



## **POLICY STATEMENT**

*Please note any violation of policies can lead to termination of care.*

### **Mission Statement:**

For participants to have an active, engaging day when school is out facilitated by qualified and caring staff who promote a safe environment, making lifelong memories, learning, socialization and fun!

### **Goals:**

- ✓ To create an environment where everyone belongs.
- ✓ To enhance social skills, such as cooperation, responsibility, patience and tolerance.
- ✓ To encourage self-expression and creativity.
- ✓ To be active and have fun.

### **Program Administration**

- OKC is located at the Olathe Community Center and is operated by the City of Olathe's Parks and Recreation Department.
- We are guests of the Community Center and aim to be compatible and as unobtrusive as possible to all other patrons.
- The City of Olathe provides equal opportunity and does not discriminate on the basis of race, color, national origin, sex, religion, age, ancestry and/or handicap status in the provision of service or employment.
- All participants must be able to function in a counselor to participant ratio of 1:15.
- Confidentiality- All contents of a participant's files, including health history, medication forms, correspondence from parents, etc, are confidential documents. File contents are not duplicated, distributed, discussed or viewed by anyone other than the parent/guardian, program staff, law enforcement officers, and emergency medical personnel. Parent/Guardian reserves the right to make their participant's records available to designated parties through signed permission. Participants' records are kept on file for the OKC season; once the season has ended, they are securely disposed of.
- Photos of participants are strictly used for program use and or other city publications.

### **Registration Requirements**

- Children attending OKC must be pre-registered in advance of attendance by completing the registration process and submitting the required forms.
  - Children may not attend OKC without the required forms.
  - The one page form can be emailed to [recreation@olatheks.org](mailto:recreation@olatheks.org) or mailed to Olathe Recreation Olathe Kids Crew, PO Box 768, Olathe KS 66051. Please allow a minimum of **one week** for forms to get processed and out to OKC when submitting them. If less than one week, please take it directly to OKC the morning of.
- By registering for OKC, parents/guardians are agreeing to the Olathe Parks & Recreation waiver and release.

- I have volunteered to allow the minor registered for OKC to participate in recreational activities provided by the City of Olathe. I knowingly and voluntarily assume the responsibility for the minor to abide by any and all regulations governing the recreational program. It is further understood that the City of Olathe and its employees are not responsible for accidents, injuries, illness or loss of property.
- LIABILITY WAIVER: I acknowledge that recreational activities provided by the City of Olathe may involve risk of bodily injury or property damage and do agree to assume any such risks. I understand that it is up to me to consult physicians and other professionals to make sure that the minor noted herein can safely participate in activities and events held by the City of Olathe. Further, I do hereby release and hold harmless the City of Olathe, its elected and appointed officials and employees from any and all liability and/or claims resulting from injuries, damages, or losses arising out of or in connection with participation in recreational programming to the fullest extent permitted by law. I hereby assume all risk of injury, damage, and liability, and waive any right of recovery from or to bring suit against the City of Olathe, to the fullest extent permitted by law, for any illness, personal injury, death, or other consequence arising out of the voluntary participation in these activities.
- PHOTO RELEASE – I authorize the City of Olathe to use at its discretion any photograph(s) taken of the participant(s) for promotional purposes, including but not limited to print, online, and social networking media while participating in an activity and waive any and all claims that the member or the undersigned or their heirs, executors, administrators, or assigns may have or claim to have resulting from such photograph(s) or reproductions thereof. I have read the above statement, understand and agree to the conditions set forth.

## Fees

- Annual enrollment fee per school year must be paid to be eligible to enroll in individual OKD days. Enrollment fee is non-refundable and non-transferable.
- OKC daily fee is set per day. All fees are non-refundable (**includes illness and vacations**).
- For Transfers: A written request must be received at least one week prior to the day wanting to transfer. If space is available, transfer will be approved with a \$5 processing fee. Email requests to [registration@olatheks.org](mailto:registration@olatheks.org).

## Terms of Care/Code of Conduct

- Participants must fully comply with the code of conduct to continue enrollment. Participation is a privilege not a right. Non-compliance will result in disciplinary action, including suspension and up to termination of care.
- Participants shall practice positive interactions, including but not limited to, responding to adult authority in appropriate ways, taking ownership of actions, accepting other's differences, managing anger in appropriate ways, being courteous of others as well as their personal space and belongings.
- Discipline procedures shall be of a positive nature and shall not include any form of corporal punishment, verbal abuse, physical restraint, confinement, threats, humiliation, forcing/withholding of food or fear tactics.
  - All behaviors are viewed on a case by case basis. Parents will be notified of inappropriate behaviors and will be advised of steps taken toward improvement.
  - Examples of behavioral interventions include closer proximity to staff, increased frequency of rule reminders, processing through actions and more acceptable behaviors, and redirection. In some situations, participants may be removed from an activity to insure safety of self and other participants. More serious behavior issues require parent/ staff conference to develop an action plan for improvement.
- OKC does not allow any form of violent play, including use of toys as weapons, gesturing in an aggressive manner, or depicting violence in drawings or other expressive forms. Possession of weapons fashioned or real is prohibited and is grounds for immediate termination of care. Statements by anyone that threaten violent acts or express physical aggression will be regarded as real and result in immediate disciplinary action up to including termination of care. Law enforcement may be called if necessary.
- Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with OKC staff and any other person they may come in contact with at OKC. Profanity, threats, insults, harassment, suggestive remarks, intimidation, physical crowding and or contact will not be tolerated and can result in termination of care.

