

City of Cape Coral
Parks and Recreation
Department

**Program Policies
and
Procedures
Youth
Recreational
Programs**



Cape Coral Parks and Recreation Department

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Payment Procedures

- In order for your child to attend camp full payment must be received by the Friday prior to the week(s) you register for. (Youth Services/Rotary Park Only)
- Payments can be made by check, money order, MC/Visa or if paying by cash, exact change is preferred
- Post dated checks and payments by children will not be accepted
- Payments made in advance will ensure accountability and secure your child's placement
- Failure to make payment may result in termination from the program
- Mandatory late fees will be applied to payments not received on time (Youth Services Only)
- Any payment received during the week of attendance is considered late and late fee's will apply. Payments for late charges must be made within 5 days. (Youth Services Only)
- SR / MSFD / HSF-D-If you are planning a vacation you must pay for the week your child will be returning prior to your vacation (Youth Services Only)
- No payments for ASA / EB will be accepted during School's Out, Holiday Programs or Summer Recreation (Youth Services Only)
- Program fee's will be affected by program hours of operation

Insufficient Payment

- Service fee of \$25.00 applies to all returned checks (0-\$50.00) \$30.00 fee applies (\$50.00-\$300.00)
- Further payments for programs will not be accepted until returned check and service fee is paid. Child may not attend until returned payment is paid.
- Upon return of a second check, program fees must be paid in cash, money order or MC / Visa for a minimum of one year
- In the event that a credit card is declined twice, program fees must be paid by cash, check or money order
- Restitution for insufficient payments must be made at City Hall Cashier's office

Refunds

- No refunds will be issued once each session has begun
- No credits or refunds will be given for days missed within a session or for programs or classes cancelled due to an act of nature
- Refunds must be submitted in writing to the Program Supervisor. If approved, refund will be issued less a 20% processing fee, not to exceed \$5.00
- ASA, refunds are only issued for illness (doctor's note required), or if child is absent from school (monitored by school attendance sheets) (Youth Services Only)

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Attendance

- Good attendance is important because many of the programs/activities require daily participation
- If your child must be absent from the program you must let us know in advance if possible
- Notify the Site Director/Supervisor if there are any changes in your child's enrollment, i.e.-vacation, change in pick up procedures
- Notify the Site Director/Supervisor if your child will no longer be attending the program

Drop Off & Pick Up

- Children must be accompanied to the check in site
- All children will be signed in and out by staff due to COVID-19
- Photo identification is required when signing out a child from any facility
- Person's not listed on your registration form will not be permitted to remove your child from any program
- If the pick up person will be different from the drop off person please be sure to notify staff when you check in (Make sure the person is listed on the registration form)
- Any custody and/or restrictions must be recorded on your enrollment form and backed up by court documentation. It is up to the parents to provide the program with particular schedules
- Students that walk or ride a bike home must have a parent permission slip
- Children will be called for by the Site Director using 2-way radios, we ask that all parents wait inside the office until your child has arrived (Youth Services Only)

Late Pick Up

- A penalty of \$1.00 per minute will be charged if children are left past operating hours
- Late fee payment is due upon child pick-up and if not paid child care will no longer be available
- If more than two late pick-ups occur your child's enrollment will be under review
- If your child has not been picked-up within a half hour of closing time Cape Coral Police Department will be notified and the Florida Department of Children and Families will be contacted. Your child will then be removed for placement at an overnight facility and Children and Families will be directly involved

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Medication Policy

- If a child is on medication during a program the city requires additional forms to be completed prior to children attending programs
- It is the responsibility of the parent to ensure completed medication forms are turned in with child's medication for each program
- All medication must be in pill form in the correct dosage (scored/cut if needed) and in it's original prescribed bottle

Medication procedures include

1. Fill out medication form and leave medication with Site Director/ Supervisor.
2. Medication will be placed in zip locked bag with child's name, picture and medication release form. The Site Director/Supervisor will prepare a dispensable cup with the child's name and date for each day the medication will be given.
3. When a child needs to receive medication, the Site Director/Supervisor will radio for the child to come to the office. The Site Director/Supervisor will hand medication to the child in a cup, log the time, date and initials on medication release form. Witness will be present during this time and needs to initial on medication release form.

