

Ocean Springs



**Parks & Leisure
Services**

After School Program

**Handbook
2016-2017**

400 Alice St.

Ocean Springs, MS 39564

Phone(228) 875-8665 Fax(228)872-5001

Our Mission: We are committed to enhancing the quality of life for citizens of Ocean Springs by offering a wide range of innovative programs that meet the recreational needs of each and every member of the community.

visit us online at

www.ci.ocean-springs.ms.us

OSPL CONTACT LIST

If you have comments or suggestions you would like to express concerning the camp program or if you need assistance in any matter concerning the program, please speak to the Camp Director so our staff may be prepared to help you in anyway appropriate. We do ask that you contact your child while participating in the camp program **only during an emergency** situation. However, never hesitate to contact us at the Ocean Springs Parks & Recreation Department when necessary.

City of Ocean Springs Parks & Leisure Services Administrative Staff

Geri Straight, Director..... 875-8665

Bre Liddell, Camp/Special Events Coordinator.....875-8665

DAYS THAT WE WILL BE CLOSED

Please review the attached calendar for a complete list of all holiday closings
(Holiday's are subject to change according to when they fall; if so you will be given proper notification)

ENROLLMENT

Registration for The After School Program at Ocean Springs Parks & Leisure is on going throughout the year based upon availability. We start taking registration for fall in May (at 8am) and continue until the program is full. Summer Camp registration begins the second Monday of March for children that participate in the After School program or attended the previous year's Summer Camp. For children that are not currently participating in the After school program, Summer Camp registration begins the fourth Monday of March and continues until we are full.

We are licensed by the State Health Dept. to enroll up to 114 children. Campers are divided into age groups and days are planned to accommodate the needs of these children. We welcome all children between the ages of 5-12 into our Program. When school is in session we will accept children from the middle school for the After School camp program as long as the school system provides transportation for them. We do not provide transportation to and from the middle school. Regardless of whether or not school is in session, the child must still remain between five and twelve years of age.

The following are required documents for enrollment of each child:

- * A completed registration form
- * A copy of birth certificate
- * A copy of your insurance card
- * \$25 registration fee per child (**NON- REFUNDABLE**)
- * 121 Immunization form
- * Enrollment Commitment Form

WITHDRAWAL PROCEDURES

Families wishing to withdraw a child from the program or make any changes in a child's schedule are asked to give a two-week **written** notice to the **Camp Coordinator, Bre Liddell**. Re-enrollment is necessary to re-join the program, but may not be immediately available, as there sometimes may be a waiting list for camp programs. If you withdraw your child prior to the program beginning, you will be refunded all but your \$25 registration fee. If your child attends one day of the camp, no refund will be given.

REGISTRATION TUITION AND FEES

* A \$25 registration fee is due per child upon registration in the program. This fee is **non-refundable**.

* Weekly fees are:

One Child: \$40.00

Two Children: \$70.00

Three Children: \$105.00

The After School Camp program hours of operation are from 2pm until 6pm Monday through Friday. Ocean Springs Parks & Leisure Services will be closed on the holidays posted on **page 1** of this handbook.

All Fees Are To Be Paid According To Fee Schedule.

Children May Be Enrolled Part-time but Must Pay Full-time Fees.

PAYMENT OF FEES

All weekly fees listed above are due on or before 6pm on Monday of EACH camp week

If making installment payments BI-weekly or monthly for either program, fees are due in advance. No payment will be accepted after 6pm.

If fees remain unpaid by the end of the camp day on Monday afternoon, there will be a \$10 late fee assessed on Tuesday.

If delinquent fees are not paid on Tuesday your child will automatically be withdrawn from the camp.

PAYMENT OPTIONS: Payment can be made at The Ocean Springs Parks & Leisure Services Offices by Check, Cash or Visa/Master Card. Payment must be given to the front desk employee and is to be receipted immediately. Payments given to children may or may not reach the right person. Please ensure that **ONLY** the parents or guardians make all payments.

ARRIVAL AND DEPARTURE

Only people 18 and over will be authorized to pick up a child from the Camp program. The person who is signing out the child must have a valid I.D. such as a driver's license. A written authorization will be required for anyone that is not on the authorized check out list in order to sign a child out.

