



# PARENT MANUAL YOUTH PROGRAMS

- CAMP SCOOTER
- REC SQUAD
- THE R.E.C. ZONE



**Barnett Park**  
407-836-6248

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

**Bithlo Park**  
407-254-1905

**Capehart Park**  
407-254-9160

**Dr. Phillips Park**  
407-254-9038

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

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

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

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

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

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

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

**Willow Street**  
407-254-9436

[www.OrangeCountyParks.net](http://www.OrangeCountyParks.net) • 407-836-6200

**Revised 11/14/16**

## **Orange County Parks & Recreation**

### **Mission**

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

### **Vision**

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

### **Core Values**

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

## Program Guidelines

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

Our objectives are as follows:

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

### Registration

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

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

## Payments

### CAMP SCOOTER SUMMER PAYMENT INFORMATION

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

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

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

- Parents, please remember that payments are due on Friday of each week for the following week. **If payments are not made by Friday before 8:00 p.m., late procedures and fees apply:**
  1. \$5 per day per child will be added to the weekly camp fee beginning Saturday and until payment is made.
  2. If camp fee and late payments are not paid up by Monday afternoon:
    - Your child may remain in camp for the week
    - Your "last week" deposit will be applied to the current week
  3. To remain in the program and have your child attend the following week, you will need to:
    - Pay your late fees
    - Pay a new "last week" deposit
    - Pay for the following week
  4. If you elect not to attend the following week or pay the late fees, your child will be put on the wait list and a vacancy will be offered to the next family on the existing wait list. If an available slot opens and you wish to reenroll, then a \$15 late fee, a last week deposit and the weekly payment is required before your child will be permitted to participate in the program.

## **Rec Squad Afterschool Payment Information**

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

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

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

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

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

To re-enroll into the afterschool program, your child(ren) will be placed on the bottom of the current waiting list upon your request. If an available slot(s) open, the weekly payment plus late fees are required before your child will be permitted to participate in the program.

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

## **Attendance and Participation**

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

For afterschool programs, Orange County Parks and Recreation is responsible once the child is signed in by staff at pick up locations until departure according to sign in/ sign out authorization form.

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

## **Program Attendance Guidelines**

1. If your child needs to go home during the day or leaves the program early, we require a signed note and/or phone call with the appropriate password from the authorized parent/legal guardian prior to dismissal. Photo identification will be required of the designated pick up person.
2. If you need to pick up your child early, please personally inform the Supervisor in charge of the program or their designee for that day that you are signing out the child.
3. If someone is **not** listed on the release form, and will be signing out the child, a signed note and/or phone call with the appropriate password from the authorized parent/legal guardian is required prior to dismissal. Photo identification will be required of the designated pick up person. No child(ren) will be released unless all of the above have been received.

## **Security Password**

Parents will be asked to provide a secret security password during registration. If someone phones in changes to pickup authorization, their identity will be verified by requesting the security password. Pickup authorization will not be made without the correct password. Photo identification will also be requested of the person picking up the child. We ask that if there are any situations surrounding the child concerning individuals allowed and not allowed to pick up (i.e. custody), that the Site Supervisor is immediately made aware of the situation. This information is being requested for the safety of the child(ren). Please note: If there are any situations that need to be discussed immediately concerning your child (ren), this conversation will be conducted with the authorized individual physically picking up your child (ren) that day.

## **Sign In / Sign Out Authorization to Release**

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

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

Parents should explain to these designated/authorized individuals, or Authorized Agents, that it will be their responsibility to pass along any information received to the Parent. Any information communicated to Authorized individuals will be considered the same as communication with the parent. Any follow up communication between staff and parents will be the responsibility of the parent.

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

If you have authorized your child to leave the program on their own as a **walker/biker/bus rider** and the release form has been completed, they will then be allowed to check themselves in and out of the program at the appropriate times (check out no earlier than 4pm, check in no later than 9am) \*Please keep in mind that the programs start at 7:30AM and end at 6:00PM daily. End times for all other youth programs: 6:00pm also. During the time before the child checks in and the time after the child checks out of the program, they will be considered under the parent’s supervision. The safety and well being of the child shall remain the sole responsibility of the parent before and after these designated times.\*

## **Drop Off and Late Pick Up Policy**

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

The late pick up policy is as follows:

<b>First time</b>	Verbal Warning
<b>Each Additional Time</b>	\$5.00 per child will be charged each 15 minute increment.

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

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



## **Refunds**

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

## **Staff**

Your child will be assigned to a staff member throughout the program. Our program goal is to maintain a 1 to 15 ratio for child to staff member when on site and 2 to 25 while on field trips. Some sites will assign one (1) staff member to each group for the duration of the camp. Others may have staff switch groups weekly. Please make it a point to meet your child's counselor.

## **Visitors**

Visitors will not be allowed at our camps and afterschool programs due to a new state level 2 screening requirement.

