

Bay Oaks Club Rec Program Guide

2024 Fall Semester

Bay Oaks Park
2731 Oak Street Fort Myers Beach
Fl, 33931
239-765-4222



What is Club Rec?

Club Rec is a Youth Program at Bay Oaks Recreation Center that offers an afterschool program. This program provides a safe, structured, and fun Place for your students to attend from 2:15pm until as late as 6:00pm after school Monday – Friday. We offer a multitude of different activities that promote health and wellness, inclusion, teambuilding, creativity, and help build long-lasting memories and friendships for years to come! Each week students will participate in both indoor and outdoor group games, trips to the Fort Myers Beach pool, test out their STEM skills, and have an opportunity to join some of our clubs specifically designed around their favorite activities.

Bay Oaks Mission Statement

To create, provide, and sustain quality recreational and community experiences for all residents and visitors of The Twon of Fort Myers Beach.

Bay Oaks Vision Statement

To provide exceptional programs, events and recreational opportunities that attract and delight all residents and visitors.

Camper Conduct

Bay Oaks Recreational Campus strives to provide an atmosphere that focuses on consistency, communication and the safety and well-being of each and every participant and staff member through the program and facility. To do this, that means an equal amount of respect will always be given to each participant by staff and that respect should expect to be returned to the staff. Appropriate behavior is the joint responsibility of the child, parent, and staff. Please review these rules with your child prior the first day of Club Rec:

1. Participants are expected to listen to and respect camp counselors and staff. Effective communication between everyone is essential—if there is a problem, voice your concern so we can solve it. Staff can work as mediators to help participants vocalize their issues with other participants in a polite and effective way. Please encourage your child to speak to a staff member if they are having an issue.

2. Bay Oaks will not tolerate any type of exclusion or bullying of any participants. Our staff encourages the participants to reach out and make new friends each year. Participants in our program often form a strong bond with each other and create long lasting memories for years to come! Campers will treat others as they wish to be treated- with kindness and courtesy. Any teasing, bullying, picking on, or serious malicious physical harm caused to another participant may result in expulsion from the program.

3. Participants must keep hands & feet to themselves at all times. Bay Oaks strives to provide a safe environment for all participants. Everyone must respect personal space and not put their hands on others in a playful or threatening way at any time. Repeated offenses could result in your child having to sit out of activities, be given a written warning or be suspended/removed from the program. We understand play fighting is common amongst children, but it is behavior we are trying to minimize at our facility.

4. All children will be required to clean up after themselves. We will participate in a lot of messy crafts and activities and part of participating in those crafts is assisting with set up and clean up. We will encourage all participants to clean up all their own toys and crafts with the assistance of staff.

5. Participants will not be allowed to use phones, electronics, or toys during Club Rec. Many of our activities involve focus and attention from all the kids. Personal toys can cause distractions when kids are trying to use them during our activities. Cell phones are **prohibited** for use during Club Rec. Parents are encouraged to call the front desk if they need to speak with their child. If a child has an emergency and needs to speak with their parent, they will be permitted to use the front desk phone or their phone upon asking for permission. Wanting to go home because of boredom or to avoid participating in an activity is not an emergency and will not be reasoning to use a phone.

6. **HAVE FUN WHILE LEARNING!** Participants are enrolled in Club Rec to learn and have fun while getting exercise. Don't be afraid to try new games and keep a positive attitude at all times! We will be playing different games during Club Rec. It is important to practice good sportsmanship at all times and to give your best effort before saying "I can't" or "I don't want to".

—PARENTS—

- The cost of Club Rec is \$125/resident and \$175/non-resident for the first two quarters of the school year. Aug 2nd, 2024 – December 20th 2024
- For residency purposes, if documenting an Estero Island address on a Youth Registration form, the following supplementary documentation will be required to show proof of residency to qualify resident pricing and resident priority registration. The following documentation must confirm the Estero Island address listed on the registration form.
 - FPL, Utility Bill, 2023 Tax Bill, or Mortgage/Rental Agreement greater than 6 months.
 - A Driver's License to confirm Identity.

With this documentation, Club Rec will be \$125. For any address that falls outside of the Estero Island jurisdiction, the cost will be \$175.

