

BEFORE & AFTER SCHOOL PROGRAM 2021-2022



City of Ocoee
**PARKS & RECREATION
DEPARTMENT**

BEFORE & AFTER SCHOOL 2021–2022

TABLE OF CONTENTS

TABLE OF CONTENTS

Staff Spotlight.....	2
Registration & Transportation.....	3
Program Tuition Fees.....	4
Fee Schedule.....	5
Additional Information	6-7
Discipline Policy.....	8
Pickup / Drop Off Procedures.....	9

Staff Spotlight

The City of Ocoee staff is selected for their background experience, enthusiasm, and great attitude for working with children. Our leadership staff has various backgrounds, including studies in education, recreation and business. Each is eager to share his/her experience and enthusiasm, and be a resource for your child.

Recreation Operations Manager — Toren Hogan

Toren graduated from the University of Central Florida with a Bachelor's Degree in Business and has a Masters Degree in Public Administration from Valdosta State University. He has worked for the City of Ocoee for 10 years.

Recreation Supervisor — Adrian Dorsey

Adrian graduated from Bethune Cookman University with a Bachelor's Degree in Physical Education with a concentration in Recreation and has a Masters Degree in Exercise Science and Health Promotion from California University of Pennsylvania. She has worked for the City of Ocoee for 13 years .

Recreation Leaders

Keith Hendrix— He has been with the City of Ocoee for 27 years. He spent 1 year with Public Works and has been with the Parks and Recreation Department for the past 26 years.

Steven McDonald— Steven graduated from St. Leo University with a Bachelor's Degree in Biology. He has worked for the City of Ocoee for 10 years.

David Maggart—David graduated from Florida State University with a Bachelor's Degree in Political Science. He has been with the City of Ocoee for 4 years.

Important Numbers

If you need to reach camp staff during the day please contact:

Toren Hogan 407-905-3100 ext. 5005

thogan@ocoee.org

Adrian Dorsey 407-905-3100 ext. 5009

adorsey@ocoee.org

Beech Center Main Office 407-905-3180

Full Time Recreation Aides

Bradley Sulkowski

Tracy Wise—Donahey

Hunter Berntson

Administrative Assistant

Karina Flowers

BEFORE & AFTER SCHOOL 2021- 2022

REGISTRATION & TRANSPORTATION

We are glad that you have chosen us to provide your child with a fun and safe experience this school year. Our staff understands that you have a choice in selecting care for your child, so we are committed to providing you and your family with a quality program and excellent service.

We encourage you to familiarize yourself with the information in the helpful guide as it covers, daily procedures, & policies. Please keep handy and refer to it as necessary.

TRANSPORTATION

The City of Ocoee Parks and Recreation Department provides transportation to the following schools:

Spring Lake Elementary

Renaissance Elementary

Prairie Lake Elementary

Hope Charter

Citrus Elementary

Ocoee Elementary

Ocoee Middle School

REGISTRATION

The Before and After School Program registration process is listed below. There is a \$25.00 registration fee per child plus the cost of the first week due at registration. If payment is not made by the due date, your spot will be given to a child on our waiting list. To complete the online process, please send an email to beechcenteremail@ocoe.org to register.

- ◆ Partial registration will take place online (www.myprocare.com) and the additional paperwork must be signed at time of payment rendered
- ◆ New Register—must have birth certificate, shot records, water bill (Ocoee Residents)
- ◆ Questions? Please contact the Parks and Recreation Department at 407-905-3180

Registration Times :

Monday - Thursday 8:00am - 8:00pm

Fridays & Saturdays 10:00am - 4:00pm

DAY CAMPS - STUDENT HOLIDAYS

The City of Ocoee Parks and Recreation Department is open for day camps on most student holidays. This includes but is not limited to October Break, Thanksgiving Break, Christmas Break, Spring Break and also student holidays on an annual basis. If for any reason our facility is closed, families will receive notice of the closure so they can make other arrangements.