## **Lunches / Snacks**

Your child will need to bring a lunch and drink daily unless otherwise noted. A morning and afternoon snack time will be allotted, therefore, you may wish to send snacks with your child. (*Morning Applies to Full Day Camps only*).

## **Clothing**

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

## **Summer Only**

Swimsuits will be needed only on water days at the park and on water field trips. **A Camp Scooter T-shirt is required to be worn during all field trips.** One T-Shirt per child is included in the program costs. Additional T-shirts may be purchased for \$10.00 each at your program site.

## **Emergency**

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

## **Medical Information**

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

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

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

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

## **Head Lice**

Head lice are common in Florida and do not represent the cleanliness of the program. Any child found with head lice or nits will be isolated to await pickup by parent/guardian immediately. Participants will not be allowed to attend the programs when there is a presence of live, adult head lice, and nits (the egg of a louse or other parasite insect). Checks will be coordinated through the site supervisor. The child will not be allowed to return to the program until the head is free of lice or nits. Documentation from a medical professional showing that treatment has occurred or a receipt for the purchase of a de-lousing product will be required. Staff will send home a notice to all program participants regarding the situation. Please assist us by following these simple guidelines:

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

## **Field Trips-Spring & Summer Camps only**

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

## **Money & Valuables**

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

## **Lost and Found**

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

## **Program Rules**

1. Youth must stay with assigned group.
2. Youth will show courtesy to fellow youth and staff members.
3. Each child is expected to show respect for personal, private and county property.
4. Youth will be responsible for using games and equipment properly.
5. Name-calling, cursing, swearing, and fighting will not be tolerated.
6. Youth must obey staff members and rules at all times. Disrespect will not be tolerated.
7. Youth must ask permission from staff members to leave the group.
8. Youth must keep hands, feet, and objects to themselves.
9. Youth must clean their area before moving to the next activity.
10. Each program will develop their own individual rules as needed in accordance with Orange County's program policy and procedures.

## **Discipline**

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

## **Behavior/Discipline Reports**

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

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

### **Our Discipline Policy:**

#### **Minor Offenses:**

- 1st Offense\*: Time out from activity
- 2nd Offense\*: Elimination from activity
- 3rd Offense\*: Sent home for the day
- 4<sup>th</sup> Offense: Suspension – 5 days
- 5<sup>th</sup> Offense: Expulsion **FOR ONE YEAR**

\*Within one program period or one day.

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

#### **Minor Offenses:**

- Disruptive behavior or horseplay
- Cheating
- Failure to follow instructions
- Running in-doors
- Being in an unsupervised area

Examples of consequences for minor offenses include, but are not limited to:

- Clean-up duty
- Exclusion from a particular program area
- Exclusion from field trip(s) or other special activities
- Essays or other writing assignments
- In- Program suspension (exclusion from all program areas and activities)
- Out-of- Program suspension

Failure of youth to cooperate with consequences enacted will constitute an automatic one day suspension.

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

Major offenses are:

- Fighting (no physical contact)
- Disrespecting Staff
- Inappropriate Language (i.e.: cursing, name-calling or other offensive or explicit language)
- Stealing
- Vandalism/Destruction of Property
- Inappropriate Touching/Inappropriate Sexual Behavior
- Gang Activity
- Bullying

Immediate expulsion from program

- Fighting (Physical contact made)

Notes:

- This is only a guideline. Actual consequences are determined on a case-by-case basis and are at the discretion of the Site Supervisor.
- If a pattern of ongoing behavior (i.e.: continuous verbal warnings or time-outs for the same offense) is noticed, consequences may be given with or without a write-up, and regardless of the severity of the offense.
- The length of a suspension is determined by the severity of the offense and the number of previous offenses. In general suspensions are 1-5 days.
- Repeated offenses can result in an indefinite expulsion from the Program.
- Same week suspensions will not be refunded.

The County reserves the right to expel immediately from the program any child that is destructive to either County, school or personal property or has caused physical harm.

If you are concerned about any problems your child may be having, we encourage you to contact us to discuss the problems. If your child has an issue with another camper, they are to report the issue to camp staff immediately. They are not to retaliate or take matters into their own hands for any reason. If they do so, appropriate discipline policies will also apply to them. Staff will address and handle the issue. You are asked to address your concerns with the camp staff in a professional manner.

**AT NO TIME ARE YOU PERMITTED TO APPROACH ANY PROGRAM PARTICIPANT.**

**ORANGE COUNTY PARKS AND RECREATION DIVISION**  
4801 West Colonial Drive Orlando, Florida 32808-7756  
407-836-6200 FAX 407-296-5159  
[www.orangecountyparks.net](http://www.orangecountyparks.net)

**DISCIPLINE REPORT**

Dear Authorized Parent or Legal Guardian:

It is necessary that you become advised of the misconduct as identified below. We request that you assist us to work together toward acceptable behavior for your child.

A parent conference may be arranged by calling (407)\_\_\_\_\_.

