



**2024 Parks and Recreation Summer Program**

**Parent/Guardian Handbook**



**City of Midway**

**Eugene C. Lamb, Jr Recreation Center**

## Welcome

Hello Parents and Guardians,

On behalf of the City of Midway, we would like to thank you for joining us for the summer program. We are gracious that you are entrusting the staff at the Eugene C. Lamb, Jr Recreational Center to watch and guide your children during what will be an amazing and fun filled experience this year.

Our goal is to provide a cultivating environment that focuses on safety, creativity, honesty and respect. Inside of this booklet, you will find in depth details of the program and activities that are on the horizon.

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## **Purpose**

The purpose of the summer program is to provide a stable environment for children to be in a growing system where they can socialize, be active, participate, and thrive by obtaining valuable knowledge for future choices.

## **Mission**

The City of Midway, North Florida's Gateway City, is putting the value of the community to the forefront to build a culture of family and friends coming together.

## **Program Registration**

The summer camp program will run from June 5<sup>th</sup> to August 4<sup>th</sup>, and all registration will be conducted in person at Midway City Hall, 50 Martin Luther King Blvd, during normal business hours. A \$30.00 registration fee is applicable to all applicants. In addition, all parents/guardians are required to pay a \$40.00 program fee per week and \$20.00 for each additional child weekly to assist with all activities and resources for the child. All documents pertaining to registration will be available on the City of Midway's website. Waivers are required for all parents/guardians of children before the first day of camp.

## **Attendance Policy**

During the program if children are not able to attend the program, please inform the program director that your child will be unable to attend so that we may remove them and allow another child that is on the waiting list to attendance.

For our program, children are to be between the ages of 6 years and 12 years. Participants in our program are required to attend at least 3 days per week. If a child is absent for a total of 15 days, he or she will be terminated from the program. Exception to the rule involves communication with the Program Director for pre-planned vacation, illnesses, bereavement, etc.

## **General Information**

Proper attire is very important for the child. Being appropriately dressed for indoor and outdoor activities is essential. Clothing should be weather appropriate with proper fitting. All clothing may not expose the child's torso or midriff. Undergarments may not be visible. The

child must wear closed toed shoes for recreational activities. For girls wearing dresses, it is highly recommended that shorts, leggings, or leotards be worn under the dress for modesty during activities.

Clothing and/or jewelry should not display or suggest drug, gang, weapon, alcohol related wording, and or graphics which provoke violence is not allowed. Violation or noncompliance of this would cause the Program Director to contact you and your child may be sent home for that day. All extra clothing, towels, lunch boxes, back packs (book bags) should be properly labeled with the child's name and should not depict any display as discussed earlier in this paragraph.

## **Emergency Situations**

The primary responsibility of the staff is to protect the welfare and wellbeing of the participants. Should there be an event of immediate threat (fire, flood, tornado, etc.) the staff, will direct the participants in the proper evacuation plan procedures. If a different occurrence takes place that involves the structure of the building such as a chemical spill or lighting strike, it may be necessary to move the children further away from the building. Once the safety of every individual has been assessed the parent/guardian will be notified immediately.

## **Medical Information**

Children who are sick or who feel ill should not enter the facility or participate in activities. However, if your child does become ill during the day the parent/guardian will be notified. Certain illnesses that are contagious require the child to be picked up immediately. This will include fevers, vomiting, pinkeye, flu, and other conditions or symptoms that

exemplifies contagious illnesses. The parent/guardian will always be the first to be contacted, next would be the secondary contact person listed.

When a child is sent home for illness, contagious condition or fever a doctor's note must be acquired to return with and a minimum of 48 hours must have passed. With Covid-19 still among us in the community your child must remain home for a mandated 5 days. The safety and well-being of each participant is the priority here with staff. All sick and wellness procedures are of the Center for Disease Control (CDC) and Gadsden County Schools.

- **Medical Emergencies**

Emergency contact information must remain up to date. The staff at the Eugene C Lamb, Jr recreation center is not responsible for incorrect contact information left with us. All staff members are trained in CPR/AED/First Aid and will describe in detail any situations that occur on an incident report. Parents/guardians will be notified of all emergencies. If a medical emergency arises 911 will immediately be dialed. Thereafter the staff will attempt to contact the parent/guardian or designated emergency contact if parent/guardian is unable to be reached. The parent/guardian is responsible for the payment of all medical services rendered for your child. All emergency contact should be within a 30 minute distance of the center.

- **Medication**

All medication to include prescription and over the counter should be given to the child at their place of residence or before they arrive at the facility. No medication will be stored or administered on site to the child.

## **Additional Information**

- **Electronics and Personal Items**

We highly suggest that electronic devices (cell phones, iPads, tablets, handheld games, etc.) not accompany your child on the premises. Electronic devices are a distraction to the proper curriculum that takes place at the Recreation Center. The City of Midway is not responsible or liable for any lost or damages to personal property.

- **Electronics**

Phones that are available inside the facility are for business use only. Only in an emergency situation will the child be allowed to utilize the Recreation Center phone. However, we are busy entertaining and carrying out the summer activities. If a call is received at the site, our staff will relay any messages to the children as time allows.

- **Sign In/Sign Out**

Program hours are from 7:00am – 6:00pm Monday thru Friday unless otherwise directed (holidays, fieldtrips, severe weather, etc.) by the staff. We ask that you arrive no earlier than 7:00 as supervision will not take place before hand. Late pick up will follow our Code of Conduct policy. We ask that you do not remove your child from the program no earlier than 5:00pm on days when fieldtrips are scheduled. We'd like every child to be able to participate. If you are to pick up your children early, please inform the staff ahead of time so that arrangements are made to not disturb the other children.