Registration for these programs will be advertised via the city website, email correspondences, as well as flyers/handouts.

BEFORE & AFTER SCHOOL 2021 – 2022

TUITION FEES

Tuition fees are due on a weekly basis on Fridays. Failure to submit payment may result in termination of childcare services.

Registration fee: \$25 for each child participating in the program

Residents:

Before School:

\$ 25.00/week for the 1st child
\$15.00/week for each additional child

After School:

\$35.00/week for the 1st child
\$20.00/week for each additional child

Before & After School:

\$60.00 for the 1st child
\$35.00 for each additional child

Non-Residents:

Before School:

\$ 35.00/week for the 1st child
\$25.00/week for each additional child

After School:

\$45.00/week for the 1st child
\$30.00/week for each additional child

Before & After School:

\$80.00 for the 1st child
\$50.00/week for each additional child

BEFORE & AFTER SCHOOL 2021- 2022

TUITION FEE SCHEDULE

Payment #	Program Weeks	Payment Due Date
1	August 9th - August 13th	Before Monday Aug 9th
2	August 16th - August 20th	Friday Aug 13th
3	August 23rd - August 27th	Friday Aug 20th
4	August 30th - September 3rd	Friday Aug 27th
5	September 6th - September 10th	Friday Sept 3rd
6	September 13th - September 17th	Friday Sept 10th
7	September 20th - September 24th	Friday Sept 17th
8	September 27th - October 1st	Friday Sept 24th
9	October 4th - October 8th	Friday Oct 1st
10	October 11th - October 15th	Friday Oct 8th
11	October 18th - October 22nd	Friday Oct 15th
12	October 25th - October 29th	Friday Oct 22nd
13	November 1st - November 5th	Friday Oct 29th
14	November 8th - November 12th	Friday Nov 5th
15	November 15th - November 19th	Friday Nov 12th
Thanksgiving Break Camp - November 22nd - November 26th ---Additional Fees Apply		
16	November 29th - December 3rd	Mon Nov 29th
17	December 6th - December 10th	Fri Dec 3rd
18	December 13th - December 17th	Friday Dec 10th
Christmas Break Camp - December 20th - December 31st --- Additional Fees Apply		
19	January 3rd - January 7th	Tues Jan 4th
20	January 10th - January 14th	Friday Jan 7th
21	January 17th - January 21st	Friday Jan 14th
22	January 24th - January 28th	Friday Jan 21st
23	January 31st - February 4th	Friday Jan 28th
24	February 7th - February 11th	Friday Feb 4th
25	February 14th - February 18th	Friday Feb 11th
26	February 21st - February 25th	Friday Feb 18th
27	February 28th - March 1st	Friday Feb 25th
28	March 7th - March 11th	Friday Mar 4th
Spring Break Camp - March 14th - March 18th---Additional Fees Apply		
29	March 21st - March 25th	Monday Mar 21st
30	March 28th - April 1st	Friday Mar 25th
31	April 4th - April 8th	Friday Apr 1st
32	April 11th - April 15th	Friday Apr 8th
33	April 18th - April 22nd	Friday Apr 15th
34	April 25th - April 29th	Friday Apr 22nd
35	May 2nd - May 6th	Friday Apr 29th
36	May 9th - May 13th	Friday May 6th
37	May 16th - May 20th	Friday May 13th
38	May 23rd - May 25th	

****Student Holidays /School Closures indicated in Blue****

****Federal Holidays indicated in Red****

BEFORE & AFTER SCHOOL 2021- 2022

ADDITIONAL INFORMATION

The purpose of our program is to provide our community children with a fun and safe summer break. We are dedicated to offering quality programming that is planned and implemented by knowledgeable staff educated and experienced in the field of Child Development. We strive to provide your children with experiences that will promote emotional and physical health as well as encourage favorable qualities such as respect for others, positive self-esteem, and responsibility.

