



2011 – 2012

After School Care Of Oakland Park

CITY OF OAKLAND PARK PARKS & LEISURE SERVICES DEPARTMENT
 SPIHER RECREATION CENTER, 1246 N.E. 37 STREET
 NORTH ANDREWS GARDENS COMMUNITY CENTER, 250 N.E. 56 COURT

A.S.C.O.O.P. hours of operations during the school year are: Spiher Rec Center from 2:00 p.m. to 5:45 p.m.; North Andrews Gardens Center from 3:00 p.m. to 5:45 p.m. Program hours are from 7:30 a.m. to 5:45 p.m. on Public School holidays. Activities include the use of indoor and outdoor play areas and structured activities with supervised free play. Parents are responsible for transportation from their child's school to the Spiher Recreation site.

REGISTRATION INFORMATION

Oakland Park residents may register beginning Monday, May 9, 2011 at the Parks and Leisure Services Administrative Office, 3650 N.E. 12 Avenue. Open registration will begin Monday, May 23, 2011. A parent or legal guardian's signature is required for all registrants less than 18 years of age. Space is limited.

PROOF OF RESIDENCY IF THESE DOCUMENTS ARE NOT PROVIDED, APPLICATIONS WILL NOT BE ACCEPTED.

Oakland Park residents must provide: Proof of Oakland Park residency from a parent or legal guardian of the child being signed up: a utility bill issued in the last two months (FPL, water, phone or cable) or an Oakland Park occupational business license and a picture I.D.

PAYMENT SCHEDULE

Please see the payment schedule below. The **initial payment** must be paid at Parks and Leisure Service Administrative Office, 3650 N.E. 12 Avenue. The remainder of the monthly payments may be paid at your child's program site. Please be prompt when making your monthly payment. **Please understand your place in the afterschool program is not guaranteed and that payment must be paid by the due date, or your child may be withdrawn from the program, and children from the waiting list will be given your place.** Fees listed are per child:

Payment Due	Program Period	Spiher Recreation Center		N. Andrews Gardens Center	
		O. P. Resident	Non-Resident	O.P. Resident	Non-Resident
5/9/2011	8/22 – 9/30/11 6 wks.	\$90.00	\$192.00	\$90.00	\$192.00
9/12/2011	10/03 – 10/27/11 4wks.	\$60.00	\$128.00	\$60.00	\$128.00
10/17/2011	10/31 – 11/22/11 3 wks.	\$45.00	\$96.00	\$45.00	\$96.00
11/15/2011	11/28 – 12/16/11 3 wks.	\$45.00	\$96.00	\$45.00	\$96.00
Winter Break 11/28	12/19 – 12/30/11	\$90.00	\$135.00	*Winter Break Site TBD* Closed 12/26/11 & 1/2/12	
12/15/2011	1/3 – 1/27/12 4 wks.	\$60.00	\$128.00	\$60.00	\$128.00
1/9/2012	1/30 – 2/24/12 4 wks.	\$60.00	\$128.00	\$60.00	\$128.00
2/6/2012 ** Does not include Spring Break	2/27- 3/29/12 4 wks.	\$60.00	\$128.00	\$60.00	\$128.00
Spring Break 2/27	3/12 – 3/16/2012	\$50.00	\$75.00	*Spring Break Site TBD*	
3/5/2012	4/2 – 4/27/12 4 wks.	\$60.00	\$128.00	\$60.00	\$128.00
4/23/2011 FINAL PAYMENT	4/30 - 6/7/2012 6 wks.	\$90.00	\$192.00	\$90.00	\$192.00
Public School Holidays	9/29/11, 10/28/11, 11/23/11, 1/20/12, 3/30/12, 4/6/12, 5/25/12	\$10.00 per day	\$15.00 per day	\$10.00 per day	\$15.00 per day
City Holidays CLOSED	9/5/11, 11/11/11, 11/24/11 & 11/25/11, 12/26/11, 1/2/12, 1/16/12, 2/20/12, 5/28/12				

*Winter Break, Spring Break and all Public School Holiday's are separate registrations. Children enrolled in the ASCOOP program must re-register for these camps by the date listed. Space is limited.

**Fees and dates are subject to change.

A.S.C.O.O.P. begins on Monday, August 22, 2011.



