



Town of Cutler Bay Parks & Recreation
AFTER SCHOOL PROGRAM

HANDBOOK



LETTER

from the

Youth Program
Administrator

Dear Parent/Guardian,

We extend a warm welcome to you and your child in joining us at our 2024 / 2025 After School Program.

Made possible through in part by the funding from The Children's Trust. This K-5 program provides academic assistance, literacy development, social skills training, and physical fitness in an environment where children can safely explore, discover, and grow.

To make this the best experience for everyone, we ask that you please read this handbook thoroughly so that you understand all the rules and guidelines for this program. We have a great team of committed, caring and skilled employees that are ready to create an amazing experience for your child.

If you have any questions or concerns, please feel free to contact me via email at edeveaux@cutlerbay-fl.gov or at (305) 233-5472.

We look forward to a wonderful school year with your children.

Attentively,

Elizabeth Deveaux

Youth Program Administrator

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ABOUT THE TOWN'S YOUTH PROGRAMS

The Town's Parks & Recreation Department offers three programs on a yearly basis where participants receive academic assistance, literacy development, social skills training, and physical fitness in an environment where they can safely explore, discover, create, and grow.

These programs serve approximately 240 children in grades K-8 and are funded in part by The Children's Trust. Our programs include:

- **After-School Program** (*ages 5-12*): The Town has successfully operated the After-School program since 2009. The program offers recreational and evidenced based activities to assist youth aged 5-12 in improving academically, developing appropriate social skills and adopting an active lifestyle.
- **Careers in STEM Summer Camp** (*grades 6-8*): Through the support of The Children's Trust, our FREE Careers in STEM Summer Camp hosts children entering grades 6 through 8 (middle school). During this six-week summer camp, participants learn to build and program a robot while discovering the world of robotics and engineering. Participants also have the potential to earn an Introduction to Robotics Certification from Carnegie Mellon University's Robotics Academy. The program ends with a Robotics Exhibition, where participants display their robotic creations. Additional enrichment activities include educational field trips, career exploration, group STEM activities and presentations, and fitness and nutrition education. Program registration typically opens around April.
- **Summer Camp** (*ages 6-12*): This eight-week Summer Camp for youth ages 6-12 is broken down into two-week sessions. Campers enjoy swimming lessons, arts & crafts, fitness activities, indoor and outdoor activities, weekly field trips, and much more. Program registration typically opens around April.

ATTENDANCE

It is very important that all parents follow the attendance policy, so that each child may receive the full benefits that the Youth Program has to offer.

The Town of Cutler Bay has established an attendance requirement for the grant funded after-school and summer camp programs. Each participant must follow the attendance policy which mandates that **children attend at least 85 percent of the days that the Program is available, or a minimum of four days per week**. If you know in advance that your child will be absent on any given day, please notify the program office as soon as possible.

If, in the sole opinion of the Town's Program Staff, your child is not spending adequate time on program activities, your child may be asked to leave the program to make room for a child who is in greater need of the services being offered by the program.

PARENT DROP-OFF/PICK-UP POLICY

The Town of Cutler Bay does not provide daily transportation to and from the After School Program. Please follow the general operating hours for your child's program to ensure that the child is never left unattended.

Drop-Off Policy

- Please inform the Town on how your child will arrive to the program.
- Do not drop your child off before the posted program hours.
- Please ensure that your child arrives to the program as close to the start time as possible.

Pick-Up/Late Pick-Up

- Please arrange to have your child picked up at the end of the program.
- Your child will not be left unattended. A staff member will stay until your child is picked up
- If you know you are going to be late, please call the program office to let staff know.
- When a child is not picked up at the end of the program, Park staff will attempt to contact the child's parents to determine their estimated time of arrival.
- If a parent cannot be contacted, Park staff will attempt to contact the first person indicated on the "Emergency Contact and Authorized Pick-Up" list on the child's registration form to pick up the child. Additional calls will be made to those listed on the "Emergency Contact and Authorized Pick-Up" list until someone is contacted who can pick up the child.

- If no one can pick up the child after 30 minutes from the end of the program, a call will be placed to the Cutler Bay Police Department for assistance in making sure the child is escorted home safely.
- Chronic lateness will result in your child's expulsion from the program.