- There are full and partial scholarships available based on household income. If you have questions—please contact Jimmy jimmydemilia@fmbgov.com or via 239-765- 4222.
- Please read the Parent Policy Agreement in depth: including the Discipline policy, Late Fee/Late Pick-up policy and Cancellation/Refund policy. If you would like a copy of these policies, we will provide you with one.
- Students are required to wear closed-toed shoes in order to participate.
- Please ensure your child has a reusable water bottle every day for Club Rec. If you need one provided, please let us know.
- Please label any items that your child brings to Club Rec. This includes lunchboxes, backpacks, and water bottles.
- Please do not send your child with any toys or electronics of any kind to Club Rec. We understand that cell phones are a growing trend among younger kids, however; they are not permitted for use in this program. If you need to reach your child, please call the front desk and a staff member will connect you with your child. If a child needs to call home due to an emergency, they will be permitted to use the office phone or personal phone with permission. Being bored or trying to avoid a certain activity is not considered an emergency and will not grant a child permission to use a phone.
- If a child is in need of special assistance or has trouble in group settings, this program may not be best suited for your child. Our staff deals with kids of all different personalities and will utilize all of our knowledge and skill to encourage each child to participate and follow along with the group. Unfortunately, if a child cannot integrate into the daily functions of Club Rec and requires individualized attention because of this, we may need to remove that child from our program. Parents are more than welcome to provide a Personal Care Assistant (PCA) to their child to help with this individualized attention if necessary.

Town of Fort Myers Beach Parent Policy Agreement

Discipline:

The Town of Fort Myers Beach is committed to providing an environment that fosters the physical and emotional well-being of all program participants. Creating a safe, enjoyable environment is the responsibility of Parks & Recreation staff as well as program participants, and families. The discipline practices our staff uses are: verbal warnings, individual counseling, quiet time, redirecting, contacting a parent, written incident reports, counseling by supervisor, suspension from programming, and termination from programming. We expect all staff members, program participants, and families to be respectful of others and the property of others. Our discipline actions are meant to provide opportunities for children to learn responsibility and concern for others. If your child is not responding to counselors' discipline, staff may decide to document the behavior into a written incident. Parents will be spoken to about the incident report and will be required to sign upon picking up their child. After three of these written incidents reports a meeting with the Parks and Recreation manager may be required to discuss the future of your child's participation. Most discipline issues are minor and are easily resolved by the staff, the child, and parents. However, serious infractions may result in immediate suspension or termination from the program. Examples include but are not limited to bullying, intentionally leaving the group without authorization, stealing, causing significant damage to property.

Violence/Drugs/Alcohol:

Bay Oaks is a drug/alcohol and violence free facility. Intentionally threatening/hurting others is prohibited. Possession of drugs, alcohol, or weapons is not allowed on the premises and will result in immediate disciplinary action.

Cancellation and Refund:

Refunds, full or partial, will not be made due to disciplinary suspensions or expulsions. Cancellations may be made prior to the start of a session; however, refunds will not be given once a session has already begun.

Inclement Weather:

Due to the safety of the participants of Club Rec members, parents, and Bay Oaks staff, the Town of Fort Myers Beach reserves the right to delay, postpone, or cancel Club Rec for any extended period of time due to inclement weather such as severe storms or hurricanes.

Movies:

During Club Rec we may show movies that are G-Rated or PG-Rated. If this is an issue, contact us.

Obscenity and Profanity Policy:

All profanity (verbal, written, gestures, symbols, etc.) is prohibited during Club Rec and at all Parks and Recreation sponsored activities. Obscene materials (illustrations, oral, written, or audio materials which are commercially or produced by the participant are prohibited. The "F" word will not be tolerated under any circumstance. Any student who uses the "F" word in any context will automatically be suspended out of Club Rec for three days. All other forms of inappropriate language are highly discouraged. Participants must choose their words carefully and consciously. Participants caught using obscenities or profanities will be subject to the following disciplinary code.

- 1st Offense – Verbal reprimand. Written warning and notice issued to parents.
- 2nd Offense – 3 days suspension from all Club Rec Programs
- 3rd Offense – Participant will be removed from Club Rec for the remainder of the school year.

Town of Fort Myers Beach Parent Policy Agreement

After-School Late Pick-Up Policy:

If at the program's close participants remain on-site, staff will attempt to contact the parent/guardian to pick up the child.

The parent/guardian will be charged a late pick-up fee of \$20 at the programs end time. Every 15 minutes another \$20 will be added.

If the parent/guardian refuses to pay, that child will not be allowed to continue to participate in Club Rec until the fee has been paid.

If a parent/guardian knows they will be late, they should contact Fort Myers Beach Parks and Recreation Department at (239) 765-4222, as soon as possible to notify staff (the late fee will not be waived).

If a participant has not been picked up one hour after the program closes, the parent/guardian has not contacted the camp, and no other authorized person could be contacted to pick up the child, staff will contact the Lee County Sheriff's Office to come pick up the child and document the incident.

