

- Town of Medley Resident
- Town of Medley Employee



2020 – Summer Camp
(5 – 12 years of age)

CHILD INFORMATION

Child's Name: _____ Gender: _____ Shirt Size: _____

Date of Birth: _____ Current School & Grade: _____

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: _____

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

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 recreational activities and programming sponsored/hosted by the Town Social Services Department and Park and Recreation Department. 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 the Town's recreational activities and programming with knowledge of the dangers involved. Participant acknowledges that participation in these activities 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 recreational activities and programming 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 recreational activities and programming.
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 Town-sponsored activities 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 attending Town activities or visiting Town 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 all activities sponsored by the Town or 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 the Town's recreational activities and programming is voluntary and that the Participant is not required to participate. 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 Town activities 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 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.

Parent/Guardian's Name

Parent/Guardian Signature

Child's Name

Date

Address (City) (State) (Zip Code)

Acknowledgement of Receipt

I, _____ have received the After School, Summer Camp, and School Bus 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

Town of Medley



COVID-19
Summer Camp Program - Parent Handbook
2020
(5 – 12 years of age)

Our program's procedures and information has changed, so we ask for everyone to please read information carefully.

Mission

The Town of Medley is continuously monitoring COVID-19 and is following all recommended guidelines from Miami-Dade the County. The Town will continue to provide quality services that meet the needs of children and their families while maintaining and following all new guidelines.

Hours of Operation

- July 6, 2020 – August 21, 2020
- Mondays through Fridays from 8:00AM – 6:00PM.
- Arrival (Car line drop off) – 8:00AM – 10:00AM
- Dismissal (Car line pick up) – 4:00PM – 6:00PM

Locations

8:2 child to staff ratio at each location:

- Town Hall - Child Care Program
- Tobie Wilson Park

Important Contact Information

- Summer Camp Program
 - Direct Line (Town Hall): 305-887-9541, ext. 115
 - Direct Line (Tobie Wilson Park): 305-887-0140
 - 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

Program Staff

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

Enrollment Procedures

Registrations can be picked up in person at the Medley Town Hall, 7777 NW 72nd Avenue Medley, FL 33166, Monday through Thursday between 7:00AM – 12:00PM. Deadline to submit original registration and supporting documentations is June 25, 2020 by 12:00PM

Requirements and Selection

- 16 participants only
- Permanent residents of the Town Medley
- Participants must be between the ages of 5–12 (child who is 5 years of age must be enrolled in Kindergarten).
- Enrollment period between June 17th – June 25th
- All Guardians must provide documentation from their employer showing they are both employed and working during the summer
- Guardians must obtain a doctor's release for the child to participate in the program
- If the Town receives **more than 16 qualifying registrations** lottery will be used to determine participants
 - Lottery to take place on June 30, 2020 (per parent not per child, 1 parent may have 3 kids)
- If the Town receives **less than 16 qualifying registrations**, Employees will be allowed to register their child, on a first come first serve basis
 - Participants must be the child of a Town of Medley Employee and must be between the ages of 5-12 (child who is 5 years of age must be enrolled in Kindergarten) Employees are responsible for \$20 per week for each child that participates in the summer camp program

Attendance

- Due to limited capacity and high demand, on the participant's 3rd absence, participation privileges will be revoked for the remainder of the summer
 - Opportunity will be given to next on waiting list

Arrival Procedures

- Tobie Wilson parking lot
- Car line drop off from 8:00AM – 10:00AM ONLY
- Temperature checks and medical questionnaire
- Parents must not get off vehicle

Dismissal Procedures

- Tobie Wilson parking lot
- Car line pick up from 4:00PM – 6:00PM ONLY
- Parents must not get off vehicle
- To avoid contamination staff will fill out sign out information for each child during dismissal
- Only those individuals authorized on the form will be permitted to pick up a participant with a photo ID, as previously provided by the Parent/Guardian in the authorization section
- If a Parent or 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 or Guardian who initially enrolled the child in the program. Verbal, faxed or emailed changes in authorization will **NOT** be accepted under any circumstance

Description of Services

Activities will be accomplished while maintaining social distance and following all recommended CDC guidelines