The City of Cape Coral is not held responsible if medication is given at the incorrect time

Accident Procedures

- If a child is injured at the program, an accident/incident report will be filled out All accidents will be documented and need to be signed by the parent daily
- It is up to the Director/Supervisor discretion to call 911 and notify the parent(s) in the case of an emergency
- Staff is not permitted to apply medicated treatments
- City of Cape Coral is only permitted to apply band aids and ice

Head Lice

- Checks are done periodically on all children enrolled in our programs
- When a case arises, parents are notified and the child will be isolated
- Child will be permitted back only after being checked by a Director/ Supervisor and has no nits on the hair shaft or a note has been provided by a licensed health profession stating nits are dead.
- There are no refunds issued for days missed due to head lice
- There is a no live nit policy for all programs

Program Attire

- **Closed toe shoes are a must** (Excluding Yacht Club & Aquatics)
- Proper attire is required for each individual program
- Comfortable, well fitted clothes are recommended
- Parents are responsible for applying sunscreen and insect repellent prior to arrival in the morning
- City of Cape Coral, Parks and Recreation staff is not permitted to apply sunscreen or bug repellent unless a Sunscreen/ permission form is filled out by the parent

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Suggestions

- Label all of your children's belongings
- Check the lost and found often
- Personal items, game boys and any other electronically equipped toys are prohibited from programs. The City of Cape Coral will not be responsible for lost or stolen items

Communication

- Cape Coral Parks and Recreation encourages all parents to get to know the staff
- Our staff will make you aware of any concerns, commendable behavior, or accidents when they arise
- If you have any concerns please address them with your Site Director and/or program supervisor
- Check weekly with your Director/Supervisor on payments due or owed (Youth Programs Only)

Transportation

- When traveling in a city vehicle children are expected to wear their seat-belts, refrain from eating or drinking, and follow all van rules
- When traveling in a Lee County School Bus children are expected to follow all bus guidelines
- When in a bus or city vehicle children are expected to remain seated and follow instructions from the driver

Children Are Responsible For

- Displaying good sportsmanship at all times
- Taking care of their own personal belongings
- Helping with any and all clean up of materials or equipment
- Being quiet and listening during attendance, while instructions are being given and during transitions
- Obeying all playground, classroom and program rules
- Bringing daily lunch and snack if required
- Reporting any type of broken equipment to Parks and Recreation staff
- Reporting an accident or injury of anyone to Parks and Recreation staff
- Immediately reporting any strangers to Parks and Recreation staff
- Treating all people and animals with respect, sharing all toys and equipment
- Wearing appropriate clothing at all times
- Using proper etiquette when in restrooms, classrooms, hallways, recreational facilities, etc
- Throwing all types of trash in appropriate receptacles
- **Never leaving their group without counselor permission**

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Disciplinary actions will result if

- Any staff member, participant, or program guest is not treated with respect
- There is defacing, abuse, vandalism, tampering or stealing of any property of the facilities, or Cape Coral Parks & Recreation. This includes all classrooms and equipment within a building, a school, all outdoor equipment, all Parks and Recreation equipment, all outdoor living habitat and wildlife. Parents/guardians will be financially responsible for damages caused by your child
- There is use of profanity, foul or abusive language or body gestures towards any person.
- There is Zero Tolerance for Bullying.
- There is fighting, hitting or pushing of any person
- Unauthorized departure from the grounds of the program
- A rock, stick, sand or any other dangerous object is thrown
- There is possession, use or sale of drugs, alcohol, tobacco or weapons
- Refusal to follow program policies
- There is running or yelling in the classrooms, hallway, or any off-site trip locations
- There is ball playing in the classroom or any interior hallways
- A child leaves the group with out permission
- A child is chewing gum or eating candy without authorization
- There is excessive talking, disruption or not paying attention

Disciplinary actions to be used

The City of Cape Coral believes in using progressive disciplinary measures. Staff utilizes the following steps to ensure each participant is treated fairly.

