

JCPRD

Out-of-School-Time (OST)

**Gardner 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-8:15am
- ▶ After School Program - 3:25pm-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

▶ Please notify us if your child will be absent! Either by email or call.

- ▶ Please do not text or contact the school. Contact JCPRD directly.

▶ Upon pick-up, a **Photo ID** may be required by staff at any time. Especially during the first few weeks as new staff gets to know you.



General Information

- ▶ The 2022-2023 School Year OST begins on Thursday, August 11th.
 - ▶ This is a ½ day and your child will need to bring a sack lunch

Please note there is no programming available on Aug. 8th, 9th, and 10th.



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 child has or medications the child will be taking during program hours.
- ▶ **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 our ePACT system before your child's registration can be complete. 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

- ▶ Our goal is to facilitate productive communication to aid in the success of each child and to maintain a safe environment for all.
- ▶ Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with JCPRD employees, participants, and their families.
- ▶ Kansas state law prohibits parents from disciplining and/or reprimanding other participants.
- ▶ Discriminatory statements or behaviors that are based on race, religion, disability, sex or gender will not be tolerated.
- ▶ Profanity, threats, insults, harassment, suggestive remarks, intimidation, physical crowding, yelling, and/or contact will result in the immediate contact of law enforcement.
- ▶ Failure to observe appropriate conduct will result in permanent expulsion from the program.

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.



Gardner All-Day Programming Days

- ▶ For "no-school days" like Teacher In-Service/Professional Days, or Conference Days (*not including Inclement Weather Days**), JCPRD provides *All-Day Programming Days* at consolidated locations.
- ▶ *All-Day Programming Day* hours are from 7:00am-6:00pm.
- ▶ This care is not at an additional charge for full-time participants.
 - ▶ Children enrolled part-time can attend in-service days outside their normal schedule for an additional \$30 per day. Children enrolled in Before School Programs ONLY may attend all-day program days for an additional charge of \$25.00 per day.
- ▶ We do require families to sign-up in advance to secure your child(ren)'s spot. To sign-up, your program director will email you a customized link prior to each consolidated care day with the deadline to register. There is a link for *each* no-school day to sign-up for care.
- ▶ This is also only for current OST participants.
- ▶ Gardner does not provide care on Inclement Weather Days

Holiday and All-Day Programming Days

- ▶ We will provide All-Day Programming on teacher in-service/professional days and conference days. Locations may be at the school or at consolidating schools.

Early Dismissals Days & All-Day Programming Days (Professional & Conference Days)		
Date	Time (Bring a lunch!)	Location
August 11	11:25 am - 6:00 pm	Home School
September 26-27	7:00 am - 6:00 pm	Consolidated
October 7	7:00 am - 6:00 pm	Consolidated
October 12 -14	7:00 am - 6:00 pm	Consolidated
November 21-22	7:00 am - 6:00 pm	Consolidated
December 16	7:00 pm - 6:00 pm	Consolidated
January 4	7:00 am - 6:00 pm	Consolidated
January 17	7:00 am - 6:00 pm	Consolidated
February 10	11:25 am - 6:00 pm	Home School
February 15 - 17	7:00 am - 6:00 pm	Consolidated
March 10	7:00 am - 6:00 pm	Consolidated
April 7	11:25 am - 6:00 pm	Home School
April 24-25	7:00 am - 6:00 pm	Consolidated
May 24	1:00 pm - 6:00 pm	Home School
May 25 - 26	7:00 am - 6:00 pm	Consolidated

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

Holidays – JCPRD CLOSED	
August 8-10	January 2, 3
September 5	January 16
November 23-25	February 20
December 26	

- ▶ Dates are subject to change if the school district makes changes

Camps

- ▶ **Winter Break Camp-Dec 19th - 23rd and Dec 27th - 30th**
 - ▶ Registration for this will open Nov 28th and close Dec 9th.
 - ▶ Locations:TBD
 - ▶ **Times/Dates of Camp:**7:00am -6:00pm. You can select any of the camp days that you need care: 12/19, 12/20, 12/21, 12/22, 12/23, 12/27, 12/28, 12/29, 12/30
 - ▶ **Fees:** You are not charged regular tuition during these camp weeks. You are only charged for the days you register for during these two camp weeks.
- ▶ **Spring Break Camp-March 13th - 17th**
 - ▶ Registration for this will open Feb 13th and close March 3rd
 - ▶ Locations:TBD
 - ▶ **Times/Dates of Camp:**7:00am -6:00pm. You can select any of the camp days that you need care: 3/13, 3/14, 3/15, 3/16, 3/17
 - ▶ **Fees:** You are not charged regular tuition during these camp weeks. You are only charged for the days you register for during these two camp weeks.
- ▶ **Summer Camp 2023**
 - ▶ Registration for Outdoor Camps will open late January
 - ▶ Registration for Gardner Indoor Camps will open in early March

Communication

- ▶ Parents will receive information from directors through:
 - ▶ Online newsletters, dry erase bulletins, notes home, e-mail, as well as informal and formal conferencing.
 - ▶ 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

- ▶ Roll Call and Announcements
- ▶ Snack: Your child will be offered a healthy
- ▶ 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 and Pick-Up Procedures

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

- ▶ Check with your site director for site-specific drop off and pick up info.
- ▶ Parents will be expected to come in to sign their child(ren) in and out at drop-off and pick-up this school year. All locations will have a site cell phone and/or a doorbell to be admitted.
- ▶ 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 he/she will need to take during OST hours. (EpiPens, Prescription, Non-prescription, etc)
- Medication cannot be administered without signed parental consent on a [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.

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**

National Gold Medal
Award Winner for Excellence!



Keep Connected!

- ▶ Alerts
 - ▶ Sign up for ALERTS [here](#) for closings and upcoming registrations!
- ▶ Online Newsletters:
 - ▶ Your director will send you a link for your camp's newsletter.
- ▶ Twitter
 - ▶ @JCPRDGardnerOST
- ▶ 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
- ▶ Please also review the Parent Handbook [here](#) for more details.



Contact Info

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

Gardner OST

Amber Sherwood- Amber.Sherwood@jocogov.org or
913.826.3028



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