- Lunch and snacks
 - To ensure uniformity and equality, outside food will not be permitted, and special diets will not be provided
- Enrichment Activities
- Indoor and Outdoor Activities
- Arts & Crafts
- Dance
- Drama
- Computer Time
- Special Events
- Awards/Incentives

Health & Safety

PERSONAL PROTECTION EQUIPMENT (PPE)

- Children must wear facial covering while in the program
- Those involved in strenuous activity can remove their mask while maintaining adequate social distancing
- It is the responsibility of the parent/guardian to provide facial covering for participant
- Wipes, soaps, gloves, and other supplies will be available during the length of the program

TEMPERATURE AND MEDICAL CHECKS

- Temperature and CDC health screening questions at arrival
- If temperature is over 100.4F child will not be allowed to participate
- Children who appear to have flu-like symptoms or other symptoms related to COVID-19 during the day, will be separated from others, and must be picked up immediately
- Under no circumstance will a participant who tested positive for COVID-19 return to the program until the participant is cleared by a medical professional as being COVID-19 negative

FIRST AID/ INJURIES

Staff is required to maintain current certifications in CPR (Cardio Pulmonary 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

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.

Dress Code

Appropriate attire and personal hygiene ensure a positive environment for participants and staff. Participants should wear comfortable clothing and closed toe shoes suitable for active play.

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 be under staff supervision at all times and are not permitted to leave their assigned group without a staff member
- Appropriate attire/shoes are required
- All participants are responsible to bring and wear their facial coverings
- No supervision before or after hours of operation
- 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
- Emergency contact and personal information must be accurate and up to date on all forms.
- 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. The following measures will be taken in the event a participant continues to be picked up after the closing time:
(steps may be eliminated depending on the circumstance)
 - Step 1 - Written Warning
 - Step 2 - Written Warning and conference with parent/guardian
 - Step 3 - Suspension of all program privileges for a period of 5 business days
 - Step 4 –Expulsion of all program privileges
- On the participant's 3rd absence, participation privileges will be revoked for the remainder of the summer

Discipline Procedures

If an inappropriate behavior 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

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 the Summer Camp Program please contact the Social Services and Parks and Recreation Director, Lizmari Valido (refer to contact information).

- Residente de la Ciudad de Medley
- Empleado de la Ciudad de Medley



2020 – Campamento de Verano
(5 – 12 años de edad)

INFORMACIÓN SOBRE EL NIÑO

Nombre del Niño: _____ Género: _____ Talla de Camisa: _____

Fecha de Nacimiento: _____ Escuela y Grado: _____

Dirección de la casa: _____ Número de teléfono: _____

Nombre de Doctor: _____ Teléfono del Doctor: _____

Dirección del Doctor: _____

Alergias: _____

Condición Médica: _____

Favor de dejarnos saber si hay información adicional que nos pueda ayudar a asegurar que su niño pueda divertirse y tener una experiencia positiva en nuestro programa.

INFORMACION DEL PADRE/GUARDIAN

Padre / Guardián: _____ Relación: _____

Dirección de la casa: _____

Numero(s) de teléfono: _____ Correo Electrónico: _____

Padre / Guardián: _____ Relación: _____

Dirección de la casa: _____

Numero(s) de teléfono: _____ Correo Electrónico: _____

Aparte de los Padres/Guardianes, las siguientes personas están autorizadas recoger al niño/niña del programa.

1.Nombre: _____ Fecha de Nacimiento: _____
 Relación: _____ Número(s) de Teléfono: _____

2.Nombre: _____ Fecha de Nacimiento: _____
 Relación: _____ Número(s) de Teléfono: _____

3.Nombre: _____ Fecha de Nacimiento: _____
 Relación: _____ Número(s) de Teléfono: _____

4.Nombre: _____ Fecha de Nacimiento: _____
 Relación: _____ Número(s) de Teléfono: _____

5.Nombre: _____ Fecha de Nacimiento: _____
 Relación: _____ Número(s) de Teléfono: _____

6.Nombre: _____ Fecha de Nacimiento: _____
 Relación: _____ Número(s) de Teléfono: _____

La Ciudad de Medley es una entidad pública que está sujeta a la Ley de Registros Públicos (Public Records Act) de la Florida. Como tal, la mayoría de las comunicaciones escritas hacia o desde los funcionarios de la ciudad con respecto a los negocios de la ciudad, incluyendo esta aplicación, son registros públicos y están disponibles para el público y los medios a petición a menos que la información solicitada esté exenta o sea confidencial según la ley. Si usted cree que parte de la información provista en esta aplicación está exenta de divulgación bajo la Ley de Registros Públicos (Public Records Act), indíquelo completando la información solicitada a continuación.