- OKC has an “open door” policy where parents are encouraged to be actively involved in OKC by attending lunch with their participants, helping chaperone on trips, etc. Kansas Law prohibits parents disciplining and/or reprimanding participants that are not their own child. If there is an issue, please report it to OKC staff to handle.

### Hours of Operation and Pick up

- 7 a.m. - 6 p.m.
- Each participant must be signed in and signed out daily.
- All individuals authorized to pick up participants must be listed in advance on the personal data sheet. Until all authorized parties are known to staff, photo identification will be required at time of pick up.
- A charge of \$1 per minute past the 6:00 p.m. closure will be assessed to parents. We realize that under some circumstances lateness cannot be avoided and require parents to call us should such a situation occur. Regardless of cause, charges are due by next day to OPRD registration. If 45 minutes pass with no communication to OKC, Olathe Police Department will be called for child abandonment.
- State law prohibits the release of a participants to parents and any other authorized adults who appear to be impaired by drugs or alcohol. Any existing court orders barring parent contact, visitation, and child release must be on file at the OKC to support law enforcement interventions.
- Participants are not permitted to be released to walk home unsupervised.

### Absences/ Daily signing in and out

- Please leave a message by calling or texting OKC cell phone if participants will not be attending that day.
- Parent/Guardian must sign participant into OKC with arrival time and initials.
- Parent/Guardian must sign out participant with time of pick up and initials.

### Illness/ Medications

- Participants shall not be in attendance when suffering from any communicable disease. Guidelines as determined by the Johnson County Health Department will be observed. Johnson County Health Department exclusions guidelines can be found at [http://www.jocogov.org/sites/default/files/documents/DHE/PBH/exclusion\\_recommendations.pdf](http://www.jocogov.org/sites/default/files/documents/DHE/PBH/exclusion_recommendations.pdf).
- If the participant will be taking any medications at OKC, whether over the counter or prescription, a medication form must be filled out and on file at OKC. Medications must be sent in original container with label in a single daily dose.
- Any participant with chronic health/special care needs will need to have a parent/staff meeting prior to attendance to ensure care needs can be accommodated and met within OKC. All participants need to function in a 1:15 counselor to participant ratio.

### Medical Insurance/ Emergency Medical Care

- During the course of normal participation in OKC, accidents can and do happen. Therefore, it is important that parents carry medical insurance for expenses that result from injury. The City of Olathe does not carry medical insurance for its participants.
- Medical insurance policy name and number are required on the authorization for emergency medical release form.
- In urgent care situations, staff will attempt to contact parent/guardian for child pick up and follow up medical treatment.
- In emergency situations, staff will follow recommendations of trained medical personnel.
- If a participant needs to be transported to the nearest hospital, a staff member will go with them until the parent/guardian arrives.
- Be sure all of your child's records are up to date to assist staff in responding to emergencies.

### Dress

- Participants should dress for the weather. We will always get outside time provided not below freezing or storming.
- Participants are encouraged to wear tennis shoes or other closed toed shoes that securely affix to the foot

as we are an active program.

### Personal Belongings

- **Participants must bring daily: backpack, lunch and water bottle.**
- **Label all personal belongs** (including clothes, water bottles, bags, towels, even shoes and socks)
- OKC is not responsible for loss, theft, or breakage of personal belongings
- Toys, video games, radios, and other items from home are prohibited unless specifically requested by OKC.

### Field Trip/Transportation Policy

- All participants in attendance must accompany group on field trip.
- participants are transported by a leased school bus or Citybus/vans.
- If parent/guardian desires participant not to participate in activities on trip, please advise staff so that they may arrange for an alternative activity at the field tripsite. Please note, all participants go on trips.

### Communications

- Reminder email for the day registered will be sent to the payer email 24-48 hours prior to care.
- Families receive information from the OKC through: email, dry erase bulletins, notes home, telephone, and informal and formal conferencing.
- Behavioral or illness related communications specific to participant will be communicated to parent/guardian at pick up or via a call during the day.
- Parents are encouraged to contact staff with any issue, concern and/or suggestion regarding their child or the program. Any specialist working with your child is also strongly encouraged to become part of OKC communication network.

### Food Service

- Participants must bring a sack lunch daily.
- OKC will serve snack in the morning and afternoon. Times may vary slightly due to activities or trips. Morning snack will be anytime between 8:00 am-9:00 am and afternoon 3:00-4:00 pm daily. Children may select from a choice of snacks and water.



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