PARKS AND LEISURE SERVICES DEPARTMENT
CHILD EMERGENCY INFORMATION
ASCOOP

OFFICE USE ONLY

SRC NAG

PLEASE PRINT

Child's Name _____ M / F (circle one)

Address _____ City/Zip _____

Home Phone _____ DOB _____

Age/Grade _____ School _____

Known Allergies, Special Needs or Limitations: _____

Parent/ Guardian Information:

Parent's Name _____ M / F (circle one) DOB _____

Address _____ City/Zip _____

Home Phone _____ Cell phone _____ Email address _____

Proof of residency Yes No Staff Initials _____ **PASSWORD:** _____

Emergency Contacts: (Please list relationship to child and daytime phone number) _____

Medication Policy: I, the parent/guardian of the above named child, understand that City of Oakland Park employees are prohibited from dispensing medication to any program participant.

Name of Child's Physician _____ Phone _____

May this facility contact the above physician if parent/guardian cannot be reached? Yes _____ No _____

In case of emergency I give the City of Oakland Park Parks and Leisure Services Department written permission to seek medical attention for my child who is listed above, which also may include transportation to a medical facility.

GENERAL RELEASE

I, the parent /guardian of the above named child, assume all risks and hazards incidental to such participation including transportation to and from indicated trip/s; and do hereby waive, release, absolve and indemnify and agree to hold harmless the City of Oakland Park, the Parks and Leisure Services Department, the organizers, supervisors and participants for any claim arising out of any injury to my child. I understand that I assume all liability and indemnify and hold harmless the City of Oakland Park, its agents, representatives and employees from any and all actions, causes of actions or claims on account of, or in any way growing out of, any lack of supervision of the above named child at the Parks and Leisure Services facilities at any time after 5:45 p.m. Monday through Friday. I hereby grant authorization to the City of Oakland Park to use photographs of my child for publicity purposes. I understand my child will be asked to withdraw from the program if he/she becomes a discipline problem. I also agree to instruct the above named child that he/she may not leave the site during the operating hours.

I agree that the child will leave the site at the end of the day by the following method: (check one)

- Walk or ride a bike home, unescorted at _____ (time)
- Picked up by (specific complete name and relationship to child) _____ or

I understand that one of the above named persons must sign my child out each day. I agree to advise the Parks and Leisure Services Staff, in writing, of any changes in the method of leaving. I agree to have my child picked up by 5:45 p.m. each day. I understand that my child may not be able to return to the program until the late charge of \$5 per 15 minutes is paid in full. Habitual tardiness will result in my child being withdrawn from the program.

Parent/Guardian Signature _____ Date: _____

Discipline Policy and Hours of Operation

Parks and Leisure Services Written Discipline Policy

Please read the following information and sign below:

Step One: A warning will be given to the participant. He/she will be taken aside and spoken to privately about the problem and how he/she can correct it. The staff will make sure that he/she understands why the behavior is unacceptable.

Step Two: A penalty will be instituted. Examples: denial of the use of equipment or sit out from an activity. The punishment will fit the unacceptable behavior. The parents/legal guardian will be called and given an explanation of the situation. The staff will ask the parent/legal guardian to speak with the participant to help correct the behavior. The participant will be present when the staff is talking to the parent/legal guardian. Staff will explain to the participant and parent that the next offense may result in a suspension.

Step Three: A suspension from the program. The length of the suspension will be determined by the severity of the problem. Parents will be called and informed that the participant has been suspended and the length of the suspension. The suspension will take effect the next day.

Step Four: In case of a serious problem or continually recurring problem, parents will be required to withdraw the child from the program. No refunds will be given if a child is required to withdraw from the program.

Please note: Participants may be denied the privilege of participating in field trips if said participants have been disruptive to the program. The final decision on whether or not the child may participate shall be made by the Leisure Services Supervisor with documentation and input from the staff.

Child shall not be subject to discipline which is severe, humiliating or frightening.
Discipline shall not be associated with food, rest or toileting.
Spanking or any other form of physical punishment is prohibited.

I have read and understand the Discipline Policy as stated above.

Parent / Guardian

Signature _____ Date _____

Staff Signature _____ Date _____

ASCOOP Hours of Operation

Spiher Recreation Center

2:00 p.m. to 5:45 p.m.

Full Day Hours of Operation - 7:30 a.m. to 5:45 p.m.

North Andrews Gardens

3:00 p.m. to 5:45 p.m.