DEPARTURE AND LATE FEES

Children should be picked up no later than 6:00 p.m. from the Camp Program.

Any time after 6:00pm is considered outside of normal hours of operation.

A late charge of \$10.00 per child will be assessed after the first five minutes that a child is not picked up, and \$1.00 for each minute thereafter.

If your child is not picked up by 7pm, he or she will be brought to the Ocean Springs Police Department and left in their custody.

CAMP STAFF

The entire Camp staff at Ocean Springs Parks and Leisure Services are qualified and trained to provide quality care for our Camp program. All of our directors, Head counselors and Counselors have been through a screening process that meets the licensing requirements set forth by the Mississippi State Department of Health. All staff members are required to obtain at least 15 hours of in-service training on an annual basis. All staff members are also CPR and First

Aid certified. Our Camp program exceeds the 1 counselor to 20 children ratio set in the licensing requirements. **The OSPL Camp program averages a ratio of 1 counselor to every 10 children.**

HOMWORK

OSPL will provide a homework room for each camper to complete their homework upon arrival to the REC. OSPL Staff is not trained or instructed to tutor campers. OSPL Staff will assist with homework when asked by the camper.

ABSENCES

In the After School Program, please notify the OSPL office if your child will be absent no later than 2pm. If your child is absent due to a contagious disease, the center must be notified, so that other parents can be notified that their child has been exposed to a contagious disease.

WEATHER EMERGENCIES

In the event that the Ocean Springs School District closes due to inclement weather, **The OSPL After School Care Program will be closed as well.** During hurricane or other severe weather conditions parents are asked to tune into WLOX-TV, Lite 107 FM, K99 FM or WVMJ 1570 and Magic 93.7 for information on program closings. The OSPL Camp program will close for bad weather only during potentially dangerous situations. We are concerned about the safety of our staff, the children, and the parents driving when the weather is dangerous.

HEALTH REGULATIONS

We are not a diapering or changing facility. If your child accidentally soils him or herself, you will be notified immediately, and will be given 1 hour to pick up or come and change your child's clothes.

In the event of an incident, accident or illness, the Camp Director will:

1. Contact the child's parent(s) or an individual on the child's contact sheet by incident form, or by telephone, outlining the nature of the incident, accident or illness involving the child and outlining whether the child can stay at the facility or needs to be picked up; or,
2. If the child is in a medical crisis, the child will be taken to the nearest medical facility, by emergency transport, for treatment by a licensed physician or will be transported to the location of the parent's choice should the child be exempt from medical care due to religious reasons.

In the interest of every child's well-being, only healthy children will be cared for at the playground site. These are the conditions under which you are requested to keep your child at home:

1. If he/she has a fever or has had a fever of more than 100 degrees during the previous 24 hour period.
2. If he/she has diarrhea or vomiting.
3. If he/she breaks out in a rash.
4. If he/she has symptoms or a possible communicable disease.
5. **If your child has been sent home for head lice and you do not have proof of treatment.**

Staff will conduct a health check of each child on Mondays, and any other time deemed necessary, noting fever, bumps, bruises, head lice, etc. **The first time a child is sent home with head lice, the parent must show bottle as proof of**

treatment. At any time beyond the first time a child is sent home, the parent must send proof from a physician stating that the child is free and clear of head lice.

The Mississippi Child Abuse Law (Chapter 2 1, Section 43-21-353 found in Appendix C) requires every childcare worker in any child care facility to report suspected child neglect or child abuse to the Department of Public Welfare. This statute due to the program's licensing requirements binds the program. Any questionable marks, any counselor observing them will bring signs of neglect or questionable responses from the child concerning any of the above subjects to the Program director's attention. Upon notification, the Program Director will:

1. Discuss the items brought to his/her attention with the child in a non-threatening way.
2. Discuss the items brought to his/her attention with the child's parent in a non-threatening way by telephone or in person when the parent picks up the child.
3. If the Program director has concerns regarding any of the items discussed with the child or the parent he/she **will** forward all appropriate information concerning the situation to the Department of Public Welfare.

