

Town of Medley



School Bus Transportation, Before School, After School, and Summer Camp Programs **Parent Handbook** *(4 – 12 years of age)*

Mission

The Town of Medley is committed to provide quality services that meet the needs of children and their families. Our programs incorporate social and cultural opportunities that promote learning and self-esteem necessary for life-long success.

Program Hours & Procedures

BEFORE SCHOOL PROGRAM:

The Before-School Program will take place at the Tobie Wilson Recreation Center and follows the Miami-County Public School Calendar, Program operates from 6:00AM until the child boards the school bus. Transportation is available from the program to the following schools:

- Miami Springs Senior High School – 751 Dove Avenue
 - Pick up - 6:30am
- Springview Elementary School – 1122 Bluebird Avenue
 - Pick up - 7:15am
- AIE Charter School – 1080 LaBaron Drive
 - Pick up - 7:15am
- Miami Springs Middle School – 150 S. Royal Poinciana Blvd.
 - Pick up - 8:10am

AFTER SCHOOL PROGRAM

The After-School Program will take place at the Medley Town Hall and follows the Miami-County Public School Calendar and operates from 2:00PM – 6:00PM. Town transportation is available from school to the after-school program. It is the responsibility of the parent/guardian/authorized individual to pick up the participant before 6:00PM. Only those individuals authorized on the form will be permitted to pick up a participant with a photo ID.

SUMMER/BREAKS

During breaks and summer, program will take place at the Medley Town Hall and will operate from 8:00AM – 6:00PM. Town transportation is available from participants home to the program at approximately 7:15AM. If the participant is dropped off at the program by someone, it is the responsibility of that individual to sign in the participant. It is the responsibility of the parent/guardian/authorized individual to pick up the participant before 6:00PM. Only those individuals authorized on the form will be permitted to pick up a participant with a photo ID.

Enrollment Procedures

RESIDENTS

The School Bus Transportation, Before School, After School, and Summer Camp programs are provided as a free resident benefit for all Medley children. Children and their parents/guardians must be permanent residents of the Town Medley and must be between the ages of 4–12 (child who is 4 years of age must be enrolled in Pre-K).

EMPLOYEES

The School Bus Transportation, Before School, After School, and Summer Camp programs are provided as benefit for all children of Town of Medley employees. Participants must be the child of a Town of Medley Employee and must be between the ages of 4 – 12 (child who is 4 years of age must be enrolled in Pre-K). Employees are responsible for paying \$20 per week for each child that participates in the summer camp program.

Registration will take place at the Medley Town Hall, 7777 NW 72nd Avenue Medley, FL 33166, Mondays through Wednesdays from 7:00AM – 5:00PM and Thursdays from 7:00AM – 4:30PM. Participants must be registered and verified prior to participating in any of the programs.

If a parent/guardian would like to change, add, or delete an individual who is authorized to pick up their child, the changes must be made in writing by the parent/guardian who initially enrolled the child in the program. Verbal, faxed, or emailed changes in authorization will **NOT** be accepted.

Program Staff

Staff members are trained in the areas of child development, behavior management and participate in continued ongoing professional development. In addition, staff are required to clear a background screening.

Description of Services

- Snack (*after school, breaks, & summer camp programs*) - To ensure uniformity and equality, outside food will not be permitted, and special diets will not be provided.
- Lunch (*breaks & summer camp program*) - To ensure uniformity and equality, outside food will not be permitted, and special diets will not be provided.
- Homework Assistance (*after school program*)
- Enrichment Activities (*after school, breaks, & summer camp programs*)
- Indoor and Outdoor Activities (*after school, breaks, & summer camp programs*)
- Arts & Crafts (*after school, breaks, & summer camp programs*)
- Dance (*after school, breaks, & summer camp programs*)
- Drama (*after school, breaks, & summer camp programs*)
- Computer Time (*after school, breaks, & summer camp programs*)
- Special Events (*after school, breaks, & summer camp programs*)
- Awards/Incentives (*after school, breaks, & summer camp programs*)
- Fieldtrips (*summer camp*)

Code of Conduct and Behavior Expectations

To ensure a safe and pleasurable environment is maintained, all parents/guardians and participants are expected to display appropriate behavior.

