

- ☐ Town of Medley Resident  
☐ Town of Medley Employee



**2026 - 2027 – 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: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
 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): \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

## **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 and Parks 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. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.**

READ, UNDERSTOOD, AND AGREED TO this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Child's Name \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent or Guardian's Signature: \_\_\_\_\_

# 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 providing high-quality services and programs designed to meet the diverse needs of children and their families. We strive to create a safe, inclusive, and supportive environment where every child can thrive. Our programs go beyond basic care by incorporating social, cultural, and educational opportunities that encourage creativity, build confidence, and develop critical life skills. Through these initiatives, we aim to foster a sense of belonging, promote lifelong learning, and empower children to succeed both academically and personally.

## Program Hours & Procedures

### CHILDCARE PROGRAM AREA

The childcare area is a restricted zone, accessible only to authorized personnel, including Town of Medley staff and other designated individuals. In situations where access to the childcare area is required, prior authorization from the Social Services and Parks Director or the Childcare Supervisor must be obtained.

### BEFORE SCHOOL PROGRAM:

The Before-School Program will take place at the Town Hall 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 Preparatory Academy, 751 Dove Avenue - **Departs at 6:30am**
- Springview Elementary School, 1122 Bluebird Avenue - **Departs at 7:30am**
- AIE Charter School, 1080 LaBaron Drive - **Departs at 7:30am**

**(Students must arrive 15 minutes prior to the scheduled departure time)**

### AFTER SCHOOL PROGRAM

The After-School Program is held at the Medley Town Hall and follows the Miami-Dade County Public Schools calendar. Program hours are 2:00pm to 6:00pm. Town transportation is provided from school to the After-School Program. Participants receive homework assistance, engage in supervised recreational activities, and enjoy outdoor play.

It is the responsibility of the parent, guardian, or authorized individual to pick up the participant by 6:00pm. Only individuals listed on the participant's authorized pick-up form will be permitted to pick up a child and must present a valid photo ID.

### SUMMER/BREAKS

During summer and scheduled school breaks, the program is held at the Medley Town Hall and operates from **8:00 a.m. to 6:00 p.m.** Participants enjoy a variety of structured recreational, educational, and enrichment activities throughout the day. It is the responsibility of the parent, guardian, or authorized individual to pick up the participant by **6:00 p.m.** Only individuals listed on the participant's authorized pick-up form will be permitted to pick up a child and must present a valid photo ID.

### DROP-OFF AND PICK-UP PROCEDURES

- **Drop off** - Park in a designated parking spot. Do **not** park under the breezeway, as these lanes are reserved for school buses and emergency vehicles only. For safety reasons, children under the age of 13 must be escorted inside by an adult. Do not allow children to exit the vehicle or cross the parking lot on their own.
- **Pick up** - Park in a designated parking spot. Do **not** park under the breezeway, as these lanes are reserved for school buses and emergency vehicles only. A parent or authorized adult must come inside to request their child. Staff will not take children outside or escort them to vehicles. A parent or authorized adult must come inside to request their child. Staff will not take children outside or escort them to vehicles.

## Enrollment Procedures

### RESIDENTS

The School Bus Transportation, Before School, After School, and Summer Camp programs are provided free of charge for all children who reside in the Town of Medley. To be eligible, children must be between the ages of 4 and 12. Children who are 4 years old must be enrolled in Pre-K. In addition, both the child and their parent or guardian must be permanent residents of the Town of Medley.

### EMPLOYEES

The School Bus Transportation, Before School, After School, and Summer Camp programs are provided free of charge for all children of Town of Medley employees. To be eligible, children must be between the ages of 4 and 12. Children who are 4 years old must be enrolled in Pre-K.

Registration will take place at the Medley Town Hall, 7777 NW 72<sup>nd</sup> 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**

- Homework Assistance (*after school program, breaks, & summer camp programs*)
- Enrichment Activities (*after school, breaks, & summer camp programs*)
- STEM & Science Projects (*after school, breaks, & summer camp programs*)
- Arts & Crafts (*after school, breaks, & summer camp programs*)
- Performing Arts (*after school, breaks, & summer camp programs*)
- Indoor & Outdoor Activities (*after school, breaks, & summer camp programs*)
- Computer & Technology Time (*after school, breaks, & summer camp programs*)
- Special Events & Celebrations (*after school, breaks, & summer camp programs*)
- Awards/Incentives (*after school, breaks, & summer camp programs*)
- Fieldtrips (*summer camp*)
- Snack (*after school, breaks, & summer camp programs*) - Candy, nuts, and similar items are not allowed.
- Lunch (*breaks & summer camp programs*) - Candy, nuts, and similar items are not allowed.

(Lunch and snacks) Children may bring their own lunch and snacks as an alternative to Town-provided meals. All food items must be consumed during the designated lunch and snack times only. Candy, nuts, and similar items (such as gum, snacks with nuts, or excessively sugary treats) are not allowed.

### **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.

### **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 they are school supplies and are 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

## **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.

## **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 skipped or modified depending on the severity of the behavior)

- Step 1 – Written Warning
- Step 2 – Written Warning and Conference
- Step 3 – Suspension of program privileges
- Step 4 – Expulsion from programs

## **Important Contact Information**

- Before Care/After School/Summer Camp Program
  - Direct Line (Town Hall): 305-887-9541, ext. 115
- Parks and Recreation Director, Lizmari Valido
  - Work: 305-887-9541, ext. 131
  - Mobile: 786-682-0190
  - Email: Lvalido@townofmedley.com

## **Questions or Concerns about the Program**

We take all questions and concerns seriously and are committed to addressing them appropriately. Our goal is to maintain positive relationships with parents and guardians while providing high-quality programs for your children.

If you have any concerns regarding our programs, please contact the Parks and Recreation Director, Lizmari Valido. (refer to contact information).