- The situation will be documented and verbally discussed with the child/children involved
- The child will be re-directed to another activity
- The child will lose time in an activity
- Discipline reports will be issued for more severe situations, and/or up to three days of suspension from the program
- Parents will be contacted
- After suspension the child will be brought back to the program on a probationary period. Further problems will constitute grounds for permanent dismissal
- No refunds or credits will be issued for suspension periods

A one-three day suspension may result at any time if the Site Director/Supervisor feels it is warranted. Remember, removal from the program will occur when all other efforts have been exhausted or in the case of a serious offense. Under no circumstances will your child be spanked or receive any other kind of physical punishment from our staff, including withholding of food, rest or toileting. It is our goal to work through every situation with a positive outcome.

City of Cape Coral's
Summer Camp Fitness and Nutrition Policy

The City of Cape Coral is taking a step to growing healthy kids through nutrition, wellness, and activity in our summer camp programs. Our daily schedules will include at least 60 minutes of fitness activity and staff will encourage physical fitness in all children, emphasizing the importance of healthy habits.

All summer camps will only offer healthy snack options for the campers limiting the amount of "junk food" except on special occasions or camp projects. The only beverages served during the summer camp program will be water, juice or sports drink. NO SODAS ARE ALLOWED IN CAMP. Our staff is committed to a positive attitude regarding healthy foods and encourages the importance of healthy eating habits.

Our commitment: Provide at least 60 minutes of physical activity a day, staff will provide a positive attitude toward physical activity and healthy eating habits at camp and outside of camp, only serve water, sports drinks, milk, or juice, and provide nutritional options for lunch and snack through the USDA Food Program.

Your Commitment: Support your child in being physically active outside, remain positive towards physical activity and health eating habits, pack healthy snacks and lunches along with healthy drinks.

**Reporting Child Abuse, Neglect,
Abandonment And Abuse, Neglect, and
Exploitation of Vulnerable Adults**

The City of Cape Coral is mandated to report Child Abuse, Neglect, Abandonment and Abuse, Neglect and Exploitation of Vulnerable Adults.

Chapter 39 of the Florida Statutes (F.S.) mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families.

The bill also states that the knowledge and willful failure of a person, who is required to report known or suspected child abuse, abandonment, or neglect is elevated from a first degree misdemeanor to a third degree felony. As a result, the potential prison sentence is raised from 1 year to 5 years, and the potential fine is raised from a maximum of \$1,000 to a maximum of \$5,000.

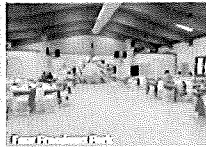
Room Rentals

Looking for an affordable indoor venue to host a wedding, baby shower, family reunion, anniversary, meeting or other special occasion? *Cape Coral Parks and Recreation has you covered!*

Please note: Normal room capacities are indicated in parentheses.



Cape Coral Art Center



Coral Oaks Golf Course



Four Freedoms Park



Lake Kennedy Center



Yacht Club Community Park



Youth Center

- **Cape Coral Art Center**
Conference room (18 seated)
- **Coral Oaks Golf Course Knickers Pub** (88 ppl)
- **Four Freedoms Park**
Main room (96 seated)
- **Lake Kennedy Center**
Ballroom (160 seated)
Two side rooms:
Terrace (30 seated) & Veranda (40 seated)
- **Rotary Park Environmental Center**
Main room (80 ppl)
- **Tony Rolino Center (at Yacht Club)**
Coral Ballroom (135 chairs only; 120 seated dinner; 90 buffet/dance floor)
Sunset Room (96 chairs only; 70 seated dinner; 50 buffet/dance floor)
Sea Breeze Room (67 chairs only; 48 seated dinner; 30 buffet/dance floor)
- **Yacht Club Community Park**
Ballroom (350 max capacity; Varies by room set up)
East Room (60 ppl)
- **Youth Center**
Main room (100 ppl)
Back room (100 ppl)

Please contact the facility of your choice for more information, to schedule a tour, and to book your private rental.

Program Registration

Cape Coral Parks & Recreation has made our latest Program Registration as easy as 1-2-3!