Every child must be accompanied by a parent/guardian when entering or exiting the facility during sign in/sign out procedures. On the sign in/sign out sheet the parent/guardian



must enter the time along with the signature for the date listed. This is the only verification that your child was present.

Pick up is scheduled to end at 6:00pm. A charge of \$20.00 will be added to your account in 15 minute increments that your child is still at the facility after closing. After one hour has passed proper authorities will be notified for the safety and well-being of the child.

- **Supervision**

The staff at the Eugene C Lamb, Jr Recreation Center will be supervising your child and will inform the parents/guardian of all events including field trips and special engagement activities with other Gadsden County community centers. Any code of conduct violations or discipline problems will be brought to the parent's/guardian's attention. It will be documented, and any action that will accompany the violations, will be explained.

- **Suspected Child Abuse**

Here in the Parks and Recreation department the staff is legally obligated to report suspected neglect and abuse by observing bruises or bodily marks that look to be signs of repetitious harm to the child. If at any time a child notifies a staff member that abuse of any kind has happened to them, our obligation is to inform the proper authorities to protect the wellbeing of the child.

## Effective Communication

Parents/guardians shall inform staff of the following:

- Household contact information with correct phone number, email addresses, and emergency contact information.
- All individuals who are authorized to pick up your child must be designated in writing and have a valid state identification.
- If your child will not be picked up on time or late arriving to the facility.
- Staff should be made abreast of life changing events that can alter your child's emotional wellbeing (death in the family, divorce, household pet loss, etc.).

### **Parents/Guardians will be notified of:**

- Disruptive behavior that violates Code of Conduct policy.
- Different behavior being exuded from the child.

## Code of Conduct Policy

A safe and comforting environment is what the staff here at Eugene C Lamb, Jr Recreational Center strive to achieve. We intend to be a supporting environment that helps foster a dignified and respectful atmosphere among their peers is the only type of program that we would like for our children to be a part of. Even though we expect the best from the children, we also understand that situations may occur and discipline will be needed to ensure a cultivating environment. Consequences are part of society and are part of the community center to ensure a safe environment.

The Code of Conduct is designed as a set of guidelines to help promote a strong, safe, protective, welcoming, and enjoyable environment that gives the participants a stable environment for them to be respected. Positive and well behaved participation is the general acceptable environment we'd like to promote. However, when those times do not exist within our program, our staff will review each case on an individual basis and thoroughly conduct an investigation.

All individuals are subject to suspension and proper notification to the parents/guardians will take place as soon as possible to facilitate a resolution.

### **Step I** This a general overview of behavior that is unacceptable

- On the premises or in the office without permission
- Over use of physical contact such as horseplay or unwanted physical contact towards other participants in the program

- Leaving group activities or wandering away from the area without a staff member
- Unauthorized electronic usage
- Throwing objects to do harm or disrupt
- Not following directions
- Being disrespectful
- Tardiness/absences
- Late pickups/early drop offs
- Cursing or using vulgar language

## **Step I Consequences**

### **Offense Level**

- 1. First Offense** – Verbal counseling with individual
- 2. Second Offense** - Time away from activities and notification to parents/guardians in writing
- 3. Third Offense** – Parent/guardian conference will be required with a possible suspension
- 4. Fourth Offense** – Week suspension

## **Step II** This a general overview of behavior that is unacceptable

- Repeat offender of Step I behavior
- Throwing of objects
- Possession or usage of tobacco products
- Vandalism of property without dollar value

- Intimate physical contact

## **Step II Consequences**

1. **First Offense** – Parent/guardian conference required for continuation
2. **Second Offense** – One day suspension from the summer program
3. **Third Offense** – Three day suspension from summer program
4. **Fourth Offense** – Potential dismissal from the summer program

## **Step III** This a general overview of behavior that is unacceptable

- Repeated offenses of Step II behavior
- Under the influence of drugs, alcohol or narcotics
- Possession of dangerous instruments determined by staff (firearm, explosives, knives, etc.)
- Theft or removal of property, to include city property
- Fighting, provoking, instigating at fight
- Bullying
- Spitting and/or biting another individual
- Indecent exposure
- Non-consensual intimate or physical contact towards anyone
- Leaving the area
- Abusive or offensive language targeting individuals based on ethnicity, gender, religion, identity, or targeting groups based on beliefs

Violations that occur under Step III or repeated violations under Step II could result in dismissal/suspension from the Summer Program. Depending on the severity of the violation may result in permanent expulsion from the facility. Director of Parks and Recreation or designee will determine the severity of the infractions. Length and duration will be under review and determination will be given within 5 business days.

Dear Parent/Guardian,

I would like to thank you for entrusting myself and the staff for the care and safekeeping of your child for the Summer Program here at the Eugene C Lamb, Jr Recreation Center.

Establishing a program that will be very beneficial for us all, is the ultimate goal and I am happy to establish a program that brings a positive experience for the children for our beautiful City of Midway. The fun activities that are planned can be found in our activity calendar. From a gardening experience to field trip. We have carefully crafted an active and engaging experience that your child will love and utilize the skills they will learn well into adulthood. I am always available for questions, you may feel free to contact me at the center at (850) 688-5595. I thank you again and I look forward to an awesome summer!

Jason Jones

Director of Parks and Recreation

If dismissed from the summer program, no refunds will be given. Law enforcement may be contacted based on the infraction. The city will pursue all legal actions for damages to city owned property, facilities, and equipment. We encourage all children to be comfortable speaking to the staff. We encourage your child to come forth with any and all issues that may occur or could possibly occur. In the case your child notifies you, please inform the staff or the Director so that the issues can be resolved in a timely matter. By providing your signature you understand all rules and agree to comply with standards set forth in this program manual.

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Parent/ Guardian Signature

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Date