Yo, _____ califico para una exención bajo la Ley de Registros Públicos (Public Records Act) porque _____ y, como tal, solicito que se elimine la siguiente información de la divulgación pública de acuerdo con la ley de Florida _____.

Yo, _____, certifico que la información que yo he proveído es correcta. Yo entiendo que toda la información será verificada y si se encuentra que yo he dado información falsa, todos los servicios y privilegios proveídos por la Ciudad de Medley serán revocados infinitamente para todas las personas en ese hogar.

Firma: _____ Fecha: _____

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

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 recreational activities and programming sponsored/hosted by the Town Social Services Department and Park and Recreation Department. 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 the Town's recreational activities and programming with knowledge of the dangers involved. Participant acknowledges that participation in these activities 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 recreational activities and programming 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 recreational activities and programming.
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 Town-sponsored activities 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 attending Town activities or visiting Town facilities and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death of Participant or others.
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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 Town activities 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.
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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.
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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.

Parent/Guardian's Name

Parent/Guardian Signature

Child's Name

Date

Address (City) (State) (Zip Code)

Reconocimiento de Recibo

Yo, _____ he recibido el Manual de Padres del Programa Después de Clases, Campamento de Verano y Programa de Transporte Escolar. Entiendo y acepto que es mi responsabilidad leer y cumplir con todas las pólizas y procedimientos contenidos en este manual.

Nombre del Padre/Guardian

Firma del Padre/Guardian

Nombre del Niño(a)

Fecha

Town of Medley



COVID-19
Campamento de Verano - Manual de Padres
2020
(5-12 años de edad)

Nuestros procedimientos e información sobre nuestro programa han cambiado, pedimos a todos que lean toda la información con cuidado.

Misión

La Ciudad de Medley continúa monitoreando COVID-19 y todas las recomendaciones del condado Miami-Dade. Durante este tiempo la Ciudad seguirá proveyendo programas de calidad que satisfacen las necesidades de los participantes y sus familias, mientras se mantienen y se sigan todas las nuevas recomendaciones y guías.

Horario de Operación

- 6 de julio del 2020 – 21 de agosto del 2020
- Lunes a viernes de 8:00AM – 6:00PM
- Llegada (línea de carro) – 8:00AM – 10:00AM
- Despedida (línea de carro) – 4:00PM – 6:00PM

Ubicación

Proporción de 8:2 niño por empleado en cada ubicación:

- Town Hall – Programa de Cuidado de Niños
- Tobie Wilson Park

Información de Contacto Importante

- Programa de Verano
 - Línea Directa (Ayuntamiento): 305-887-9541, ext. 115
 - Línea Directa (Tobie Wilson Park) – 305-887-0140
 - Correo Electrónico: aftercare@townofmedley.com
- Social Services and Parks and Recreation Clerk (Supervisora directa del programa), Yenny Lorenzo
 - Celular: 786-519-5696
 - Correo Electronico: Ylorenzo@townfomedley.com
- Social Services and Parks and Recreation Director, Lizmari Valido
 - Oficina: 305-887-9541, ext. 131
 - Celular: 305-525-7099
 - Correo Electronico: Lvalido@townofmedley.com

Empleados del Programa

Todos los empleados son entrenados en las áreas del desarrollo de niños, manejo de comportamiento y participan en entrenamiento continuo del desarrollo profesional. Además, todos los empleados están obligados a pasar una verificación de antecedentes penales.

Procedimiento de Registración

Registros estarán disponibles en el Ayuntamiento de la Ciudad de Medley, 7777 NW 72nd Avenue, Medley, FL 33166, lunes a jueves, entre 7:00AM – 12:00PM. Fecha tope para entregar registración y documentos es a las 12:00PM del 25 de junio del 2020.

