

**JCPRD**

**Out-of-School-Time (OST)**

**Parent  
Orientation**



**JOHNSON COUNTY**  
Park & Recreation  
District

We are so  
excited to have  
you join us!



JOHNSON COUNTY  
Park & Recreation  
District

# General Information

- ▶ Hours of Operation
  - ▶ Before School Program - 7:00am-8:10am
  - ▶ After School Program - 3:10pm-6:00pm
  - ▶ There will be a \$1.00 per minute late fee assessed for pick-up after 6:00pm. This is strictly enforced.
- ▶ Ways to contact us:
  - ▶ Site Cell Phone
  - ▶ Director's email
    - ▶ Your OST Director will email you with site specific contact info!
- ▶ Fees are processed weekly on Fridays for the following week of care.
- ▶ Please notify us if your child will be absent! Either by email or call.
- ▶ Upon pick-up, a **Photo ID** may be required by staff at any time



# General Information

- ▶ The 2021-2022 School Year OST begins on Thursday, August 12<sup>th</sup> for grades 1<sup>st</sup> - 6<sup>th</sup>.
- ▶ The 2021-2022 School Year OST begins on Monday, August 16<sup>th</sup> for kindergarten!

*Please note there is no programming available prior to your child's first day of school.*

*John Diemer Elementary will begin their school year on Friday, August 13<sup>th</sup>! Kindergarten will begin on Tuesday, August 17<sup>th</sup>.*



# Philosophy Statement

- ▶ Creating an environment that assures all children feel safe, secure, and nurtured.
- ▶ Building an atmosphere that helps children feel confident, valued, and accepted as individuals.
- ▶ Challenging students to cooperate, accept responsibility, embrace diversity, and enhance character skills.
- ▶ Fostering relationships that promote open communication between children, parents, and service to the community.
- ▶ Introducing children to enriching activities that stimulate creativity, critical thinking, and exploration.
- ▶ Encouraging an appreciation of nature and responsible stewardship through outdoor exploration.
- ▶ Promoting healthy lifestyles through age-appropriate learning experiences and recreational activities that support the social, emotional, and physical development of our children.



# Required Forms

Kansas State law requires all children to have the following forms on file at the center before attendance is permitted.

- ▶ **Personal Data Sheet (ePACT info)** Be sure to list any allergies the camper has or medications the camper will be taking during camp hours. Instructions can be found [HERE](#).
- ▶ **Health History** (PDF file uploaded to your ePACT account)
- ▶ **Emergency Medical Release** (PDF file uploaded to your ePACT account)

\*Notary is *not* required in Johnson County, however you must enter Health Insurance information.

All forms must be submitted in our ePACT system before your child's registration can be completed. These are emailed through ePACT to be completed. *Children with incomplete records cannot attend the program.*

# Participant Code of Conduct

- ▶ Participation in the program is a privilege, not a right.
- ▶ The following set of non-negotiable standards for participation is designed to allow participants to self-regulate behavior:
  - ▶ Respect the rights of others to courtesy and personal space.
  - ▶ Manage anger in appropriate ways.
  - ▶ Respect and respond to adult authority.
  - ▶ Accept differences among the group.
  - ▶ Accept responsibility for own actions.
- ▶ Discriminatory statements or behaviors that are based on race, religion, disability, sex or gender will not be tolerated and will result in disciplinary action, including suspension and/or termination from the program.
- ▶ These are reasonable expectations for any child participating in a group care setting. The actions of each individual influence the quality of participation for the entire group. Our goal is to facilitate successful participation for each child through the joint understanding, support, and practice of these positive life skills.

# Parent Conduct

- ▶ Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with JCPRD employees, participants, and their families.
- ▶ Profanity, threats, insults, harassment, suggestive remarks, intimidation, physical crowding, and/or contact will not be tolerated.
- ▶ Kansas state law prohibits parents from disciplining and/or reprimanding other program participants.
- ▶ Failure to observe appropriate conduct will result in immediate and permanent termination of care.



