

City of Gulfport's

2011-2012

School Year Childcare Program

Parent Handbook



Gulfport Recreation Center
5730 Shore Blvd So. Gulfport, FL 33707
727-893-1068

**2011-2012 School Year
Full Day Care, Early Release, Holiday Breaks,
& Rec. Center CLOSE dates...**

Rec. Holiday Hours: 7:45 a.m. – 5:30 p.m.

Extended hours available until 6 p.m. for an additional fee.

***Early Release Days- the bus pick up begins @ 12:30 p.m.**

** Please note that the Gulfport Recreation Center is **CLOSED** on these days and there will be no childcare available for that day. Please make alternative childcare arrangements.

School Year Child Care Program follows the Pinellas County's school calendar.

***Every Wednesday – Early Release at 1:35 p.m.**

| <u>Dates</u> | Type of Holiday |
|---|--|
| Mon., Sept. 5, 2011 - Labor Day | **REC CLOSED / SCHOOL CLOSED |
| Fri., Sept. 23, 2011 | Rec. Full Day Care/ School Closed |
| Fri., Oct. 14, 2011 | Rec. Full Day Care/ School Closed |
| Mon.-Wed., Nov. 21-23, 2011 | Rec. Full Day Care (School Thanksgiving Break)/School Closed |
| Thur.-Fri., Nov. 24-25, 2011 | **REC. CLOSED / SCHOOL CLOSED |
| Mon.-Fri., Dec. 19-23, 2011 | Rec. Full Day Care (School Winter Break)/School Closed |
| Mon., Dec. 26, 2011 - Day After Christmas | **REC. CLOSED / SCHOOL CLOSED |
| Tues.-Fri., Dec 27-30, 2011 | Rec. Full Day Care (School Winter Break)/ School Closed |
| Mon., Jan. 2, 2012 – Day After New Years | **REC. CLOSED / SCHOOL CLOSED |
| Mon., Jan. 16, 2012 Martin Luther King Day | **REC. CLOSED / SCHOOL CLOSED |
| Fri., Jan. 20, 2012 | Rec. Full Day Care/ School Closed |
| Fri., Feb. 24, 2012 - President's Day | Rec. Full Day Care/ School Closed |
| Mon.-Fri., Mar. 26-30, 2012 | Rec. Full Day Care (School Spring Break)/ School Closed |
| Mon., Apr. 30, 2012 | Rec. Full Day Care/ School Closed |
| Mon., May 28, 2012 - Memorial Day | **REC. CLOSED / SCHOOL CLOSED |
| Thurs., June 7, 2012 | LAST DAY OF SCHOOL |

July 2011

Dear Parents,

The goal of our School Year Child Care Program is to offer a quality program which provides a nurturing atmosphere where each child has the opportunity to experience many recreational, social, creative and enriching activities at a cost affordable to families. Our program is licensed by the Pinellas County License Board and Coordinated Child Care of Pinellas, Inc. Subsidized child care may be available through Coordinated Child Care if you qualify. For further information, please call Coordinated Child Care at 547-5700.

This booklet contains all the information you will need to assist your child in having a wonderful year here at the Gulfport Recreation Center. The enclosed information is of special importance.

Please help us by becoming familiar with the information in this booklet and feel free to contact the office at 893-1068 with questions or concerns at any time. If you have a serious need or cannot reach our office, call 893-1000 or 893-1030 (after 6:00 p.m.)

Sincerely,

**Marivel Gutierrez
Recreation Supervisor**

*The City of Gulfport's School Year Child Care Program is supported in part
by Coordinated Child Care of Pinellas, Inc., and the State of Florida,
Department of Children and Families*

PAYMENT INFORMATION

- Fees are subject to change -

MONTHLY PAYMENTS ARE DUE on the first day of each month. A \$11 late fee is applied - per family- after the 5th day of the month. If payment is not received by the 10th day of the month, the child will be unable to return to Recreation. Payments are preferred to be made by check payable to: the City of Gulfport (a service fee - based on check amount - is charged on returned checks - the amount due + the service charge must be paid in cash). Please ask for a receipt. Refunds will only be given for verified medical reasons. In order to sign up for a program, all previous accounts **MUST** be up-to-date.

COORDINATED CHILD CARE PAYMENTS ARE DUE on Friday prior to each week. A \$11 late fee is applied – per family –per week- if payment is not received by Monday morning. If payment is not received by Friday of the week, the child will be unable to return to Recreation. Parents are responsible for paying the program daily rate fee IF the child is over their allotted absences with no documentation provided (even if the child is suspended) and if the child is not signed in or out on the attendance rosters (CCC considers this an absence).