Requisitos y Selección

- 16 participantes solamente
- Residentes permanentes de la Ciudad de Medley
- Participantes debe tener 5-12 años (niño que tenga 5 años de edad tiene que estar registrado en Kindergarten)
- Periodo de registración entre el 17 de junio – 25 de junio
- Guardianes tienen que proveer documentación enseñando que los dos están empleados y trabajan durante el verano
- Guardianes tienen que obtener una autorización del médico de su niño autorizando a que participe en el programa
- Si la Ciudad recibe **más de 16 registraciones elegibles**, una lotería determinara los participantes
 - Lotería se llevará a cabo el 30 de junio del 2020 (por padre no por hijo, 1 padre puede tener 3 hijos)
- Si la Ciudad recibe **menos de 16 registraciones elegibles**, se permite que empleados registren a sus hijos, por orden de llegada
 - Participantes tienen que ser hijo/hija de un empleado de la Ciudad de Medley y tener 5-12 años (niño que tenga 5 años de edad tiene que estar registrado en Kindergarten) Empleados serán responsables de pagar \$20 por semana por niño que participe en el programa de verano

Asistencia

- Debido a capacidad limitada y la alta demanda, cuando el participante tenga su tercera ausencia, se revocarán los privilegios de participación por el resto del verano

- Oportunidad se dará al siguiente en la lista de espera

Procedimiento de Llegada

- Parqueo Tobie Wilson
- Línea de carro de 8:00AM – 10:00AM SOLAMENTE
- Chequeo de temperatura y preguntas medicas
- Guardianes no pueden salir del vehículo

Procedimiento de Salida

- Parqueo Tobie Wilson
- Línea de carro de 4:00PM – 6:00PM SOLAMENTE
- Padres no pueden salir del vehículo
- Solo aquellas personas autorizadas en la registraci3n ser3n permitidas recoger al participante con identificaci3n, empleado firmara papel de despedida
- Si el padre/guardi3n desea cambiar, agregar o eliminar a alguien de la lista de persona autorizadas a recoger al participante, los cambios tienen que ser hechos por escrito por el padre/guardi3n que inicialmente inscribi3 al participante en el programa. Autorizaci3n verbal, mandada por fax, o por correo electr3nico **NO** ser3 aceptada

Descripci3n de Servicios –

- Almuerzo y merienda
 - Para tener uniformidad e igualdad, comida de afuera no ser3 permitida y dietas especiales no ser3n ofrecidas
- Actividades de enriquecimiento
- Actividades dentro y afuera
- Artes manuales
- Baile
- Drama
- Uso de computadoras
- Eventos especiales
- Premios/Incentivos

Salud y Seguridad

EQUIPO DE PROTECCION PERSONAL (PPE)

- Ni3os deben de ponerse coberturas faciales cuando est3n en el programa
- Aquellos que est3n participando en actividades f3sicas pueden quitarse su m3scara mientras mantienen distancia adecuada
- Es la responsabilidad del guardi3n a proveer cobertura facial para el participante
- Toallitas, jabones, guantes y otros suministros estar3n disponibles durante la duraci3n del programa

CHEQUEOS DE TEMPERATURA Y PREGUNTAS MEDICAS

- Chequeos de temperatura y preguntas de salud del CDC a la llegada
- Si temperatura es mas de 100.4 F el ni3o/ni3a no podr3 participar
- Ni3os que parecen tener s3ntomas durante el d3a, similares al Flu o s3ntomas relacionados a COVID-19 ser3n separados de los dem3s y deben ser recogidos de inmediato
- En ninguna circunstancia un participante que dio positivo para COVID-19 regresara al programa hasta que un profesional medico lo autorice como negativo para COVID-19

PRIMEROS AUXILIOS y MEDICAMENTOS

Empleados est3n requeridos a mantener certificaciones actuales en Resucitaci3n Cardiopulmonar (CPR) y Primeros Auxilios. Debido a las alergias desconocidas o reacciones a ciertos tipos de toallitas, jabones, guantes y otros suministros estar3n disponibles durante la duraci3n del programa suministros de primeros auxilios, los empleados solo utilizaran agua para limpiar heridas, aplicar hielo y cubrir con una venda si es necesario. Padres/guardianes/personas autorizadas ser3n notificados de todas las heridas, independientemente de la gravedad cuando el participante sea recogido. En caso de que una herida sea severa y requiera atenci3n m3s all3 de los primeros auxilios b3sicos, los param3dicos y los padres/guardianes ser3n contactados inmediatamente. En el evento que un padre/ guardi3n/persona autorizada no pueda llegar al sitio donde el incidente ocurri3, un empleado acompa3ara al participante si el participante necesita ser transportado a un hospital.