BEHAVIOR MANAGEMENT POLICY PART I

The Town's staff will use positive behavior management techniques that are developmentally appropriate and adhere to the Town's core values of leading by example, honesty, courtesy and respect, and continuous improvement. We abide by the following guidelines:

Behavior Management Techniques

Town Staff will:

- Involve the children in the development of the "house rules."
- Maintain consistent behavior expectations and reinforce Core Values
- Guide children by setting clear, consistent, fair limits for program behavior.
- Use natural and logical consequences.
- Redirect children to a more acceptable behavior or activity.
- Use positive reinforcement, including a positive behavior recognition program.
- Make eye contact and listen when children talk about their feelings and frustrations.
- Guide children to resolve their own conflicts using conflict resolution skills.
- Use effective praise that is immediate, sincere, and specific.
- Modify and structure the environment to attempt to prevent problems before they occur.

Discipline Action Steps

Town Staff will utilize the following behavior management guidelines:

Warnings:

1. Ask the child to stop. Explain to him/her what they are doing wrong.
2. Speak to the child in private. Explain to him/her what they are doing wrong.

Consequences:

1. Personal Time—Remove child from situation for up to five minutes. Explain to him/her what they did wrong.
2. Bring child to a supervisor.
3. Verbal and/or written communication to parent/guardian regarding child's behavior
4. If behavior problem continues child will be suspended from the program for three days

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5. If behavior problem continues child will be suspended from the program for one week
 6. If behavior problem continues after one-week suspension, Child will be expelled from the program.
 7. In extreme cases such as fighting or if a child is uncontrollable, bring them to a supervisor immediately, a call to the parent will be made and a three-day suspension will be given to the child.
 8. Children shall not be subjected to discipline, which is severe, humiliating, or frightening
 9. Discipline shall not be associated with food, rest, or toileting.
 10. Spanking or any other form of physical punishment is prohibited.
 11. Children may not be denied active play because of misbehavior.

CLIENT CONFIDENTIALITY

State of Florida Public Records Law:

The Town of Cutler Bay's records, including all information gathered in conjunction with the operation of the Town's Youth Programs, are governed by the State of Florida's "Public Records Law," Chapter 119 of the Florida Statutes. A copy of Chapter 119 is available in the Town Clerk's office in Town Hall (10720 Caribbean Blvd., Suite 105, Cutler Bay, FL 33189) and in the Parks and Recreation Department office (10720 Caribbean Blvd., Suite 225, Cutler Bay, FL 33189).

Section 119.071 (5) (c) specifically provides for the exemption of disclosure of certain information as follows:

Any information that would identify or help to locate a child who participates in government-sponsored recreation programs or camps or the parents or guardians of such child, including, but not limited to, the name, home address, telephone number, social security number, or photograph of the child; the names and locations of schools attended by such child; and the names, home addresses, and social security numbers of parents or guardians of such child is exempt from s. 119.07(1) and s. 24(a), Article I of the State Constitution. Information made exempt pursuant to this paragraph may be disclosed by court order upon a showing of good cause. This exemption applies to records held before, on, or after the effective date of this exemption.

The Town of Cutler Bay partners with various agencies to provide the highest quality of service to participants of our Youth Programs. This form allows the Town to exchange

information with our partners that is relevant to the delivery of service such as contact information and disclosed medical conditions (allergies, physical limitations, differing learning abilities, etc.). We will not disclose any information without the parent/guardian's authorization to release that is enclosed in the intake package. Parents/Guardians have the right to refuse authorization. This will not inhibit the child from participating in the program but may limit his/her ability to participate in the services provided by our partners. For more information about what will be shared, contact the Youth Program Coordinator.

EMERGENCY MEDICAL POLICY AND PROCEDURES

The following is the Town of Cutler Bay Youth Programs' Emergency Medical Policy and Procedures for addressing emergency medical situations.

In the event of injury or a medical emergency, the following steps will be taken by Town staff:

Non-Life-Threatening Injuries:

- Assist or bring the injured child to an isolated area/first aid room.
- Notify a staff member that is first-aid certified to administer the appropriate first-aid treatment as necessitated by the injury.
- Notify parent/guardian and supervisor of incident.
- Complete accident/incident report
- Maintain a copy of the incident report on file. For major injuries, send a copy to partnering funding agency (i.e., The Children's Trust, Florida Department of Juvenile Justice)

Life-Threatening Injuries:

- 911 will be called immediately.
- Find a staff member that is CPR and first-aid certified for "first responder" treatment.
- Notify parent/guardian (in their absence, notify the first person listed on the child's "Emergency Contact and Authorized Pick-Up List")
- Notify supervisor.
- Meet Fire Rescue or Police Officer in the park parking lot and direct them to the injured child.
- Complete accident/incident report
- Maintain a copy of the incident report on file. Send a copy to partnering funding agency (i.e., The Children's Trust, Florida Department of Juvenile Justice)