School Year Child Care Fees

- \$17 Annual Resident Registration Fee is non-refundable
- \$110 Annual Non-Resident Registration Fee is non-refundable
- Additional child discount available for Gulfport residents only
- Payment Options below are non-transferable as a rule. (Some exceptions might be made at the discretion of the supervisor.)

PAYMENT OPTION A:

\$146/RES, \$292/NON-RES per month

(August/September \$163/RES, \$326/NON-RES; May/June \$179/RES, \$358/NON-RES)

This option includes most:

- Full-day (In-Service) days
- Thanksgiving, Winter and Spring Break days
- Regular school days, August thru June
- Early Release days

PAYMENT OPTION B:

\$124 Resident / \$248 Non-Resident per month

(August/September \$138/RES, \$276/NON-RES; May/June \$152/RES, \$304/NON-RES)

Option B plan is intended to allow flexibility for parents who do not need total child care for In-Service Days - Days which schools are closed for in-service or professional days that are not legal holidays.

Additional fees: Monthly Extended Care Fees: \$20 Res/ \$40 Non-Res
Cost for each break session will be determined by the supervisor at the full-day rate per day (7:45 a.m.-5:30 p.m.)
Full-day rate: \$11 residents/\$22 non-residents
Early Release: \$8 residents/\$15 non-residents

IMPORTANT - BOTH OPTIONS: In order to prepare attendance rosters, sign up for break weeks and full day care days is required in **ADVANCE** of your child attending. Limited space available. **Payment is due at sign up** if you have chosen Payment Option B.

ABOUT OUR STAFF

PROGRAM RATIO One adult city-paid staff member per 25 participants.

PROGRAM STAFF

To ensure your child's safety, the Department of Leisure Services thoroughly interviews each staff member before hiring. Local, State and National background checks are completed. Recreation Leaders (also known as "coaches") will be supervising your children. Each Recreation Leader will have received training in child development, games, sports, discipline, crafts and more. Ongoing staff development continues throughout employment.

Recreation Leaders will be responsible for planning and leading up to 25 children in various activities throughout the day. These activities will include sports, quiet games, active games, arts & crafts, field trips and many enriching experiences. Take the time to get to know your child's coach as soon as possible.

Other staff working in the program are **Marivel Gutierrez, Recreation Supervisor**, **John Lapham Recreation Coordinator** and **Nicole Latragna, Staff Assistant II**. The Recreation Coordinator acts as the Center Supervisor when the Recreation Supervisor is absent.

Please feel free to contact the supervisor, Marivel at 893-1068/ 893-1592 for any questions or concerns.

IMPORTANT INFORMATION

The aim of all Gulfport youth care programs is to provide a quality program at a price affordable to Gulfport families. Our staff is dedicated to providing your child with a safe, nurturing and stimulating environment. Your cooperation is needed in order to accomplish this. Please read the following parent information and follow the guidelines. Thank you.

POLICY ON INCLUSION

The Gulfport Recreation Division complies with the ADA (Americans with Disabilities Act). We consider a child's disability as merely a characteristic of the child. We do not deny admission based upon the disability as long as the child with disabilities can be integrated and his or her needs can be reasonably accommodated. We base our inclusion philosophy on the concept of the least restrictive environment.

SPECIAL NOTICE

Picking up children while under the influence of drugs/alcohol is considered inappropriate by our program. If a parent/guardian appears to be under the influence of drugs or alcohol the program may call other persons authorized to pick up the child. Also, arriving to pick up a child while under the influence of drugs or alcohol may be specific grounds for termination of the Coordinated Child Care provider-parent contract. If the adult appears to be so intoxicated that the child would be placed at *risk of serious and immediate harm*, the police will be called.

SIGN IN During full days, children may be dropped off at the center as early as 7:45 a.m. Prior to that time, there is no supervision available. Parents must personally sign their child in on the sign in attendance sheet. Signatures must be either **FULL FIRST NAME AND LAST INITIAL** or **FIRST INITIAL AND FULL LAST NAME**.

SIGN OUT Parents must personally sign their child out on the attendance sheet. Signatures must be either **FULL FIRST NAME AND LAST INITIAL** or **FIRST INITIAL AND FULL LAST NAME**. Children will be released only to persons listed on his/her registration form. Please keep this information current. No one else will be allowed to pick up your child without written authorization. Identification could be requested of any person picking up a child who is not known to the staff person on duty.

