

City of Wilton Manors 2020-2021

Parent Handbook



Life's Just Better Here

City of Wilton Manors

Leisure Services Department

2020 Wilton Drive

Wilton Manors, FL 33305

954-390-2130 or 954-390-2115

Dear Participants and Parents:

Welcome to another fun-filled year with the City of Wilton Manors Virtual and After School program. The Leisure Services Department offers a variety of activities for your child's enjoyment. Our professional staff members are excited to provide quality assistance with virtual learning. This year as a convenience to you, we have compiled a handbook to answer your questions.

Should you have any additional questions or if you should require any further information, please contact the Leisure Services Department at 954-390-2130.

We look forward to serving you.

Sincerely,

Adeesha Davis,

Adeesha Davis

Program & Youth Services Supervisor

Hours of Operation

Learning & After Care Site

Island City Park Preserve
823 NE 28th Street
Wilton Manors, FL 33334

Payment Location

Hagen Park
2020 Wilton Drive
Wilton Manors, FL 33305

Hours of Operation

Monday-Friday
7:00am-6:00pm

(Hours may vary depending on Holidays)

Operating Hours

Monday-Friday 8am-6pm

School Hours:

Curbside Drop Off: 7:00am – 7:30am
Curbside Pick Up: 2:30pm – 3:00pm

Full Day:

Curbside Drop Off: 7:00am – 7:30am
Curbside Pick Up: 5:50pm – 6:00pm

After Care:

Curbside Drop Off: 3:00pm – 3:30pm
Curbside Pick Up: 5:50pm – 6:00pm

Important Telephone Numbers

Camp Site- Island City Park Preserve (954) 390-2115
Main Office- Hagen Park- (954) 390-2130

THE PROGRAM IS PROVIDED BY:

The City of Wilton Manors
Leisure Services Department
2020 Wilton Drive
Wilton Manors, FL 33305

PROGRAM DESCRIPTION

The City of Wilton Manors Virtual & Aftercare Program is designed for children grades K-5th. This program follows the Broward County School District calendar and will operate while virtual learning is taking place. Assistance will be provided to participants during virtual learning school hours. During aftercare activities will include sports, fitness, arts and crafts, games and special events.

PROGRAM GOALS

- ❖ To provide a positive and meaningful experience.
- ❖ To help children develop self-esteem through safe and supervised program.
- ❖ Provide a safe environment

PHILOSOPHY

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

PAYMENTS – FEES & SCHEDULE

- ❖ Due to capacity limits – **PAYMENT MUST BE MADE TO SECURE A SPOT IN PROGRAM.**
- ❖ Payments are due on the Friday of the week before. If you are paying by the week, your child's spot will not be guaranteed week to week.
- ❖ Payments are accepted online through WebTrac or in person at Hagen Park Community Center.
- ❖ Methods of Payment: We accept check, cash, and money order, Visa, MasterCard, Discover or American Express. Checks should be Made payable to the "City of Wilton Manors."

	Resident	Non-Resident
7:00am - 3:00pm School Hours	\$80.00 per week	\$100.00 per week
3:00pm - 6:00pm After Care	\$50.00 per week	\$70.00 per week
7:00am - 6:00pm Full Day	\$110.00 per week	\$130.00 per week

PROGRAM SCHEDULE

What to expect from the City of Wilton Manors School Day & After School Program...

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

School Day Learning Program includes the following unless noted:

- **School work/Assistance-** Daily assignments and learning will be provided by a Broward County School Board teacher. Staff members will assist when asked.
- **Morning Snack-** Time is set aside for children to eat a snack sent from home when a break is given by their virtual teacher.
- **Lunch-** Time is set aside for all participants to eat a healthy lunch sent from home.

Each day during the After School Program:

- **Homework Time/Assistance-** Time is provided each day to each child for academic pursuits and assistance with homework or school assignments
- **Friday Special Events-** Every effort is made to make a memorable experience for your child. We provide a wide range of Friday events. These events are free of charge and open to all age groups within the program.
- **Recreational Activities-** Time is set aside for recreational activities such as art and crafts, sports, games, tournaments, educational components and sports

RECREATION STAFF

Our staff are carefully selected and placed at our program based on their individual skills, abilities, and talents. Staff are year round City of Wilton Manors employees and are trained in numerous areas of childcare including creative recreational programming, positive childcare discipline, emergency management, safety procedures, CPR, etc.