- Finding out what the payment schedule is. Does the parent pay in advance or at the end of the week? Is there a registration fee?
- Making sure children are dressed adequately for the weather and in clean and neat clothing, and that they have an extra set of clothing to change into.
- Asking the caregiver the procedures for dispensing medicine to children and having signed authorization for caregiver to dispense medicine.
- Participating in the center's special activities and attending scheduled parents meetings and conferences.
- Talking with the caregiver about any concerns regarding the child, for example, cuts, scratches, bruises, or other injuries which may have occurred at the center, as well as discussing the child's progress and participation while at the center.
- Strongly encouraging children to talk about their experiences in child care.
- Visiting the child care center during the time the child is in care to observe different activities in which the child is involved.
- Familiarizing themselves with the child care standards used to license the child care facility. These standards may be found in Chapter 10M-12, Florida Administrative Code, unless the county has elected to meet or exceed these standards through the development of its own county child care standards.

A CHILD CAREGIVER SHOULD BE A PERSON WHO:

- Has experience and/or training in the areas of child care and child development. Has completed or is in the process of completing the Introductory Child Care Training requirement.
- Participates in on going inservice training.
- Meets the minimum age requirement.
- Is friendly and eager to care for children.

- Is responsive, warm, and understanding and gives attention to each child's individual needs.
- Understands and accepts the different developmental stages and emotional moods of children.
- Follows health regulations on proper hand washing, toileting and diapering activities.
- Holds, cuddles, talks to, and plays with children.
- Has infants in cribs for sleeping and resting only.
- Always holds infants while feeding.
- Provides and follows daily routines and rules that are easily understood.
- Provides children stimulating, interesting, and educational activities.
- Treats children with respect and helps build self-respect.
- Helps children to manage their behavior in a positive, constructive, and non-threatening manner.
- Understands that he/she is required by Florida law to report suspected child abuse and/or neglect.
- Provides parents with the center's written rules, guidelines, and policies.
- Accepts family cultural and ethnic differences.
- Takes time to discuss the child's progress or any problems with the parents.
- Never leaves children unsupervised.
- Notifies child's parent's of child's illness, accident, or other serious incident.
- Releases children only to persons authorized by parents.
- Obtains written permission from parents for all field trips.
- Transports children only if the seat belt and child restraint laws are followed.
- Is easy to talk to and work with.
- Uses a pleasant tone of voice and talks a lot to the children including infants and toddlers.

- Pays attention to the children and interacts with them, rather than chatting with other caregivers or attending to personal things.

STANDARDS FOR LICENSING

For more information about quality child care or special early childhood services including services for children with special needs, contact your local child care licensing office.

This child care facility has met the state minimum child care licensure standards as outlined in Florida Statute 402.305 and listed on Chapter 65C-22, Florida Administrative Code. (All child care facilities must meet the standards established in Chapter 65C-22. However, counties which elect to do so may exceed these standards.)

Choosing an appropriate child care program is an extremely important decision for both the child and parent. The family situation as well as the child's individual needs must be considered. The child's age and developmental level are important when selecting the program which will best suit his or her needs.

All child care centers are required to comply with the state's minimum child care licensing standards. Certain counties have county licensing jurisdiction rather than the state licensing jurisdiction. These counties are: Alachua, Brevard, Broward, Hillsborough, Jackson, Leon, Palm Beach, Pinellas, Polk, and Sarasota. Parents should contact the county licensing agency in their county to find out the specific standards used in licensing child care centers in these counties.

This brochure provides helpful information about child care centers to parents, physicians, health care professionals, teachers, social workers, and others working with children. It summarizes the activities which should be available in a good child care program, the minimum standards used to license child care centers, the qualities of a good child caregiver, and the parent's role in working with the child care center.



KNOW YOUR CHILD CARE CENTER



CHILD CARE FACILITY BROCHURE STATEMENT

(Chapter 402.3125, F.S.)

On, ____/____/____,

I, _____
(Name of Parent or Legal Guardian)

received a copy of the Child Care Facility Brochure.

(Signature of Parent or Legal Guardian)

(Name of Child)

This information is for the child care facility file.

WHAT IS A GOOD CHILD CARE PROGRAM?

Quality child care offers the child healthy, social and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. In such a center, children not only are well cared for but also participate in daily activities appropriate for their ages and individual developmental levels. Through these activities each child will have the opportunity to develop many skills, learn to get along with others, and build independence and self-respect.