Example from sign in/out sheet:

| | in | May 31 | | out |
|---|--------------|-----------------|-----------------|--------------|
| √ | 7:30 a.m. | <u>P. Smith</u> | <u>P. Smith</u> | 4:30 p.m. |

*****CCC parents are REQUIRED BY REGULATIONS to sign in/ sign out their child on a daily basis. Parents will be charged the program daily rate fee if their child is not signed in or out on the attendance sheet.*****

Children will only be permitted to walk, ride bikes home, or leave with another child with written permission, which MUST include the time to leave. Please note in writing on the registration form what your child is to do on rainy days. Bikes must be locked up at the bike rack.

LATE PICK-UP

A **\$1.00 per minute late fee** is charged if a child is not picked up by 5:30 p.m. or 6:00 p.m. for extended care and must be paid upon pick-up. The Recreation Supervisor has the right to terminate the child from the program for excessive (3 or more) late pick-ups with written notice to parent. Registration and program fees will not be refunded.

DAILY SCHEDULE

Schedules outlining your child's day will be posted in the lobby and will help when dropping off/picking up your child.

SNACK

A nutritious snack is provided to each child during the afternoon. **Parents can also send their child with a snack. Please let us know if your child has any food allergies.** Parents must furnish a morning snack on full days. Children are not allowed to use the vending machines until parents have signed them out or on full days during snack.

FOOTWEAR

Children are required to wear **SNEAKERS**. No sandals, heely's, jellies or flip-flops. Parents will be called to either bring sneakers or to pick-up child. This also applies to field trips that do not specifically call for beach or water shoes

PERSONAL BELONGINGS

Children will have a designated cubby area for their belongings. It is **THEIR RESPONSIBILITY** to place items in this location. Please label all items, especially clothing. Check the Lost & Found table weekly. The staff is NOT responsible for items lost, stolen or damaged. **NEVER SEND EXPENSIVE ITEMS** with children. **THE RECREATION CENTER IS NOT RESPONSIBLE FOR PREVENTING THEFT, LOSS, DAMAGE, OR VANDALISM TO PERSONAL BELONGINGS BROUGHT ONTO ITS PROPERTY, INCLUDING ANY BELONGINGS CONFISCATED DUE TO INAPPROPRIATE USE.**

PHONE USAGE

Children will not be allowed to use cell phones during program hours. If a parent needs to get in contact with their child, the parent must call the center (727-893-1068) and a message will be relayed to the child. If a child needs to contact their parent, the child must use the front office phone.

ILLNESS

Please do not send your child to Recreation when he/she does not feel well. The center does not have a suitable supervised clinic area for an ill child where he/she will be comfortable and segregated from others. Please help us by making arrangements for someone to be available to pick your child up as soon as possible in case of illness. ****Children that develop a fever of 99 degrees or higher, may not return to Recreation the next day. There is a 24 hour waiting period.**** Your cooperation in this matter will be appreciated. Your child's health and safety is our number one priority.

MEDICATION

To dispense any type of medication to your child, we must have a medication form signed by the parent, the original container with prescription, which will be secured in the office. Liquid must be sent with the appropriate measuring spoon. Staff cannot administer eye drops, or eardrops, including ear plugs for swimming.

HEAD LICE

Head Lice is often a problem in a location where groups of children play together. Please read this to become more aware of this pesky nuisance. Please understand that head lice are contagious and, if your child has live lice or nits, **YOU WILL BE REQUIRED TO PICK UP YOUR CHILD IMMEDIATELY.** Facts you should know about head lice:

- ❖ Anyone can get head lice.
- ❖ Lice are small, grayish-white, wingless bugs about the size of tiny ants.
- ❖ Head lice are found on the hairs of the head, usually behind the ears & back of neck.
- ❖ Lice lay oval, whitish nits (eggs), not to be confused with dandruff, which is flaky.
- ❖ Lice cannot hop or jump, but they are transmitted via close contact (hats, brushes, combs, pillows, upholstery, furniture and personal contact).
- ❖ First sign of lice is itching.
- ❖ Once lice infestation starts, it can spread like wildfire. **Prompt** attention is required.
- ❖ **Children must be "nit-free" before returning to Recreation.**
- ❖ Please check your child's head periodically.

Treatment: Several shampoos may be purchased at supermarkets and pharmacies. The health department distributes the shampoo at no charge.

TRANSPORTATION

The Gulfport Recreation Center provides transportation from the following schools:
Bear Creek Elementary
Gulfport Montessori
Pasadena Fundamental

HURRICANE EMERGENCY PLAN

Programs at the Recreation Center will be suspended anytime a Hurricane Warning is declared for Pinellas County. Every effort should be made to pick up children immediately if this is issued. For other types of storms or emergencies, please contact the Recreation office at 893-1068 or the main City switchboard, 893-1000, for information.