- Participants will always be under staff supervision and are not permitted to leave their assigned group without a staff member.
- Appropriate attire/shoes are required.
- Please do not arrive prior to program start, as no supervision is available.
- The use of vulgar, harsh, aggressive, or discriminatory language, gestures or actions toward others is not acceptable.
- Harassment or bullying of any kind towards another participant and/or staff will not be tolerated.
- Careless or abusive use of items that belong to the Town or other persons that could result in the damage to such properties will not be tolerated.
- At no time will a parent/guardian or any other person be authorized to approach another participant should a situation arise. Parents/guardians must inform staff if there are any issues.
- All parents/guardians/authorized persons must be punctual when picking up a participant at the end of each day.

Discipline Procedures

If an inappropriate behavior or action against the Town's Code of Conduct Policy is observed; preventive, corrective or disciplinary action will be taken immediately. The following measures will be taken:

(steps may be eliminated depending on the severity of the behavior:

- Step 1 – Written Warning
- Step 2 – Written Warning and conference with parent/guardian
- Step 3 – Suspension of all program privileges, length is based on the severity of the behavior
- Step 4 – Expulsion of all program privileges

Health & Safety

DRESS CODE

Participants should wear comfortable clothing and closed toe shoes suitable for active play. Participant's dress code applies to all activities, however on pool/water days and some fieldtrips additional items may be required. On pool/water days please make sure your child brings a towel, bathing suit, sunscreen, and a change of clothing and shoes in a bag with their name clearly marked. Medley Camp t-shirts are required to be worn on **ALL** field trip days or when traveling off site.

FIRST AID & MEDICATIONS

Staff is required to maintain current certifications in CPR (Cardiopulmonary Resuscitation) and First Aid. Due to unknown allergies or reactions to certain types of first aid supplies, the staff will only use water to clean minor injuries, apply ice, and cover with a band-aid as needed. Upon Pick up, parent/guardian/authorized person will be notified of all injuries, regardless of severity. In the event a Participant's injury is severe and requires attention beyond basic first aid, paramedics and parents/guardians will be contacted immediately. In the event transportation to the hospital is required and a parent/guardian/authorized person cannot make it to the site where the incident occurred, a staff member will accompany the child.

Medication will not be administered by staff for any reason. If a child is sick, they will not be allowed to use any of the programs. If a child has severe allergies and is required to carry an Epi-pen, a copy of the medical prescription must be presented to keep on file. The child will be required to carry the Epi-pen at all times. In the event a severe reaction occurs, a staff member who has been previously trained on the use of an Epi-pen will be permitted to assist with the administration.

Field Trips and Transportation

The following transportation guidelines must be adhered to ensure the safety of the drivers and all passengers:

- Participants should remain seated while the bus is in motion
- Seat belts must be worn
- Arms, hands, and feet must remain inside of the bus
- At no time should items be thrown inside the bus or outside through the window
- Aisles are always to be kept clear. Body parts, backpacks and other items must be under the seats or placed appropriately
- Use of profane or vulgar language will not be tolerated
- No physical contact of any kind
- Shouting, loud music or loud sudden noises will not be permitted
- Pencils, pens, or other sharp objects are not permitted on the bus, unless stored inside of a closed book bag or purse
- Participants must go straight to the bus at the end of the school day, activity, or program. The bus will depart no more than 10 minutes after school, activity, or program end
- If a child is detained after school for any reason, it is the responsibility of the Parent or Guardian to pick the child up
- Participants must be ready before the bus is scheduled to arrive. The bus driver will not wait for participants to get ready

Important Contact Information

- Before School Program
 - Direct Line (Tobie Wilson Park): 305-887-0140
- After School/Summer Camp Program
 - Direct Line (Town Hall): 305-887-9541, ext. 115
 - Email: aftercare@townofmedley.com