If a parent is notified to pick up their child because of an incident, accident, illness or detection of head lice, they will be given **one hour from the time of notification** to do so. Children who are ill will be held in the reception area. If the child is not picked up during that time, the **child will be suspended** from the program for the following day. This is very important to the health of all of our children. A child who has symptoms of a contagious disease may be required to obtain a note from the child's doctor before returning to the playground site. The guide-lines prescribed by the State Department of Health regarding exclusion of a child due to illness are listed in Appendix A in the back of this Handbook. In addition, these are posted at your child's playground site.

POLICY ON MEDICATION

We **do not dispense prescription medicine** to camp participants under any circumstance. Our liability insurance policy forbids it.

State licensing requirements prohibit smoking in or around our facilities.

STAFF CODE OF CONDUCT

All staff members are trained according to the guidelines set forth by the Mississippi State Department of Health Regulations governing Child Care Facilities. The following outlines the training given to the camp staff member.

1. No Camp Counselor should be alone with a child where they cannot be observed.
2. Staff will not leave a child alone.
3. Staff will supervise private activities in pairs – putting on bathing suits, and changing clothes, etc. When this is not feasible, staff should be positioned so that they are visible to others.
4. Any type of abuse from the staff will not be tolerated and may be cause for dismissal. Only positive techniques of guidance will be used.
5. Staff will conduct a health check of each child on Monday, and any other time deemed necessary, noting fever, bumps, bruises, head lice, etc. Comments will be addressed to the parent or the child by the Program Director in a non-threatening way. Any questionable marks or responses will be documented.
6. Staff will respect the child's right not to be touched in ways that make them feel uncomfortable.

7. Staff will refrain from intimate displays of affection toward others in the presence of children, parents and other staff members.
8. Camp Counselors may not be alone with the children they meet in the Ocean Springs Parks & Leisure Services programs outside of the program site during its normal hours of operation. This includes baby-sitting, sleepovers and inviting the children into their homes.
9. Camp Counselors are not to transport children in their own vehicles.
10. Under no circumstances should staff release children to anyone other than the authorized Parent, guardian or other authorized adult on file.

TOYS & PERSONAL ITEMS

Camp provides a wide variety of appropriate toys for each age group. Children should not bring toys from home **except by request of the Camp Director**. We realize that a doll or bear may be important to your child when they first begin attending the camp, but these items could become lost or broken and feelings will be hurt when they are not shared. We will take reasonable precautions to insure the safe return of personal belongings brought or left at day camp, **but we cannot assume responsibility for any toys brought from home that are lost or broken while at camp. Toys & Electronic are allowed ONLY on Fridays.**

CAMPER'S CODE OF CONDUCT

The program will follow an assertive disciplinary plan. All of the children will be presented with the rules governing behavior at each playground site and the consequences for breaking those rules. The form of discipline to be used is time out, where the child will be set aside away from the group.

1. Children must show **respect** for and abide by the instructions of the counselors, directors, facility staff and administrative staff of the Ocean Springs Parks & Leisure Services.
2. Children must present themselves with pride by conducting themselves as ladies and gentlemen.
3. OSPL property is for everyone and must be treated as such.
4. Fighting, scuffling, horseplay, harassment, running, name calling or loud and excessive noise will not be tolerated.
5. **All children must participate in scheduled activities** unless medical reasons exist as outlined in writing by the child's doctor.
6. Stealing will not be tolerated. Anyone caught stealing will be removed from the camp permanently.
7. Any inappropriate touching from a child to a child, child to a counselor or a counselor to a child is grounds for immediate removal from the program.
8. Children must bring their own towel and swimsuit. Please label all items with the child's name.
9. **Children may not use the telephone under any circumstance**. In the event of an emergency, the camp staff will forward any messages to a child from whoever is calling.

The camper Code of Conduct is designed to insure that all of the participants in the Camp program have a safe and happy camp experience.

EXTRA-CURRICULAR ACTIVITIES

Ocean Springs Parks & Leisure Services will sponsor all of the activities of the Camp Program.