# Safe Environment Policy

- ▶ JCPRD strives to maintain a safe, healthy, and secure environment for children and youth under JCPRD's care and supervision. To protect the safety, health, and welfare of youth and staff in the childcare program and school, JCPRD staff may conduct a search and may seize any illegal, unauthorized, or contraband materials or items discovered.
- ▶ The program will not allow any form of violent play, including the use of toys as weapons, gesturing in an aggressive manner, or depicting violence in drawings or any other expressive form. Possession of weapons, fashioned or real, is prohibited and grounds for immediate expulsion. Statements by anyone that threaten violent action will be regarded as real and result in immediate contact of parents and law enforcement if appropriate.



# Fees

- ▶ Payments are due on Fridays in advance of programming
- ▶ Fees must be paid in the form of automatic recurring payments set up in your ActiveNet account
  - ▶ A \$30 reconciliation fee will be applied for each declined debit/credit card payment, with a maximum non-resolution period of 10 days at which time childcare will be terminated.
  - ▶ Refunds will not be issued for vacation or non-COVID related illness.
  - ▶ All fees are non-refundable and non-transferrable

## COVID-19 Fall Addendum:

- ▶ **Mandatory Quarantine:** Fees will be prorated upon request if child is diagnosed with Covid-19 or is required to quarantine.  
**Facility Closure:** Fees will be prorated/refunded if program/camp is closed due to illness, state or local mandates.



# Holiday and All-Day Programming Days

- ▶ We will provide All-Day Programming on teacher in-service/professional days and conference days at our consolidated locations.

| Early Dismissal & All-Day Programming Days |                     |                |
|--|---------------------|----------------|
| Date                                       | Type                | Time           |
| Thursday, August 12 <sup>th</sup>          | Early Dismissal     | 12:30 - 6:00pm |
| Friday, September 17 <sup>th</sup>         | All Day Programming | 7:00 - 6:00pm  |
| Friday, October 15 <sup>th</sup>           | All Day Programming | 7:00 - 6:00pm  |
| Friday, October 22 <sup>nd</sup>           | All Day Programming | 7:00 - 6:00pm  |
| Monday, November 22 <sup>nd</sup>          | All Day Programming | 7:00 - 6:00pm  |
| Tuesday, November 23 <sup>rd</sup>         | All Day Programming | 7:00 - 6:00pm  |
| Tuesday, December 21 <sup>st</sup>         | Early Dismissal     | 12:30 - 6:00pm |
| Monday, January 3 <sup>rd</sup>            | All Day Programming | 7:00 - 6:00pm  |
| Tuesday, January 4 <sup>th</sup>           | All Day Programming | 7:00 - 6:00pm  |
| Tuesday, February 22 <sup>nd</sup>         | All Day Programming | 7:00 - 6:00pm  |
| Friday, March 11 <sup>th</sup>             | All Day Programming | 7:00 - 6:00pm  |
| Friday, April 15 <sup>th</sup>             | All Day Programming | 7:00 - 6:00pm  |
| Tuesday, May 24 <sup>th</sup>              | Early Dismissal     | 12:30 - 6:00pm |
| Wednesday, May 25 <sup>th</sup>            | All Day Programming | 7:00 - 6:00pm  |
| Thursday, May 26 <sup>th</sup>             | All Day Programming | 7:00 - 6:00pm  |
| Friday, May 27 <sup>th</sup>               | All Day Programming | 7:00 - 6:00pm  |

- ▶ We are closed on major holidays. There will not be care available on the following dates:

| Holidays - JCPRD Closed                      |                           |
|--|---------------------------|
| September 6 <sup>th</sup>                    | January 17 <sup>th</sup>  |
| November 24 <sup>th</sup> - 26 <sup>th</sup> | February 21 <sup>st</sup> |
| December 23 <sup>rd</sup> & 24 <sup>th</sup> | May 30 <sup>th</sup>      |
| December 30 <sup>th</sup> & 31 <sup>st</sup> |                           |

# All Day Programming Days

- ▶ Consolidated all day programming locations are to be determined.
- ▶ These days are no additional cost but will require a separate sign up that has a maximum capacity, depending on COVID-19 mitigation procedures.