While you may sign up for a program in person or by calling the facility offering the program, the quickest and easiest way to check availability and reserve your space is to REGISTER ONLINE:

- 1 Log On**
 - Go to www.CapeParks.com and click on the "Register Online" button.
- 2 Program Selection**
 - Click on the "Browse Activities" Quick Link then restrict your search based on the available criteria OR simply enter the Activity Number (if known).
 - **Alternate option:** Select one of the category boxes to check program availability.
 - **Note:** To locate Sun Splash and Special Event tickets, click on the "Search" tab in the top navigation bar and choose "Ticket Search."
- 3 Checkout**
 - Add desired selections to your shopping cart by logging in first with your User Name & Password or create a new account. Confirm selection with a check mark (if needed) and complete questions/waivers to place selection in Shopping Cart.
 - Once all desired selections appear in cart, proceed to "Check Out" to enter payment information. *All major credit cards are accepted.*
 - **Please note:** The registration process is *not complete* until all waivers and release forms are submitted.



Cape Coral
Parks & Recreation

Complete information about the City's policies on insurance and waiver release forms, class cancellations/refunds, and photography/videography can be viewed under the tab labeled "General Info" on the Cape Coral Parks & Recreation website at: www.CapeParks.com

Program Policies and Procedures Manual Agreement

I have read and gone over with my child/children the terms of this manual.
We (parent & child/children)

_____ agree to the terms stated in the City of Cape Coral, Parks and Recreation,
Program Policies and Procedure Manual.

Signature of Parent / Guardian

Date

Parent / Guardian Printed Name

Relationship to Child

Signature of 1st Child

Date

1st Child Printed Name

Date

Signature of 2nd Child

Date

2nd Child Printed Name

Date

Failure to sign and return this to the Site Director / Supervisor by the first
day of the program will result in the removal of your child from the program.

These 2 pages that require filling out and signature have been combined
unto an 8.5 x 11 page called:

Agreement Form Parent Summer Manual 2022

**Cape Coral Parks and
Recreation Department**

Sunscreen Policy

The City of Cape Coral Parks & Recreation Department will, as a courtesy, agree to administer sunscreen, to your son/daughter to help prevent the harmful effects of sun exposure.

The City of Cape Coral policy on applying sunscreen is as follows: **Each child will be responsible for supplying and applying sunscreen to his/her skin personally.** When necessary, a City of Cape Coral staff member will assist each child that may be unable to personally apply his/her own sunscreen. When a child needs such assistance, the staff member will apply sunscreen on only the exposed parts of the child's skin. Children will be requested to apply sunscreen along their suit lines. Also, the staff member will only apply sunscreen while another adult staff member is present.

My child will be bringing sunscreen to camp to use personally and it will be labeled with their name. The type of lotion that I have selected for my son/daughter is:

Print Child's Name

Type of Lotion

◆◆◆ Parents, please circle option 1 or 2 and sign below. ◆◆◆

1) with A & B: I GIVE PERMISSION OR 2) DO NOT GIVE PERMISSION

Signature of Parent / Guardian

Date

- 1) I **GIVE PERMISSION** for the City of Cape Coral summer camp staff to administer sunscreen to my child in accordance with the policy above and the following conditions below:
 - A) I, as the parent or legal guardian of the above-named child, agree that, at certain times during the course of the summer, sunscreen may not always be necessary during all outdoor activities. I leave the decision to administer sunscreen to my son/daughter to the discretion of my child's summer camp director, or individual acting on the behalf of the summer camp director.
 - B) I, as the parent or legal guardian of the above-named child agree that a City of Cape Coral summer camp staff member may supervise the application of sunscreen on my son/daughter, and when necessary, may actually apply sunscreen on the exposed parts of my son/daughter's skin.
- 2) I have read the above policy and **DO NOT GIVE PERMISSION** for the City of Cape Coral summer camp staff to administer sunscreen to my child.

Cape Coral Parks and Recreation Department

Youth Services
315 SW 2nd Ave
Cape Coral, FL 33991
(239) 242-3950

Wm. "Bill" Austen Youth Center
315 SW 2nd Ave
Cape Coral, FL 33991
(239) 242-3950

Cape Coral Arts Studio
4533 Coronado Pkwy
Cape Coral, FL 33904
(239) 574-0802

Four Freedoms Park
4818 Tarpon Ct
Cape Coral, FL 33904
(239) 574-0804

Rotary Park
5505 Rose Garden Road
Cape Coral, FL 33914
(239) 549-4606

Cape Coral Yacht Club / Aquatics
5819 Driftwood Pkwy
Cape Coral, FL 33904
(239) 574-0806 Yacht Club
(239) 542-3903 Aquatics