MEDICATION

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

1. Before medication may be administered, a Medication Release Form for each medication must be completed and signed by the parent or legal guardian. This form will be kept on file at the Hagen Park Administrative Office and the After School program site.
2. Any medication stored must be in a container labeled by a pharmacist and should include the participant's name, prescribing doctor's name, instruction for dispensing and the name of the medication. The medication will be kept in a controlled place by program staff.
3. Medication should not be sent in backpacks, lunch boxes, or any other means by the child. Medications must be given by the parent or guardian to the Program Supervisor. When refilling the supply, please deliver the refill when picking up participants from the After School program site. The amount will be counted and logged to verify the receipt.

4. Medication will only be dispensed by a staff member designated by the City of Wilton Manors Leisure Services Staff.
5. Any change in the type or frequency of medication will require a new Medication Release Form.

IF your child has an IEP (Individual Education Plan) or 504 Plan a Pre-Enrollment Conference must first be completed with the camp director upon registration of The City of Wilton Manors Island City summer camp. Please submit a copy of your child's IEP to Hagen Park Community Center along with your contact information and the director will contact you for a meeting with you and your child.

SIGN IN & OUT PROCEDURE

Participants will be signed in and signed out each day by a staff member each day curbside so that all children are supervised and accounted for. Please do not leave your child(ren) unattended at the program location before the advertised start time. **Do NOT exit your vehicle at any time during pick up or drop off for any reason. No parent will be permitted inside of the program facility due to COVID-19 at any time.** Cell phone use is prohibited while operating a vehicle. Parents are required to pick up their child(ren) by the stated closing time. A back-up person should be pre-arranged to pick up your child if circumstances prevent you from being on time. ID's will be checked, so please be prepared. All Changes to the pick-up list must be made in writing, including emergency situations. Phone calls to notify staff of an alternate pick-up person are not permissible.

LATE PICK UP FEE CHARGES

A twenty (\$20.00) dollar fee will be charged for every fifteen (15) minutes the child remains at the site beginning at 6:01 p.m. Fees must be paid prior to the camper(s) returning to camp. Every effort will be made to contact the parent or the other emergency contacts listed on the registration form. If the child is not picked up by 7:00 p.m., Wilton Manors Police Department will be notified to transport the child. Any camper who has more than one late pick up will be dismissed from the program.

PARENT RESPONSIBILITIES

- Parents will be responsible for providing their child(ren) with an operating laptops
- Parents will be responsible for providing their child(ren) with working headphones
- Parents will send their child(ren) to the City of Wilton Manors program with school supplies needed to do school work
- Parents will be responsible for providing a charger for laptops
- Parents assume responsibility for any broken laptops

DRESS CODE

In order to ensure that children get the most out of our program, remain comfortable and avoid injuries, we suggest light, comfortable clothing, and athletic or tennis shoes must be worn on a daily basis. No open toe shoes/flip-flops are permitted. For their own safety, any child brought to the

program in flip-flops will not be allowed. Parents may be contacted if necessary to bring appropriate clothing.

HEALTH & SAFETY

Temperatures will be taken prior to admittance or participation in our program. Children should wear PPE daily. Children should not attend and **MUST** be picked up immediately if the following applies:

- ◆ Fever – 99 or higher
- ◆ Coughing
- ◆ Sneezing
- ◆ Shortness of breath
- ◆ Vomiting or diarrhea
- ◆ Chicken Pox – may return when all pox are dried
- ◆ Head Lice – may return after all lice and lice eggs have been removed.
- ◆ Pink Eye – may return after treatment (prescription eye drops)
- ◆ Scabies/Unexplained Rash – may return after treatment
- ◆ Ring Worm – must be treated with medication and covered (band aids) while at camp

If a child has one or more of these symptoms the child(ren) will be isolated until a parent picks up the child.

HANDWASHING & SANITIZATION

The City of Wilton Manors will follow all CDC guidelines.