# Camps

- ▶ *Winter Break Camp* - Dec 22<sup>nd</sup> and Dec 27-29
  - ▶ Registration for this will open Nov 29<sup>th</sup> and close Dec 10<sup>th</sup>. (Optional)
  - ▶ Locations: Consolidated locations TBD
  - ▶ Times/Dates of Camp: 7:00am - 6:00pm. You can select *any* of the five camp days that you need care: 12/22, 12/27, 12/28, & 12/29
- ▶ *Spring Break Camp* - March 14-18
  - ▶ Registration for this will open Feb 14<sup>th</sup> and close March 4<sup>th</sup> (Optional)
  - ▶ Locations: Consolidated locations TBD
  - ▶ Times/Dates of Camp: 7:00am - 6:00pm. You can select *any* of the five camp days that you need care: 3/14, 3/15, 3/16, 3/17, 3/18
- ▶ *Summer Camp 2022*
  - ▶ Registration for Outdoor Camps will open January
  - ▶ Registration for Indoor Camps will open in March

# Communication

- ▶ Parents will receive information from directors through:
  - ▶ Online newsletters, dry erase bulletins, notes home, e-mail, as well as face to face conversations.
  - ▶ We recommend signing up for ALERTS here for closings and upcoming registrations!
- ▶ Each month, a *Smore.com Newsletter* will be sent out in a link via email. These newsletters contain important information about our program, upcoming dates to remember, as well as a glimpse of activities your kiddos have been working on while in our program.
- ▶ You will probably get an email about every week to every-other week with updates and reminders. If you are not receiving emails, please let your director know! We don't want you to miss out on any information.

# Schedule Breakdown

- ▶ **Morning Program**
  - ▶ Handwashing upon entry
  - ▶ Morning Snack
  - ▶ Daily Activities and Homework Time available
  
- ▶ **Afternoon Program**
  - ▶ Handwashing upon arrival
  - ▶ Roll Call and Announcements
  - ▶ Snack: Your child will be offered a healthy snack
  - ▶ Homework Time/Assistance and Reading Time
  - ▶ Daily Activity (S.T.E.A.M Learning)
  - ▶ Centers and Creativity Opportunities
    - ▶ We try to go outdoors when possible, so please dress for the weather!



# Drop-Off & Pick-Up Procedures

*\*We will be working closely with the school district and the health departments, so these procedures are subject to change.*

- ▶ Refer to the welcome email your site director will send out prior to the start of the school year.
- ▶ Please park in the designated area of your school. Parents are required to drop off & pick up at the designated JCPRD door. **(Ring the doorbell or call the site phone to check in)**
  - ▶ Parents cannot enter the facility to limit exposure.
  - ▶ Parents are strongly recommended to wear a mask during these times.
- ▶ *Please notify your site director or staff if your child will be absent from their scheduled days*
- ▶ All individuals authorized to pick up children must be listed in advance on the *personal data sheet (ePACT child file)*. Until all authorized parties are known to the staff, **photo identification will be required at the time of pick up.**
- ▶ Children attending the program cannot be released to walk home unsupervised.



# Sick and Medication Policies

## ▶ Communicable Disease

- ▶ Children may not attend when suffering from any communicable disease. Guidelines as determined by the [Johnson County Health Department](#) will be observed
- ▶ Children must be well enough to participate in activities before returning to the program.
- ▶ Parents must report any exposure to communicable diseases or Covid-19 to the site director

## ▶ Medications

- ▶ Please let us know if your child has medication they will need to take during OST hours. (EpiPens, Prescription, **Non-prescription**, etc.)
- ▶ Medication cannot be administered without signed parental consent: [Medication Authorization Form](#). This includes over the counter medicine, as well as cough drops and lotions.
- ▶ **Allergies:** Listed on your child's enrollment paperwork. We are very cautious with any allergies, so please make sure they are listed.

