

City of Wilton Manors

2022-2023

Parent Handbook



Life's Just Better Here

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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 After School and Before Care Program. The Leisure Services Department offers a wide variety of activities for your enjoyment. Our professional staff members are excited to provide quality After School and Before School childcare for the community at Wilton Manors Elementary School. 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.

Life's Just Better Here

Sincerely,

Adeesha Brooks

Adeesha Brooks

Program & Youth Services Supervisor

This 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 After School Program is designed for children grades Pre K-5th. This program follows the Broward County School District calendar and operates during the nine weeks of summer break. Daily and weekly scheduled activities include sports and fitness, arts and crafts, music, poetry/literature, drama, games, special events and field trips.

Program Goals

- To provide a positive and meaningful before and aftercare experience.
- To help children develop self-esteem through a safe and supervised program.
- To involve children in group and individual activities to promote personal growth and development.

Leisure Service Mission

It is our responsibility to all of our residents who use our amenities, facilities, products, services and benefits of Leisure Services. We are committed to providing a safe and clean environment with dedicated employees and partners who are qualified to provide outstanding program delivery in leisure activities, special events and many diverse services that meet the needs of our community.

We apply accredited standards among parks, recreation and library establishments. The Leisure Services Team is committed to using current recreational practices to ensure efficiency and effectiveness of our operations and administration. We will continue to provide well-planned and organized recreational and library activities and events. It is our responsibility to preserve and protect the integrity of our natural areas and ensure they exist for the next generation.

We will enhance the quality of life in Wilton Manors by uniting our community with festive, genuine, multi-cultural and multi-generational programs, activities and events. Our common desire is to serve the needs of our residents and display passion and commitment towards achieving our full potential.

Philosophy

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

Program Schedule

What to expect from the Wilton Manors After School Program...

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

Each day during the After School include the following unless noted :

- **Snack Time** - Free snack is provided by the City of Wilton Manors or your child can bring a snack from home. This time is important for social interaction and sharing of ideas and events of the day for your child and peers.
- **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 this 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** —This time is set aside for recreational activities such as arts and crafts, sports, games, music, drama, tournaments, crazy cooking, and educational components.

After School Program Recreation Staff

Our staff are carefully selected and placed at the After School 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 and First Aid, etc.

Telephone Use

Telephones at the Wilton Manors After School Program are intended for business use only. If you need to contact the staff at the After School Program, please contact the Leisure Services Administrative Office at 954-390-2130. Staff will contact the site supervisor and relay your message. Your cooperation is greatly appreciated.

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.

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

Employer Verification Forms

The Leisure Services Department's Administrative Staff 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 Site Supervisor prior to the last day of the month. The Site Supervisor will complete the forms within five (5) business days upon verification of attendance.

Medication

The disbursement of medication by City staff to participants of the After School 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.

After School Policies and Procedures

Identification Required

Only the person(s) identified to pick up and sign out a child are those listed on the permission page filled out by the parent or guardian of the child. For the protection of all After School Program participants, please be prepared to show a government issued ID (i.e., State Issued Driver's License / Identification) at ALL times when picking up your child. Also, inform those whom you have listed as emergency contacts that a picture ID is required before staff can release any child.

Fee Payment and 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 6:31 PM. 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 PM, the Wilton Manors Police Department will be notified to transport the child(ren) to the proper facilities. Child Care payments are due on a designated date. A \$5.00 late fee will accrue after the noted date each day thereafter. Please note that you may be charged an additional registration fee or your child can be dismissed from the programs due to non-payment or late payment.

Steps Taken to Correct Inappropriate Behavior

Communicate Appropriate Behavior:

A staff member will communicate appropriate behavior to the participants. The participant will model the appropriate behavior and will clearly understand consequences.

Quiet Time:

If inappropriate behavior is observed by staff, the participant will be removed from the activity and the participant will be placed in quiet time ranging from five (5) to ten (10) minutes, depending on the child's age and severity of actions.

Inappropriate Behavior Report, Behavior Plan, and Parent Contact:

If a problem persists, staff will complete a behavior report defining the participants actions. The staff will also fill out an outlined behavior plan to correct the inappropriate behavior noting consequences if the behavior is not corrected. The staff member will contact the parent who registered the participant regarding the participants behavior, either by telephone or in person for additional input to correct the behavior.

These guidelines are set up to correct inappropriate behavior. At times, however, this procedure may not reach the solution. If the inappropriate behavior persists, the participant will be suspended from the program.

Suspension Policy

First Suspension

If inappropriate behavior continues after following the steps listed above, the participants will be suspended up to one week depending on the severity of the behavior.

Second Suspension

Should inappropriate behavior continue after the first suspension, the participant can be suspended for up to two (2) weeks.

Third Suspensions

A one (1) year suspension from the program is handled on an individual basis.

Note: Depending the severity of the situation, a participant can be suspended from the program without prior notification of suspension. No refunds will be granted if suspensions occur.

Parent Conduct

As the adult, we serve as role models for the children in our program. If you have a concern, please address your concerns in an appropriate and calm manner. 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, due to inappropriate actions by parents, we reserve the right to remove the participant from the program.

Behavior Code of Conduct

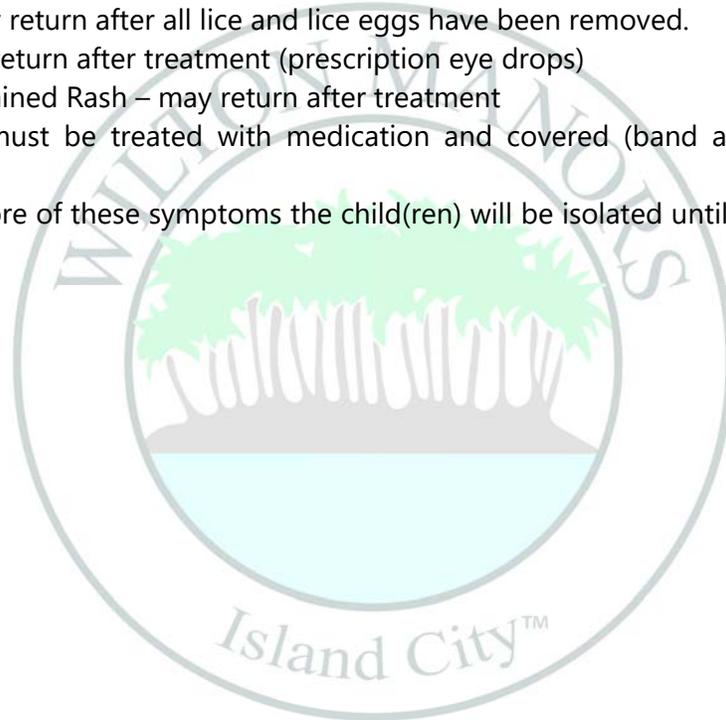
Rules governing behavior are necessary in order to assure everyone's safety. Participants are expected to behave at all times and can accomplish this by showing respect to staff and other participants. If inappropriate behavior is displayed, guidelines will be set forth to correct the behavior. We reserve the right to suspend participants whose behavior endangers the safety of themselves or others. City Code Chapter 12 1 / 2—25 Ordinance Number 99-02.

HEALTH & SAFETY

Children should not attend before or aftercare and MUST be picked up immediately if the following applies:

- Fever – 99 or higher
- Coughing
- Sneezing
- Shortness of breath
- Vomiting or diarrhea
- Chicken Pox
- 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 before or aftercare¹

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



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