PARENTS SHOULD CONTACT THE CENTER WHEN

1. Information on your child's registration form has changed.
2. Make sure that all home, work, and **EMERGENCY NUMBERS** are current. Notify the office of all changes as they occur.
3. Someone other than those listed on your child's registration form will be picking up your child.
4. Your child will be absent by calling 893-1068. A message can be left on voice mail. The Center will expect your child to board the Recreation bus unless notified of an absence by 2 p.m. Repeated failure to notify the office of absence will result in a charge of **50¢ per phone call.**
5. Your child has a contagious disease (i.e. head lice, pink eye, measles, etc.).

PARENTS WILL BE CONTACTED IMMEDIATELY WHEN

1. Your child has received an injury, which could require immediate medical attention.
2. Any head injury, regardless of the seriousness.
3. Your child has a medical condition, which could be contagious.
4. Your child has a contagious disease (i.e. head lice, pink eye, measles, etc).
5. Your child develops a fever.

PARENTS WILL BE NOTIFIED AT PICK-UP TIME WHEN

1. We want to report positive behavior.
2. Your child complains of a non-emergency condition or has a minor injury during the day. Parent will be asked to sign accident/incident log sheet.
3. Your child exhibits unusual behavior.

PARENT CONFERENCES

The supervisor will schedule parent conferences when your child exhibits a pattern of disruptive behavior that interferes with the program or the management of other children.

SCHOOL YEAR CHILD CARE CODE OF CONDUCT

As mentioned, before, our goal is to offer a safe and enriching environment for all children attending the Gulfport School Year Child Care Program. In order to do this, reasonable rules and regulations are essential to ensure the safety of each child. Please review the following rules and regulations with your child:

1. Each child is responsible to arrive at the appropriate bus pick-up location as quickly as possible after dismissal from class.
2. Children must stay with their assigned group at all times.
3. Children must show courtesy and good manners to all staff members and group members.
4. Children must be respectful of City property and other children's property. Stealing will not be tolerated!
5. Children will use appropriate language.
6. Any behavior that is deemed malicious or violent, or results in property damage and/or physical injury will result in immediate suspension from the program. All disciplinary action will be recorded in the office. Refunds will not be given if a child is suspended for any length of time.

BUS BEHAVIOR

It is imperative that children adhere to all bus rules to ensure safe transportation of all bus riders. The three main bus rules are as follows:

- 1. Sit down at all times**
- 2. Buckle up**
- 3. Face the front**
- 4. Talk quietly**

SCHOOL YEAR CHILD CARE DISCIPLINE GUIDELINES

Our goal in using any discipline is to instruct and mold good behavior as opposed to simply punishing inappropriate behavior. The staff will endeavor to fit discipline to the behavior that needs correcting. The staff will prohibit children from being subjected to discipline, which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel. Please read the following steps carefully.

1. Prevention measures

- a. Use of clear directions
- b. Communication of age appropriate, positive expectations
- c. Explanation of reasons for actions and rules
- d. Positive reinforcement
- e. Listening to the child
- f. Avoidance of labeling of children
- g. Provision of challenging activities

2. Discipline measures

- a. Problem solving with the child (have the child participate in plan to change the behavior)
- b. Use of natural and logical consequences
- c. Commitment to follow through
- d. Restriction of privileges (loss of field trips, etc.)

3. Following failure of discipline measures

- a. First & second offenses, written warnings, dated & recorded
- b. Third offense, written warning, child meets with supervisor and/or coordinator and a parent conference is scheduled
- c. Fourth offense, one day suspension
- d. Fifth offense, three day suspension
- e. Removal from the program

4. Immediate next-day suspension shall be used following:

- a. Fighting
- b. Physical or verbal abuse of staff or children
- c. Stealing
- d. Destruction of property
- e. Spitting on or in the direction of others

Amount of suspension time will depend on the seriousness of the offense; generally one to three days.

REFUND POLICY

Annual Registration Fee of \$15/Res and \$100/Non-Res is non-refundable.

A full program fee refund will be made only if the request for a refund is made **PRIOR to the FIRST DAY of ANY PROGRAM*** (the only exceptions would be if a child could not attend due to a documented medical reason). Partial or pro-rated refunds will not be made.

**The School Year Child Care Program is a monthly program.*



***Please call the Center at 893-1068
if you have any questions
not answered in this booklet.***