above described activities.

Signature of Authorized Parent or Legal Guardian

Date



Sunscreen and Insect Repellent Use and Application Consent



Program Participant: _____ Date of Birth: _____

Sun Screen/Insect Repellent Policy

Orange County Parks and Recreation Division will, as a courtesy, agree to administer sunscreen and/or insect repellent, to Program Participant to help prevent the harmful effects of sun exposure and/or unpleasant insect bites.

Should sunscreen or insect repellent be needed, participant shall be responsible for supplying and applying said product to his/her skin personally. When necessary, an Orange County staff member will assist any participant that may be unable to personally apply their own sunscreen. When a program participant needs such assistance, the staff member will apply sunscreen on only the exposed parts of the participant's skin. Furthermore, the staff member shall only apply sunscreen with another adult staff member present. Participants will be requested to apply sunscreen along their suit lines. **Spray bottles are preferred.**

1. Written parent authorization shall be obtained.
2. Over the counter products shall not be kept or used beyond the expiration date of the product.
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 sun-protection factor of 30.
5. Staff members are NOT permitted to apply prescription sunscreen, which must be treated as medication.
6. Children may administer their own sunscreen/insect repellent.

Policy Acknowledgment and Permission

Parent/Guardian carefully read each item below. Select those that apply.

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

Signature of Authorized Parent or Guardian

Date

Orange County Parks and Recreation Youth Program Parent Manual

Sample Notifications

The notifications that follow are for your information only and are not part of program registration.

After School Program Late Pick Up Acknowledgment

Acknowledgment of first late pick up occurrence.

Authorized Pick Up Person	Date	Time	Staff Initials

Acknowledgment of second late pick up occurrence.

Authorized Pick Up Person	Date	Time	Staff Initials

Acknowledgment of third late pick up occurrence.

Authorized Pick Up Person	Date	Time	Staff Initials

The following is an excerpt from the Orange County Parks and Recreation Youth Program policies set forth in the Parent Manual. See pages 8 and 9 of the Parent Manual for the complete policy.

Program participants must be picked up by 6:00 p.m. each day of any Orange County Parks and Recreation After School Program. The *After School Program Drop-Off/Pick-Up* policy is a three-strike policy enforce from August through May of the current school year.

Should there be a third late-pick-up occurrence, program participant(s) 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 three-strike policy is accumulative and shall apply to all authorized-pick-up persons listed on your Youth Program Permission to Release form.**

First late pick up: Verbal warning and documentation.

Second late pick up: Verbal warning and documentation.

Third late pick up: Removal from the Program for the remainder of the current school year.

In the event the authorized-pick-up person will be late

- **1-15 minutes**, a phone call to staff is appreciated
- **more than 15 minutes**, a phone call to staff is **required**
- **more than 30 minutes** and staff has not been received a phone call, the following will apply.
 1. All persons listed on the *Youth Program Permission to Release* form will be contacted.
 2. If the staff is unable to contact any of the authorized individuals provided on the *Youth Program Permission to Release* form, staff will alert County management, contact the Sheriff's office and Florida Department of Children and Families if necessary.



Notification of Disciplinary Action



Site: _____

Program Participant: _____ Date of Misconduct: _____

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

Brief Description of Misconduct.

--

MINOR OFFENSES	1st Offense Time Out	2nd Offense Removal from activity.	3rd Offense Suspension up to 3 days*	4th Offense Expulsion for one month*
Disruptive behavior or horseplay.				
Failure to follow instructions.				
Being in an unsupervised area. Leaving the group.				

MAJOR OFFENSES	1st Offense Suspension up to 3 days*	2nd Offense Suspension up to 5 days*	3rd Offense Expulsion for 1 month*
Bullying or fighting, verbal derogatory or demeaning remarks.			
Disrespectful to 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	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 suspension or expulsion.

Management Approval Name: _____	Date: _____	Time: _____
---------------------------------	-------------	-------------

Parents will be notified of all write-ups and if more than three minor offenses occur in one week. Three minor write-ups within one day will result in either in-program or out-of-program suspension. Suspensions and expulsions may carry over to other recreational programs at the site.

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

X _____
Signature of Authorized Parent or Legal Guardian _____ Date _____

Staff Name: _____
Staff Signature _____ Date _____

X _____
Site Supervisor Signature _____ Date _____

Head Lice Notification

Orange County Parks and Recreation Division

4801 W. Colonial Drive • Orlando, FL 32808

407-836-6200 • OrangeCountyParks.net

Date: _____

Dear Program Participant parent or guardian,

A case of head lice has been detected in our program. Please check your child's/children's hair and scalp carefully by doing the following:

1. Sit in a comfortable spot under a bright light.
2. Untangle long hair using a regular comb. Divide the hair into four sections and check one section at a time. Using hair clips to hold longer hair in place may be helpful.
3. Look for live lice and nits which are lice eggs that cement to the hair near the scalp. Nits are white, gray or yellowish and can be confused with fluff, dandruff or dirt. However, a nit will not move until you dislodge it.
4. If using a lice comb, comb through the hair close to the scalp and then wipe the comb on a paper towel. Look at the paper towel for lice or nits.
5. **You must look through the entire head.**
6. **If you find lice or nits**, remove them using the lice comb, your fingernails or by cutting the strand of hair. Flush them down the toilet when finished.
7. **Use a lice removing shampoo prescribed by a doctor or pharmacist.**
8. Bring a copy of the receipt for the purchase of the lice-removing product and give it to the Site Supervisor or the Recreation Center Supervisor.
9. Wash all articles of clothing that the child has used or 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.
10. Disinfect brushes and combs by soaking them in hot water that is at least 130 degrees for 5 to 10 minutes.
11. Vacuum the floor where the infested child may have laid.
12. For further information or treatment options for head lice please contact your physician.
13. The child must be free of head lice and nits before they will be permitted return to our program(s).

Sincerely,

Site Supervisor or Designee



Conjunctivitis “Pink Eye” Notification



Orange County Parks and Recreation Division

4801 W. Colonial Drive • Orlando, FL 32808

407-836-6200 • OrangeCountyParks.net

Date: _____

Dear Program Participant parent or guardian,

A case of conjunctivitis (more commonly known as pink eye) has been detected in our program. Please keep a watchful eye on your child for the following symptoms.

1. Redness in both or only one eye
2. Gritty feeling in both or only one eye.
3. Itchiness in both or only one eye.
4. Discharge in both or only one eye that can crust during the night.
5. Tearing.

If your child does become infected, they cannot return to the program until they have been on antibiotics for a full 24 hours.

Thank you for your attention to this matter.

Sincerely,

Site Supervisor or Designee