- Social Services and Parks and Recreation Clerk (direct program supervisor), Yenny Lorenzo
 - Mobile: 786-519-5696
 - Email: Ylorenzo@townofmedley.com
- Social Services and Parks and Recreation Director, Lizmari Valido
 - Work: 305-887-9541, ext. 131
 - Mobile: 305-525-7099
 - Email: Lvalido@townofmedley.com

Questions or Concerns about the Program

We take all questions and concerns seriously and will address them in the appropriate manner. It is our goal to maintain positive relationships with parents and guardians to ensure we are providing programs that meet a high-quality level for your children. If you have a concern regarding any of the programs please contact the Social Services and Parks and Recreation Director, Lizmari Valido (refer to contact information)

- ☐ Town of Medley Resident
☐ Town of Medley Employee



2020-2021 – School Year

School Bus Transportation, Before School, After School, and Summer Camp Program Enrollment Form
(4 – 12 years of age)

CHILD INFORMATION

Child's Name: _____ Date of Birth: _____
 Gender: _____ Shirt Size: _____ Student ID: _____
 Current School: _____ Grade: _____ In-person or Virtual: _____
 Home Address: _____ Phone Number: _____
 Physician's Name: _____ Physician's Phone #: _____
 Physician's Address: _____
 Allergies: _____
 Medical Condition: _____

Please let us know if there is any additional information that would be helpful to ensure your child is able to fully enjoy a positive experience in our program.

PARENT/GUARDIAN INFORMATION

Parent / Guardian: _____ Relationship: _____
 Home Address: _____
 Phone #(s): _____ Email Address: _____
 Parent / Guardian: _____ Relationship: _____
 Home Address: _____
 Phone #(s): _____ Email Address: _____

In addition to the Parents/Guardians, the following adults are authorized to pick up the child from the program.

1. Name: _____ DOB: _____
 Relationship: _____ Phone#(s): _____
 2. Name: _____ DOB: _____
 Relationship: _____ Phone#(s): _____
 3. Name: _____ DOB: _____
 Relationship: _____ Phone#(s): _____
 4. Name: _____ DOB: _____
 Relationship: _____ Phone#(s): _____
 5. Name: _____ DOB: _____
 Relationship: _____ Phone#(s): _____
 6. Name: _____ DOB: _____
 Relationship: _____ Phone#(s): _____

The Town of Medley is a public entity that is subject to Florida's Public Records Act. As such, most written communications to or from Town officials regarding Town business, including this application, are public records, and are available to the public and media upon request unless the information requested is exempt or confidential under the law. If you believe any of the information provided in this application is exempt from disclosure under the Public Records Act, please indicate it by filling out the information requested below.

I, _____, qualify for an exemption under the Public Records Act because _____, and, as such, I am requesting that the following information be removed from public disclosure in accordance with Florida law: _____

I, _____, certify that the information I have provided is accurate. I understand that all information will be verified and if it is found that I have knowingly provided false information, all Town of Medley services and privileges will be revoked indefinitely for the entire household.

Parent / Guardian Signature: _____ Date: _____

Town of Medley

Release and Waiver of Liability Agreement

As the parent or guardian of a minor child participating in a Town of Medley sporting, entertainment or other activity or event, or as the parent or guardian of a minor child participating as a user of any facility, premises, or equipment, owned, operated or in the possession of the Town of Medley, I hereby waive any claim, cause, action and/or damage against the Town of Medley and/or any of its parent entities, subsidiaries, affiliates, agents, servants, contractors, officers, owners and employees, (all entities hereinafter collectively referred to as "Medley" throughout this document) said claim, cause, action or damage hereafter arising from any and all injuries or damages whatsoever to said child, which said injury or damage whatsoever is sustained while under the supervision/custody of Medley; upon said facilities or premises being used by medley; while using equipment owned, operated and/or in the possession of Medley; participating in any Medley activities programs or events; and or while being transported to or from any activity, program or event involving Medley regardless of whether such injury or damage is caused in whole or in part by the negligence (whatever form or negligence) or Medley or its agents, subcontractors, independent contractors, owners, officers, servants or employees.