Handwashing will occur when your child arrives

- Handwashing will take place before and after every group rotation
- Handwashing will take place for 20 seconds or longer by participants and staff members
- Handwashing will occur after every restroom usage
- Handwashing will occur after blowing your nose, sneezing or coughing
- Handwashing will occur before and after eating food
- Handwashing will occur when necessary
- Hand sanitizer will be readily available everyday
- Sanitization will take place before and after every group rotation

SOCIAL DISTANCING

The City of Wilton Manors will follow CDC guidelines

- Small groups of children and staff stay together all day, every day
- Program participants will have their own work space
- Program participants will be placed at least 10 feet apart during virtual schooling
- Program participants will remain at least 6 feet apart during outdoor activities.
- Signage will be displayed throughout the program

LUNCHES

Parents must send their child with a lunch and morning snacks from home daily. Please provide a lunch that will not spoil. Lunches will not be refrigerated or heated during operating hours. Please label all bagged lunch with the child's first and last name. Lunch bags will be disposed of daily. If possible, please do **NOT** send lunch boxes. If your child has allergies please inform the program in writing.

Snack will be provided during aftercare hours for free to participants.

WATER

It is important that children drink water to stay hydrated throughout the day. Water will be accessible to children all day. Please do **NOT** bring personal water bottles from home they will be discarded of. The City of Wilton Manors will provide bottled water to children during operating hours. No water fountains will be in usage.

INAPPROPRIATE USE OF EQUIPMENT/PROPERTY

Children misusing or intentionally damaging another person's personal property or City equipment may be held responsible for its replacement. Such situations will be handled between the parties involved. The City of Wilton Manors will not be held responsible for replacement of items damaged by another child/ren or participant

FAMILY MATTERS

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

In regards to custody agreements, a complete legal document must be filed with staff. Staff will adhere to the custody pick-up schedule per the document provided. Any changes/updates to the agreement must be made in writing with a minimum of twenty-four hours' notice including both parents' signatures to confirm both parties agreement.

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

The City of Wilton Manors, Leisure Services Department is not responsible for your child until he or she is signed in upon departure of a parent or guardian, within the advertised start time of the program. We are not responsible for your child/ren after sign out has been completed.

EMPLOYER VERIFICATION FORMS

The Leisure Services Department Administration office will be happy to complete any forms you may have for Childcare Reimbursement. Parents who have employer reimbursement forms for childcare are asked to submit the forms to the Recreation Leader II (Site Supervisor) prior to the last day of the month. The Camp Program Coordinator will complete the forms within Five (5) days upon verification of attendance.

CODE OF CONDUCT

Participants are responsible for:

Safety

- ◆ Staying with their Leader, in the program's designated areas, and being an active participant in activities, unless there is a medical reason.
- ◆ Staying with counselor until signed-out by an authorized staff member.
- ◆ Behaving in a manner that does not harm or endanger others; i.e. keeping hands, feet and objects to themselves. Fighting/roughhousing and excessive aggression is prohibited.

Respect

- ◆ Demonstrating respect and good manners to all Leaders and fellow participants.
- ◆ Following Leader rules at all times; flagrant disrespect will not be tolerated.
- ◆ Using kind words; profanity and name-calling will not be tolerated.

Care

- ◆ Respecting City property and all facilities therein.
- ◆ For the protection of all participants and to promote environmental awareness, everyone will participate in good housekeeping skills.
- ◆ Respecting the property of others. Stealing will not be tolerated.
- ◆ Demonstrating care for program equipment and using it appropriately.
- ◆ Helping fellow participants and modeling best behaviors and conduct

ANTI BULLYING

The stopbullying.gov website defines bullying as unwanted, aggressive behavior among school aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- ◆ An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- ◆ Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Types of Bullying

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm.
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone and embarrassing someone in public.
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures.

The City of Wilton Manors, Leisure Services Department has a firm policy against all types of bullying. We strive to cultivate a culture of acceptance in which all campers have a safe, positive camp experience. Staff and campers work together, working to identify bullying incidents, encouraging open communication and addressing all bullying incidents immediately.

Disciplinary measures are as follows:

- ◆ 1st offense: Parent will be notified.
- ◆ 2nd offense: Parent & camp director conference.
- ◆ 3rd offense: One-day suspension from program
- ◆ 4th offense: 3 day suspension
- ◆ 5th offense: Dismissal from program

PARENT SUPPORT

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