CAMP DISCIPLINARY POLICY

The Ocean Springs Parks & Leisure Services Camp program disciplinary practices shall be directed toward teaching the child acceptable behavior to help self-esteem with consistent and individualized levels of understanding and not in a humiliating, frightening or physically harmful manner to the child.

RULES:

1. Campers will keep hands, feet, objects and negative comments to themselves.
2. Campers will obey directions of counselors the **first time given.**

SEVERE DISRUPTIONS:

- | | |
|--|----------|
| 1. Open defiance of a counselor | Step 1-4 |
| 2. Profanity or vulgarity (to include acts, gestures, or symbols directed toward another person) | Step 1-4 |
| 3. Possession of tobacco or tobacco-related products, alcohol, drugs or weapons on playground sites. | Step 3-4 |
| 4. Defacing or otherwise injuring property that belongs to the school or program (to include restitution for damages) | Step 1-4 |
| 5. Leaving campus without authorization | Step 1-4 |
| 6. Misbehavior on the bus | Step 1-4 |
| 7. Fighting, pushing, choking, or in any way hurting another camper. | Step 2-4 |
| 8. Other misbehavior as determined by the Summer Camp Playground Staff including pattern of repeated classroom misbehavior | Step 1-4 |
| 9. Inappropriate touch defined as child to child or child to counselor | Step 3-4 |

DISCIPLINE LADDER

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR:

1st offense - Age Appropriate Time-Out from activity

2nd offense - Double Age Appropriate Time-Out

3rd offense - Formal Write-up and referral to Program Director for conference and step on ladder

DISCIPLINE LADDER:

STEP 1: Contact parent...1 day suspension, Removal from ladder if not referred for 5 days

STEP 2: Contact parent, schedule conference...Suspension up to 3 days

Removal from ladder if not referred for 10 days

STEP 3: Contact parent, schedule conference...Suspension up to 5 days

Removal from ladder if not referred for 10 days

STEP 4: Contact parent (**Permanent Removal from program**)

The City of Ocean Springs Parks & Leisure Services Camp program operates year-round and therefore, disciplinary action pertaining to camp dismissal is based on a cumulative incident occurrence basis, rather than on a time-period basis. Consistent and continual disregard for camp policies and procedures cannot be tolerated. A camper may possibly be removed from the After School Camp program at the discretion of the Camp Director for repeatedly disregarding camp policies and procedures.

Camp counselors will be responsible for the discipline of the campers. These are the guidelines for actions to be taken:

1. In order to be most effective, immediate consequences for misbehavior should be known in advance.
2. Camp will have a "Time Out Chair" to isolate the child who needs discipline.
3. Physical punishment such as spanking, pinching, slapping are not to be used. The counselor will shout at the child only if there is need to warn of immediate danger.
4. Removal of playground or other activity privileges may be used for serious infractions or cumulative ones.
5. All children should be directed to appropriate behavior rather than continually spoken to in negative terms, such as "Do this" rather than "Don't do this".
6. A child should be sent to the Program director sparingly in order to be effective.
7. Habitual misbehavior cannot and will not be tolerated- Each time a child is involved in a disciplinary incident, the parent will receive a written incident report outlining the incident and the action taken for the incident. As earlier stated; a child may be removed from the program due to his or her habitual misbehavior.

TRANSPORTATION POLICIES

The Ocean Springs Parks & Leisure Services is responsible for the safe transportation of enrolled children to and from programs and field trips that are part of the camp program.

1. Under State Health regulations, all vehicles used for camp transportation have a Gross Vehicle Weight Rating, and meet the current Federal Motor Vehicle Safety Standards (49 CFR 571.213) for a vehicle of this size. Vehicles having a GVWR of 10,000 lbs or more are not required to be equipped with safety restraints.
2. Buses will be driven by licensed bus operators. The vehicle will have a current inspection sticker at all times and will be maintained in safe condition at all times.
3. Good order in the vehicle is essential to safety. Play will not be tolerated and we reserve the right to refuse future transportation services to any child when that child's behavior is considered to be unsafe. Examples would include refusal to remain in one's seat or excessive and distracting noise.
4. The only exception to the above policies shall be a medical emergency.