To provide a child with a sense of security, child care centers should provide a daily schedule that has some flexibility. These are not required by Florida law.

- Children - including infants and toddlers - have easy access to safe toys kept for them on open shelves.
- There are age-appropriate toys and games to build eye-hand coordination such as grasping toys for infants; nesting cups for toddlers; and puzzles, small building toys, and safe scissors for older children.
- Building toys, such as blocks and other accessories are added to enhance imaginary play.
- Soft toys and dolls, toy dishes, and dress-up clothes are available for imaginary play.

- Activities are children initiated but teacher facilitated.
- Time to run, exercise, and develop coordination.
- Time for art activities and puzzles.
- Field trips to local parks, libraries, museums, firehouses, etc.
- Active and quiet play.
- Clean sand and water are available for play outdoors and sometimes indoors.
- Organized and free activities.
- Space is provided for children to play alone or in small groups, protected from the pressure and competition of other children.
- Children's artwork is displayed where it is visible to children.
- Time for meals and snacks.
- Colorful pictures of everyday things are hung at the child's eye level without the use of sharp objects such as tacks.
- Sufficient number of trained staff and special time for individual adult attention and interaction.
- Scheduled rest time.

EVERY LICENSED CHILD CARE CENTER SHOULD: (Minimum State licensing requirement)

- Have a valid license which bears the distinctive seal of the State of Florida and is posted in a conspicuous place within the center for the parents to see.
- Adhere to the number of children for which the center is licensed at any given time.
- Post a schedule of daily activities.
- Have a working telephone with police, fire, poison control, and rescue numbers posted near the telephone.
- near all telephones. Reports of suspected and actual cases of child physical abuse, sexual abuse, and neglect received through the Florida Abuse Hotline number are referred to the Department of Children and Families for investigation.
- Have no less than the required minimum staff/child ratio for each age level, which is as follows:

Under 1 yr old	1 adult for 4 infants
1 year old	1 adult for 6 infants
2 years old	1 adult for 11 children
3 years old	1 adult for 15 children
4 years old	1 adult for 20 children
5 years old and older	1 adult for 25 children
- *This is the state minimum licensing standard. This standard may not indicate an adequate child/staff ratio for quality care.*
- Have a working fire extinguisher and conduct monthly fire drills with children and staff.
- Have a locked storage place that is out of the reach of children for storing cleansers, poisons, sharp instruments, matches, and other dangerous supplies.
- Have adequate, safe indoor and outdoor play space and equipment.
- Have an adult who is trained in first aid and CPR on the premises at all times. The center also must have a full-stocked first aid kit.
- Keep all medication in an area that is inaccessible to children. Medication must be in the original container and written authorization must be obtained from the parent before medicine can be administered.
- Have clean, child-sized bathroom facilities which are appropriate for the age groups served.
- Post the weekly menu.
- Have clean cots or mats and cribs so children may rest and nap.
- Have enough space for children to work and play quietly and actively with materials and equipment.
- Be accessible and appropriate for children/persons with special needs.
- Use safety restraints and car seats every time a child is in a

THE PARENT'S ROLE

Quality child care involves not only the child but also a close working relationship between the caregiver and parents. The parent's responsibility in establishing the relationship includes:

- Providing the center with complete enrollment information including current home telephone number and numbers where they can be contacted during the day; telephone numbers of two local persons in case of an emergency (friend, neighbor, relative), and names of authorized persons with permission to take the child from the center.
- Being able to come to the center at any time during operating hours.
- Providing current and up to date immunization and physical records.
- Telling the caregiver any special needs the child may have, including food allergies or dislikes, procedures for nap times, toilet habits, favorite toys and games.
- Asking the caregiver about the qualifications and experience of child care staff.
- Discussing with the caregiver the center's capability to provide activities which meet the needs of all children including those who have special needs.
- Discussing with the caregiver the center's policy for disciplining children.
- Asking about child care transportation policy—Is it the responsibility of the parents, or does the center provide transportation?
- Asking about the center's hours of operation (including days and times).
- Making sure to be on time when picking up children from the center and notifying the center if they are going to be late to pick up their child.
- Never bring a sick child to the child care center.
- Notifying the child care center if the child is sick or if the family is going out of town and the child will not be attending.
- Finding out the cost of child care and what this includes.
- Are food, diapers, laundry, toys, educational materials, and