The City of Ocoee Parks & Recreation staff is proud of the program we have created, but we are always looking improve. Your input is valued as we seek to enhance all of our programs for community's youth. We believe in the value of inclusive leisure and recreation experiences for all members of the community regardless of their ability. The Department makes an effort to ensure inclusive opportunities in all program services including parks, facilities, programs, special events, and classes.

PROGRAM HOURS

The Parks and Recreation Department Before & After School Program hours are:

Before School Hours: 6:30am—9:00am

Afternoon School Hours: 3:00pm—6:30pm

HEALTH & SAFETY PLAN FOR COVID -19

The Parks and Recreation Department will continue to monitor and follow guidelines from the CDC and local city, county, and state orders, related to COVID-19.

Recreation staff will conduct daily temperature screenings and campers will practice healthy habits.

DAILY ACTIVITIES

Campers will enjoy a variety of indoor and outdoor activities run by the Recreation staff which include:

- Free Play
- Group Activity
- Quiet Activity

DRESS & PERSONAL ITEMS

Campers should dress appropriately for outdoor activities. T-shirts, shorts, and closed-toe shoes must be worn. If you require your child to bring extra clothes, please mark with campers name. Please also make sure your child has a water bottle.

BEFORE & AFTER SCHOOL 2021- 2022

ADDITIONAL INFORMATION

AFTERNOON SNACK

Upon arrival from school, children will have a designated snack time. Children will have one snack break each day at 3:30pm. They are able to purchase snacks sold in the vending machines. Pricing ranges from 75 cents—\$2.00. If you choose to provide lunch please remember that item should not require refrigeration or heating.

- ◆ We are unable to make change for small/large bills. Please provide your child with \$1.00 dollar bills or quarters for snack.

LOST & FOUND

The Jim Beech Recreation Center maintains lost and found.

- It is recommended that everything that your child brings to the program be labeled with his/her full name.
- Please do not send expensive or valuable items with your child.
- Limit the amount of money sent with your child to the daily program expenses only.
- Staff cannot be responsible for your child's money or personal items, including toys and media players. Staff is not responsible for lost, stolen or damaged items.

CELLPHONES & ELECTRONIC DEVICES

No cell phones will be permitted at camp or on field trips. Camper can use office phone in any emergency as was done in the past, prior to cell phones. Parent (in an emergency only) can call the office to leave message for child. We appreciate that most families will honor our request and support our reasoning for not bringing cell phones to camp. We ask for your support and consideration of ALL camp children and respect other families as they help foster their child's independence.

We maintain a policy restricting the use of iPads, tablets, and gaming system devices at camp. Due to the capability of such devices to access the internet, download, and store, in a private manner, easily available sexually explicit, degrading, foul, and vulgar content, they are inappropriate for use at camp. In addition, it is our aim to promote activities, whether formally planned, informal, or spontaneous during free time, that are inclusive and group oriented rather than exclusionary for private personal use or benefit.

PHOTOGRAPHS

Staff may take photographs of program participants to use with program files, City Presentations, promotions of City programs, and similar purposes. If you do not wish to have your child photographed, please provide a WRITTEN STATEMENT requesting no photos. In the absences of a written statement, the City of Ocoee has your implicit permission to use any photographs taken of your child while participating in this, or any, City programs. Neither you nor your child is entitled to compensation of any kind for the use of photographs or video. The City of Ocoee is not responsible for photographic activities of attractions and destinations.

BEFORE & AFTER SCHOOL 2021 – 2022

DISCIPLINE POLICY

The Parks and Recreation program staff members are trained to handle typical juvenile issues. Staff members are not, however, trained to handle participants with excessive behavior problems. If a child demonstrates excessive behavior problems, he/she will be evaluated to determine whether the program is appropriate for the child. The parent/guardian of the child will be notified if the child is no longer eligible for the Before & After School Programs, Summer Camp, or Holiday Camps.