NAME OF CHILD: \_\_\_\_\_

DATE: \_\_\_\_\_

BRIEF DESCRIPTION OF PROBLEM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION TAKEN BY STAFF: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
AUTHORIZED AGENT / PARENT SIGNATURE

\_\_\_\_\_  
DATE

COMPLETED BY:

\_\_\_\_\_  
STAFF NAME (PRINT)

\_\_\_\_\_  
SITE SUPERVISOR SIGNATURE

\_\_\_\_\_  
STAFF SIGNATURE

\_\_\_\_\_  
SITE

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

5/10/12 Revised

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

## **Performance Measures**

Five (5) performance areas to target:

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

## **Daily Activities**

Daily Activities may include the following:

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

## **Cell Phone Usage**

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



## **Heat Advisory Warnings**

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

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

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

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

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



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

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

The late pick up policy is as follows:

<b>First Time</b>	Verbal Warning
<b>Each Additional Time</b>	\$5.00 per child for 1 – 15 minutes late \$10.00 per child for 16 – 30 minutes late

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

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

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

\_\_\_\_\_  
Date

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

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

Dear Authorized Parent/Legal Guardian,

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

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

\_\_\_\_\_  
Authorized Parent / Legal Guardian signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Authorized Parent / Legal guardian signature

\_\_\_\_\_  
Date

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

### CAMP SCOOTER SUMMER PAYMENT INFORMATION

- Demand is very high for the Parks and Recreation summer programs. When the program is fully enrolled, any additional requests for enrollment will be placed on a waiting list in the order in which they are received.
- In order to enroll in Orange County Parks and Recreation Summer Camps, a first and last week payment must be deposited. Please notify our office when your child will be absent for a week. If we are not aware of their absence your child’s spot and deposit will be forfeited and given to the next child on the waiting list.
- After your first and last week deposits have been made, your next payment is due by Friday of the first week your child(ren) attend.
- Parents, please remember that payments are due on Friday of each week for the following week. **If payments are not made by Friday before 8:00 p.m., late procedures and fees apply:**
  1. \$5 per day per child will be added to the weekly camp fee beginning Saturday and until payment is made.
  2. If camp fee and late payments are not paid up by Monday afternoon:
    - Your child may remain in camp for the week
    - Your “last week” deposit will be applied to the current week
  3. To remain in the program and have your child attend the following week, you will need to:
    - Pay your late fees
    - Pay a new last week deposit
    - Pay for the following week
  4. If you elect not to attend the following week or pay the late fees, your child will be put on the wait list and a vacancy will be offered to the next family on the existing wait list. If an available slot opens and you wish to reenroll, then a \$15 late fee, a last week deposit and the weekly payment is required before your child will be permitted to participate in the program.

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

\_\_\_\_\_ at (407) \_\_\_\_\_

**Thank you in advance for your cooperation.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rec Squad Afterschool Payment Information**

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

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

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

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

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

To re-enroll into the afterschool program, your child(ren) will be placed on the bottom of the current waiting list upon your request. If an available slot(s) open, the weekly payment plus late fees are required before your child will be permitted to participate in the program.

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

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

\_\_\_\_\_ at (407) \_\_\_\_\_

**Thank you in advance for your cooperation.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Orange County Parks and Recreation**

**Authorization for Medication and**

**Medical Condition Acknowledgement Form**

**Program Participant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Medical Condition Acknowledgement**

Please list any of the following you wish us to know about:

Allergies/Dietary/Physical/Medical Conditions or Physical Accommodations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medications for medical conditions currently being taken and known side effect you wish us to be aware of: \_\_\_\_\_

\_\_\_\_\_

**Authorization for Medication (Youth Programs Only)**

\_\_\_\_\_ is taking the prescribed medication described below:

**Child's Name**

Name of Medication: \_\_\_\_\_

Name of Prescribing Physician: \_\_\_\_\_

Amount to be Taken: \_\_\_\_\_

Time (s) to be Taken: \_\_\_\_\_

Date to Begin: \_\_\_\_\_

Date to Stop: \_\_\_\_\_

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

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

\_\_\_\_\_  
Date



Revised 1/14

Orange County Parks and Recreation Division

**CONTRACT OF UNDERSTANDING**

I HAVE ACCESS TO, HAVE READ AND UNDERSTAND THE ORANGE COUNTY PARKS AND RECREATION DIVISION PARENT MANUAL AND HEREBY AGREE THAT MYSELF AND MY CHILD(REN) WILL ABIDE BY THE RULES AND REGULATIONS SET FORTH THEREIN. I WILL DISCUSS THESE WITH MY CHILD PRIOR TO HIS OR HER ATTENDANCE.

\_\_\_\_\_  
AUTHORIZED PARENT/LEGAL GUARDIAN NAME (PLEASE PRINT)

\_\_\_\_\_  
AUTHORIZED PARENT/LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

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