SNACKS

We will provide a nutritious snack for each child upon arrival and at 5:30.

PHOTOGRAPHY

To promote Ocean Springs Parks & Leisure Services and its programs, we prefer to photograph the children while they are active in the Camp. Many times, TV and outside camera crews will ask permission to take pictures or to film the

Revised April 2016

children during various activities. As a parent, you must give consent in writing to have your child photographed and relinquish all rights, title and interest in the finished photographs, tape and negatives. Your consent form is on your registration form.

SAMPLE SCHEDULE FOR PLAYGROUND CAMP

The City of Ocean Springs Parks & Leisure Services School Age program uses city facilities as host sites for the program. Our campers enjoy the use of playgrounds, library facilities, as well as go swimming and roller-skating. We have a vast variety of games, arts & crafts and other recreational materials to keep our campers busy and to stimulate their recreational and educational growth during our program. From bowling to plays, to roller skating and movies, your child will be provided the opportunity to learn and expand their recreational and educational experience while still having a lot of fun.

Below is a sample schedule of events that your child will be participating 'in during camp:

2:20 – 3:30pm	Arrival and Homework
3:30-5:30pm	Various scheduled activities per group
5:30-6:00pm	TV and arrival of parents

FIELD TRIPS

A written permission slip for field trips to be made during the year must be signed by the parent at the time the child is enrolled. Calendars will be issued announcing all scheduled field trips.

PARENT INVOLVEMENT

Parents are encouraged to be active participants in their child's camp activities. Parents and Camp employees must work together if your child is to receive the maximum benefit from their year-round experiences. Please watch for notices concerning field trips or activities open for parental participation.

Parents are welcome to visit the site at any time. However, due to the nature of the camp setting, we do request that you keep your visits short. Insurance and licensing requirements prevent our staff from allowing any visitor free access to the camp. If you do choose to visit with us, please ask the front desk attendant to contact the Camp Coordinator, so a counselor may be assigned to accompany you during your visit.

ALL PARENTS WANTING TO VOLUNTEER ON FIELD TRIPS MUST COMPLETE A BACKGROUND CHECK

DRILLS

Fire and disaster drills are practiced monthly. A complete plan has already been arranged and is posted at the Parks & Leisure Services building.

WATER SAFETY

Ocean Springs Parks & Leisure Services Camp and School Age programs may provide visits to various facilities for swimming. The facilities exceed water activity and facility requirements set forth in regulations for childcare licensing by the Mississippi State Department of Health.

Listed below are the rules and regulations governing water activities that are included as part of the summer playground program.

1. All lifeguards employed by the facilities are certified by the American Red Cross or an equivalent approved by the licensing agency as a lifeguard.

- Certified lifeguards will be on duty at all times during the activities.
2. The number of lifeguards on duty will be determined as follows:
 - a. One lifeguard will be required for groups of 25 or fewer children.
 - b. Two or more lifeguards will be required for groups of 26 or more children.
 3. All lifeguards and staff will strictly enforce all posted rules and regulations at the facility. Any child violating these rules will be subject to the disciplinary policy of the facility as well as the disciplinary policies set forth by the Ocean Springs Parks & Leisure Services.
 4. The facility Certified Staff includes lifeguards, lifeguard instructors, water safety instructors, CPR and First Aid Instructors, as well as Certified Pool Operators and Aquatic Facility Operators.
 5. The facility meets or exceeds all other requirements set forth in the Regulations for Child Care Licensing.

INSURANCE

The City of Ocean Springs Parks & Leisure Services carries accident and liability insurance. Our staff records all incidents that require first aid. However, our insurance is **considered secondary**. We request that you provide us with the name of your primary insurance carrier on your child's enrollment form for our records.



The Ocean Springs Parks & Leisure Services After-school & Summer Programs are operated by the City of Ocean Springs Parks & Leisure Services Department and is fully licensed by the Mississippi State Department of Health Office of Child Care Licensure.

All policies and procedures administered by this program are in full compliance with the regulations set forth by this governing authority including but not limited to: staff training, camp operations, background checks, staff/child ratios, etc.

REVISED January 2016