Participants of programs offered by the Ocoee Parks and Recreation Department have the responsibility to participate in activities in a safe and respectful manner at all times. Participants are expected to:

1. Treat others with dignity and respect;
2. Treat City property and the property of others with respect;
3. Listen courteously and respect the opinions and points of view of other;
4. Respect the rights and privacy of others;
5. Not interfere, impede, limit, or restrict the recreational opportunity of other participants;
6. Comply with all instructions and directions of program staff;
7. Truthfully answer all questions posed by program staff;
8. Have in their possession only those items allowed at the program;
9. Report threats to do harm to an adult in authority;
10. Report hazardous or dangerous situation to an adult in authority;
11. Follow the rules and regulations of Parks and Recreation Department.

Level I Offenses

Level I offenses are minor acts of misconduct that interfere with the orderly operation of an activity, transportation and the program overall. The program staff will intervene in the misconduct and depending upon the severity of the infraction, the staff may refer the participant to the Recreation Supervisor or Recreation Operations Manager for disciplinary action.

Level II Offenses

Level II offenses are more serious or disruptive examples of Level I offenses. Acts of misconduct in Level II include repeated acts of misconduct from level I, acts directed against participants and/or employees or personal property, and acts that may endanger the health or safety of others. Misconduct at this level will be reported to the Recreation Supervisor immediately and/or to the Recreation Operations Manager, who will investigate the situation and decide on the appropriate disciplinary action.

Disciplinary action includes but not limited to time out from activity, staff and parent conference, suspension, and removal from program. Parents are welcomed to talk to Recreation Leader or Operations Manager about any discipline action.

BEFORE & AFTER SCHOOL 2021- 2022

PICK-UP & DROP-OFF PROCEDURES

Children attending the Before and After School Program will be signed in and out each day by a staff member along with the parent or authorized adult. Program pick up and drop off procedures will be amended. For arrival, staff will meet the campers in their vehicle out-side, screen the child(ren) through the stopped vehicle's window and permit those that pass the screening entry into the facility. Parents/ guardians will be given a placard for their car with their child(ren)'s name . Staff will identify parents/guardians via photo documentation or password and then permit the child(ren) to enter the vehicle. If picking up early, call ahead to inform staff. Campers are not able to return to camp once signed out. This is important as it is the Parks and Recreation Department's legal record of the time the child/children were in attendance at the program.

It is the policy of the City to release the child/children to either parent or legal guardian or whoever they authorize to pick up the child/children.

Children will only be released to the individuals that are listed on the Program Permission Pickup Form on file with the department. Parents or legal guardians must list everyone, including themselves, having their authorization to pick up their child/ children at the program on the Program Permission Pickup Form. The program staff will not release the child/ children to individuals not listed on this form. If a parent or legal guardian wishes to add an individual to the list they must do in person. The program staff will not accept names from phone calls or faxes. When the parent or authorized adult arrives to pick up the child/children, identification with a photo must be presented to the program staff, upon request. Any issues related to the child/children will be told to whoever picks up the child/children on that day, and any information handed out related to the program will be given to whoever picks up the child/ children on that day. It shall be the responsibility of the parent/guardian to determine a method of receiving and sharing this information. Any information mailed from the Parks and Recreation Department will be mailed to the individual that is listed as financially responsible for the child's/children's registration.

Parents or guardians that are separated or divorced will need to provide documentation acceptable to the City if there are any restrictions regarding their child/children. Without acceptable documentation, staff will be required to release the child/children to either parent or legal guardian or whoever they authorize to pick up the child/children. Any issues related to the child/children will be told to whoever picks up the child/ children on that day and separated or divorced parents/guardians will need to determine a method of sharing this information.

The Parks and Recreation Department reserves the right to take any action it deems necessary to maintain the integrity of the program. Parents or guardians that do not comply with this policy may have their child/children barred from attending the program.