CHILD ILLNESS PROCEDURE

1. Children are observed daily for signs of illness that may be contagious.

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2. Any child suspected of being contagious will be removed from his/her group and kept in the lobby on the sofa (in plain view of the front desk) until picked up. Parents will be notified based on the severity of the signs/symptoms of the suspected illness. Staff suspected of being contagious will be sent home.
 3. Children suspected of being contagious will not be permitted to return without medical release or until signs of the illness are no longer present.
 4. Signs of suspected contagiousness include the following:
 - Severe coughing causing redness in the face.
 - Difficult or rapid breathing (during non-strenuous activities)
 - Stiff neck (without recent physical activity)
 - Diarrhea
 - Fever
 - Pink eye (conjunctivitis)
 - Exposed open sores.
 - Yellowish skin or eyes
 - Head lice (a child with head lice will not be allowed to return until verifiable treatment has occurred)
 5. Town Staff will contact the parents of children suspected of being contagious and will check on the progress of the child until the child is picked up.
 6. Town Staff will not be responsible for administering any medication to the children in the Youth Program. Should the child become unable to administer emergency medications, only then will Town staff administer medications such as an epi-pen to prevent further reactions or injury.

MEDICINE DISPENSING POLICY

There are two categories that prescription medications are classified as relates to their management and policy at Cutler Bay parks:

1. Prescription medications that must be taken at a specific time on a prescribed basis.
2. Medications that must be administered in the event of a severe allergic reaction.

Policy:

It is the policy of the Town of Cutler Bay that **we do not store, hold, assist with, or administer any prescription medications** to program participants.

Rationale:

There are issues such as the availability of medication when a child needs it—a child may leave on a field trip and leave medication behind; the staff person on duty may not have a key or have access to medication when a child needs it; medication may be accidentally

mishandled or misplaced. Some medications need to be kept refrigerated, and we do not necessarily have the capacity to store medications.

Policy:

We don't permit program participants to bring medications to camp or take medication during camp hours. If a child must take medications on a regularly scheduled basis or specific time, parents are encouraged to visit camp and administer medications to their child.

Rationale:

The job descriptions for Town Staff do not require training in administering medications. To avoid the possibility that medications may not be administered properly or that medications may be rendered unusable (accidentally spilled, dropped, etc.), the Town will not store or handle prescription medications.

If a child is required to carry an epi-pen or other emergency medication used for severe allergic reactions, we have the following practice and policy:

1. Proper storage and administering of any emergency medications are the responsibility of the child. Participants are permitted to carry epi-pens with them if parents have shown staff proof of prescriptions. Should the child become unable to administer emergency medications, only then will Town staff administer medications such as an epi-pen to prevent further reactions or injury.
2. If emergency medications need to be refrigerated, it shall be the responsibility of the parent to supply an insulated, soft sided lunch box with cold packs to always keep medication cold and in the child's possession.
3. Children will be discouraged from trading meals at lunchtime.
4. The Town does not allow any home-made treats, snacks, etc. for birthday parties. Such snacks will be limited to store-bought cupcakes, etc. if they wish to have a birthday party for their child at camp.
5. Staff will be made aware of dietary allergies and restrictions for campers under their supervision, and whenever possible, be aware of the symptoms of food allergies, should a child have a reaction.
6. The Town does not provide medical personnel during program activities.

MOBILE PHONE POLICY

The Town recognizes that mobile phones have become a common tool for communication. Students' use of mobile phones during program hours creates major distractions to the learning environment. The mobile phones are also vulnerable to theft.

Students can have mobile phones; however, phones must be turned off and stored out of sight during program hours. Phones may not be used to talk, take pictures, play games, record, or text during program hours.

If a student violates the mobile phone policy, the Town will enforce the following consequences:

- **First Infraction:** The student's mobile phone will be taken away by Town Staff and returned to the student at the end of the day as they leave the program site. Confiscated mobile phones and electronic devices will not be returned to the students under any circumstances prior to them leaving the program site for the day.
- **Second Infraction:** The student's mobile phone taken away by Town Staff and placed at the front desk until a parent comes to retrieve it at the time that they pick the student up for the day.
- **Third Infraction:** The student will no longer be allowed to bring a mobile phone to the youth program or will be removed from the youth program.

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