Further, I do covenant to indemnify, hold harmless and defend Medley, and its agents, subcontractors, independent contractors, owners, officer, servants or employees from any claim, cause, action, liability or damages hereafter arising out of any injury or damage to said child, regardless of whether such injury/damage to said child is caused in whole or in part by negligence (whatever form of negligence) of Medley.

This Agreement shall be governed by the law of the State of Florida. Any action arising out of or related to this Agreement shall be brought exclusively in the state or federal courts located in Miami-Dade County, Florida and the party's consent to the exercise jurisdiction by said courts. The parties agree that in the event of any dispute in any way relating to or arising out of this Agreement, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of attorney's fees and costs.

I hereby give permission for Medley to call my child's physician and/or to arrange for emergency service technician response or for transportation to a hospital, in the event of any injury or illness to my child, although I understand that if same occurs, Medley is only performing same as to protect the child and Medley assumes no responsibility to do so.

I hereby give permission for the Town of Medley to use pictures of my child in the furtherance of its business, including but not limited to advertising, promotional products websites, etc.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A C ONTRACT BETWEEN MYSELF AND THE TOWN OF MEDLEY AND SIGN IT AT MY OWN FREE WILL.

READ, UNDERSTOOD, AND AGREED TO this _____ day of _____, 20_____.

Child's Name _____

Parent/Guardian Name: _____ Parent or Guardian's Signature: _____

Acknowledgement of Receipt

I, _____ have received the School Bus Transportation, Before School, After School, and Summer Camp Programs Parent Handbook. I understand and agree that it is my responsibility to read and comply with all policies and procedures contained in this handbook.

Parent/Guardian's Name

Parent/Guardian Signature

Child's Name

Date

RELEASE OF LIABILITY, HOLD HARMLESS & INDEMNIFICATION AGREEMENT, & PHOTO RELEASE

SOCIAL SERVICES AND PARKS AND RECREATION PROGRAMS AND FACILITIES

This Release of Liability, Hold Harmless and Indemnification Agreement, and Photo Release ("Agreement") is executed by the below-named person, individually, or as the parent and/or legal guardian (the "Guardian") of the below-named minor child, (in either case, the "Participant"), in favor of the **Town of Medley, Florida** and its elected/appointed officials, directors, employees, officers, and agents (the "Town"). The Participant is participating in or utilizing the gym and recreational facilities at the Town's Tobie Wilson Park. The Participant, and if the Participant is a minor, the Guardian on behalf of Participant, acknowledges and agrees that:

1. Participant is willingly and voluntarily participating in or utilizing the Town's gym and recreational facilities with knowledge of the dangers involved. Participant acknowledges that participation or use of the Town's gym or recreational facilities may involve risk to Participant's personal safety and carries with it the potential for injury, death, and property loss. Participant understands that the Town makes no guarantees that the Town's gym or recreational facilities are free of hazards, including by way of example and not limitation, those associated with terrain, facilities, equipment, weather, Participant's personal health, or the actions of others, and makes no guarantee ensuring Participant's personal safety. Participant hereby agrees to expressly assume and accept any and all risks of injury, illness, or death which in any way arise out of such use of the gym and recreational facilities.
2. Novel coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. The Town has put in place preventative measures to reduce the spread of COVID-19; however, the Town cannot guarantee that Participant or any other person, will not become infected with COVID-19. Further, attending or utilizing the gym and recreational facilities or visiting Town facilities may increase Participant's risk of contracting COVID-19. Participant acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that Participant may be exposed to or infected by COVID-19 by visiting or utilizing the Town gym and recreational facilities and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death of Participant or others.
3. Participant hereby assumes all of the risks of participating in and utilizing the Town gym and recreational facilities or by visiting Town facilities, including but not limited to risks that are both known and unknown, human and environmental, even if such risks arise from Participant's own negligence or the negligence of the Town or the negligence of others.
4. Participant understands that participating in and utilizing the Town's gym and recreational facilities and programming is voluntary and that the Participant is not required to participate or utilize such facilities. Participant agrees to abide by the Town's safety policies and procedures, criteria and requirements in addition to all safety instructions and directions provided by Town personnel during recreational activities and programming.
5. Participant, for himself/herself and on behalf of his/her beneficiaries, heirs, assigns, personal representatives, and next of kin hereby releases and holds harmless and covenants to defend and indemnify the Town with respect to any and all injury, illness, disability, death, loss or damage to Participant or Participant's property arising out of or in any way connected to Participant's participation in or utilization of the Town's gym and recreational facilities or programming or visiting Town facilities, whether resulting from Participant's negligent act or omission or the act or omission of any other person or any act or omission of the Town, including, but not limited to the negligent acts or omissions of the Town.
6. Participant declares himself/herself to be physically sound and suffering from no condition, impairment, disease, infirmity, or other illness that would prevent participation in Town's recreational activities and programming. Participant hereby acknowledges that it is recommended that a physician's approval be obtained in advance of participation in an exercise/fitness activity or in the use of exercise equipment and machinery. Participant also acknowledges that it is recommended that Participant have a yearly or more frequent physical examination and consultation with Participant's physician as to physical activity, exercise, and use of exercise and training equipment so that Participant might have recommendations concerning these fitness activities and equipment use. Participant acknowledges that Participant has either had a physical examination or has been given a physician's permission to participate, or that Participant has decided to participate without the approval of Participant's physician, and does hereby assume all responsibility for Participant's participation in Town programming and activities.
7. In case of emergency, the Town is authorized to seek medical treatment and transportation for Participant from such physicians, hospitals and ambulance services as may be chosen by Town in its reasonable discretion (note: the physician(s), hospital(s), and ambulance service(s) selected by the Town may not be the Participant's preference). Participant acknowledges that the Town has no obligation to seek such treatment or transportation. Participant hereby consents to receive medical treatment, which may be deemed advisable in the event of injury, accident and/or illness during the Program. Participant understands that Participant is responsible for furnishing health insurance in case of injury or illness and accepts full financial responsibility for payment of any and all medical services. Participant hereby releases and forever

discharges the Town from any claim whatsoever that arises or may arise on account of any first aid, treatment or service rendered to Participant in connection with the Town, its Social Services Department and Parks and Recreation Department, and related recreational facilities, programming and activities.

8. Participant also acknowledges that the Town and its contractors, partners and/or sponsors may use photographs, video or film for educational, informational or promotional purposes, and Participant hereby grants the Town and its contractors, partners and sponsors permission to include images of Participant or Participant's likeness for any purpose with no compensation or liability.
9. Participant agrees to defend, indemnify, and hold the Town harmless from and against any and all claims, demands and causes of action of whatsoever kind or nature sustained by the Town arising out of, or by reason of, or resulting from the activities and programming contemplated by this Agreement, and from and against any and all resulting losses, costs, expenses, attorney's fees, liabilities, damages, orders, judgments, and decrees in connection with this Agreement and the activities contemplated herein, regardless of Town's negligence or the negligence of Town's agents, servants or employees.
10. Participant understands that this Release and Waiver is intended to be as broad and inclusive as permitted by the laws of the state of Florida and agrees that if any clause or provision of this Release and Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not affect the remaining provisions of this Release and Waiver.

NOTICE TO THE MINOR CHILD'S NATURAL OR LEGAL GUARDIAN

READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT, EVEN THOUGH THE TOWN USES REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM THE TOWN IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND THE TOWN HAS THE RIGHT TO REFUSE TO LET YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.

I HAVE READ, FULLY UNDERSTAND, AND ACCEPT THIS RELEASE OF LIABILITY, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT, AND PHOTO RELEASE, AND I SIGN THIS FORM ON MY OWN FREE WILL.

Participant's Name (Print) _____

Participant's Signature _____ Date _____
(or, if Participant is a Minor Child, Signature of Parent or Legal Guardian)

Parent or Legal Guardian's Name (if Participant is a Minor Child) _____

Address _____

Town _____ State _____ Zip _____