# COVID-19 Exclusion Policy

- ▶ Any child who has a fever or other signs of illness will not be admitted. Any child with history of COVID-19 exposure will be excluded, including travel within the last 14 days in a state or country identified as a hot spot for COVID-19, and those showing signs of illness.
  - ▶ Children who are sick, with the typical reasons kids get sick (vomiting, rash, diarrhea, pink eye, etc.) will be excluded in accordance with our policies.
  - ▶ Children should be fever free for at least 24 hours, without the use of fever reducing medication before returning.
  - ▶ Children who become ill throughout the day will be taken to a designated area, away from other children until parents arrive.
  - ▶ Children who have been exposed to COVID-19 or individuals with symptoms consistent with COVID-19 should stay at home for 14 days or as directed by CDC guidelines and the local Health Department (see charts).
- ▶ Children who meet the criteria will be encouraged to seek testing for COVID-19. If a physician indicated the symptoms are due to a different diagnosis (ex. allergies, asthma), a child can be re-admitted to OST prior to their symptoms resolving. **(see the next 3 slides for charts and symptoms)**



# Extra Precautions

- ▶ We will split the kids into smaller cohort groups depending on program size.
- ▶ Staff will continue to clean and sanitize at the beginning, end, and throughout the day.
- ▶ We will maintain distance between each group whenever possible in daily activities.
- ▶ Cohort groups will rotate having lunch/snack so that we can socially distance. Tables will be sanitized between each group.
- ▶ Frequent handwashing will be included in our daily schedule for staff and children.
- ▶ Masking will follow the guidelines of the school district.



# Masking

- ▶ Masking will follow the guidelines and requirements of the school district.
- ▶ Children Pre-K through 6<sup>th</sup> grade will be required to wear masks while indoors.
  - ▶ We will continue to follow & make changes to this policy based upon local guidance.



# Take a Minute! See what's in it!



The Johnson County Park & Recreation District LOVES providing programs, sports leagues, and camps for your children. We hope that, when they're with us, they learn, have fun, make friends, and create memories. Please know their safety is always our number one priority.

We are asking you to partner with us this effort by being aware of what's in your child's backpack.

## **TAKE A MINUTE, SEE WHAT'S IN IT...**

What's in your child's backpack?

## **TAKE A MINUTE, SEE WHAT'S IN IT...**

Every day before your child goes to school, to camp, to sports programs, or to a friend's home.

## **TAKE A MINUTE, SEE WHAT'S IN IT...**

When your child returns home.

So please...

## **TAKE A MINUTE, SEE WHAT'S IN IT!**

**We are proud to serve you and your family.  
Check us out at [jcprd.com](http://jcprd.com)**

National Gold Medal  
Award Winner for Excellence!



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# Keep Connected!

## ▶ Alerts

- ▶ Sign up for ALERTS [here](#) for closings and upcoming registrations!
- ▶ Please be sure your email address in ActiveNet is accurate to ensure you receive important communication.

## ▶ Online Newsletters:

- ▶ Your director will send you a link for your camp's newsletter.

## ▶ Facebook

- ▶ [Johnson County Park and Recreation District - JCPRD](#)

## ▶ Watch for emails from your program director!



# We're looking forward to a great school year!

- ▶ For more information, please visit our website at [www.jcprdkids.com](http://www.jcprdkids.com)
- ▶ Click [here](#) to review the Parent Handbook for more details.



# Contact Info

*Feel free to reach out with any questions or concerns to one of our Children's Services Specialists*

## **Shawnee Mission OST**

Sebastian Parrish- [Sebastian.Parrish@jocogov.org](mailto:Sebastian.Parrish@jocogov.org) or 913.826.3066

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