MEDICAMENTOS

No medicamentos ser3n administrados por los empleados bajo ning3n motivo. Si un participante est3 enfermo, este no

podrá asistir ningunos de los programas. Si un Participante sufre de alergia severa y requiere llevar un “Epi-Pen”, este debe presentar una copia de la receta médica para mantener en el archivo. El participante estará obligado a traer el “Epi-Pen” consigo en todo momento. En caso de que ocurra una reacción severa, un empleado que haya sido previamente entrenado en el uso del “Epi-Pen” se le permitirá para ayudar al niño con la administración de la inyección.

Código de Vestimenta

Higiene personal y vestimenta apropiada asegura un ambiente positivo para los participantes y empleados. Los niños deben de usar ropa cómoda y zapatos cerrados para jugar activamente.

Código de Conducta y Expectativas de Comportamiento

Para poder asegurar que un ambiente seguro y agradable es mantenido, se espera que todos los padres/guardianes y participantes mantengan un comportamiento apropiado.

- Participantes del programa estarán supervisados en todo momento y no estarán permitidos a abandonar su grupo asignado sin un empleado del programa
- Vestuario/zapatos apropiado es requerido
- Participantes tienen que traer y ponerse coberturas faciales
- No se puede llegar antes que el programa comience, ya que no habrá supervisión disponible.
- El uso de lenguaje, gestos y acciones vulgares, fuertes, agresivas o discriminantes, no serán tolerado
- Acoso o intimidación de cualquier tipo hacia otro niño y/o empleado no será tolerado.
- El uso descuidado o abusivo de artículos que pertenezcan a la Ciudad u otras personas que puedan resultar en daños a dichas propiedades, no será tolerado
- Contactos de emergencia e información personal tiene que ser precisa y actualizada en todos los formularios
- Bajo ninguna situación un Padre/guardián será autorizado a aproximarse a otro niño. padres/guardianes tienen que informarle a un empleado del programa en caso de que cualquier situación ocurra.
- Todos los padres/guardianes/personas autorizadas tienen que recoger los participantes puntualmente al final de cada día. Las siguientes medidas serán utilizadas en caso de que recojan a los participantes pasada la horade cierre (pasos pueden ser eliminados dependiendo en la circunstancia)
 - Paso 1- Advertencia por escrito
 - Paso 2- Advertencia por escrito y conferencia con los padres/guardianes
 - Paso 3. Suspensión de los privilegios de asistencia a los programas por un periodo de 5 días laborales.
 - Paso 4. Expulsión de los privilegios de asistencia a los programas.
- Cuando el participante tenga su tercera ausencia se revocará los privilegios de participación por el resto del verano

Procedimiento de Disciplina

Si se observa un comportamiento inadecuado; acciones preventivas, correctivas o disciplinarias se tomarán de inmediato.

Los siguientes pasos disciplinarios serán utilizados:

(pasos pueden ser eliminados dependiendo de la gravedad del comportamiento)

- Paso 1- Advertencia por escrito
- Paso 2- Advertencia por escrito y conferencia con los padres/guardianes
- Paso 3- Suspensión de los privilegios de asistencia a los programas, tiempo de suspensión será basada en la gravedad del comportamiento.
- Paso 4. Expulsión de los privilegios de asistencia a los programas.

Preguntas y/o Comentarios sobre el Programa

Todas las preguntas y/o comentarios acerca de cualquier programa serán tomados y tratados de una manera apropiada. Nuestro objetivo es mantener relaciones positivas con los padres/guardianes para garantizar que los programas cumplan con un alto nivel de calidad para sus hijos. Si usted tiene alguna pregunta o comentario respecto al Campamento de Verano favor de contactar a la Directora de Servicios Sociales y Parques y Recreación, Lizmari Valido (referirse a la información de contacto).