At no time will an employee of the Town of Fort Myers Beach Parks and Recreation Department transport a child home.

After 3 Late Pick-Ups the Parks & Recreation Staff will determine if your child should be removed from the program.

By signing below, I acknowledge and understand the above Town of Fort Myers Beach Parks and Recreation Parent Policies. This agreement will be valid through the duration of the program.

Child's Name: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Youth Application for Enrollment

Student Information

Full Name: _____

Childs Preferred Name: _____ Childs Shirt Size: _____

Date of Birth: _____ Age: _____ Sex: _____ Grade for 2024 -25 School Year _____

Name of School: _____

Chil's Physical Address: _____

Parent's Email Address: _____

Days of the Week in Care M T W T F

What time will your child usually be picked up: _____

Family Information

Child Lives With: _____

Guardian Name: _____ Guardian Name: _____

D.O.B: _____ D.O.B: _____

Address: _____ Address: _____

Employer: _____ Employer: _____

Cell Number: _____ Cell Number: _____

Work Number: _____ Work Number: _____

Custody: Mother _____ Father Both _____ Other (Specify) _____

Medical Information

I hereby grant permission for the staff to contact the following medical personnel to obtain emergency medical care if warranted. I give my consent to transport by ambulance if the situation warrants. Staff will attempt to contact parent/guardian in the event of any emergency.

Doctor: _____ Address: _____ Phone: _____

Hospital Preference: _____

Please list all allergies, special medical or dietary concerns, if they can swim or other areas of concern:

Please list any helpful information about your child you would like us to know:

EPIPEN CONSENT FORM

In order for my son/daughter to receive the necessary medical treatment while participating in a Youth Program and/or in the event of an allergic reaction, I hereby authorize the Director, Manager, Supervisor, Coordinators, and Rec Aids and/or other staff of the Culture, Parks and Recreation Department to seek medical treatment, provide emergency medical care, and/or to administer an EpiPen (as prescribed) on my son/daughter. Furthermore, the camp and the staff of the Culture, Parks and Recreations Department will not be held responsible for an injury or illness incurred while my son/daughter is at camp.

Parent/Legal Guardian name: _____

Signature of Parent/Legal Guardian signature: _____

Date: _____

ALLERGIES (Use an additional sheet if necessary. Please list if the allergy is through consumption, contact, or airborne) My child has no known allergies

<i>Medical Allergies (List)</i>	<i>Food Allergies (List)</i>	<i>Other Allergies (List)</i>
<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
<input type="radio"/> Rash <input type="radio"/> Hives <input type="radio"/> Swelling <i>Location:</i> <hr/> <input type="radio"/> Trouble <input type="radio"/> breathing Blue <input type="radio"/> around mouth <i>Other:</i>	<input type="radio"/> Rash <input type="radio"/> Hives <input type="radio"/> Swelling <i>Location:</i> <hr/> <input type="radio"/> Trouble <input type="radio"/> breathing Blue <input type="radio"/> around mouth <i>Other:</i>	<input type="radio"/> Rash <input type="radio"/> Hives <input type="radio"/> Swelling <i>Location:</i> <hr/> <input type="radio"/> Trouble <input type="radio"/> breathing Blue <input type="radio"/> around mouth <i>Other:</i>
<i>Does child have an EpiPen?</i> <input type="radio"/> Yes <input type="radio"/> No <i>Will you send it to camp?</i> <input type="radio"/> Yes <input type="radio"/> No	<i>Does child have an EpiPen?</i> <input type="radio"/> Yes <input type="radio"/> No <i>Will you send it to camp?</i> <input type="radio"/> Yes <input type="radio"/> No	<i>Does child have an EpiPen?</i> <input type="radio"/> Yes <input type="radio"/> No <i>Will you send it to camp?</i> <input type="radio"/> Yes <input type="radio"/> No

Camper Medical History

Please list any known medical conditions that the staff should be aware of: _____

MEDICATION/SUNSCREEN AUTHORIZATION FORM

(Must be completed to allow staff to assist your child with the application of spray on sunscreen and/or the dispensing of medication. Staff will not administer medications without consent)

Child's Name: _____

YES, I DO give authorization to assist my child with sunscreen
 NO, I DO NOT give authorization to assist child with spray on sunscreen

Please skip the following section if not application and sign at the bottom

Medication:

Dosage (Amount):

Time(s) Given:

Medication Instructions and Possible Side Effects:

Any conditions that your child has that we should be aware of:

* Medication must be in original container and properly labeled. The label must state the doctor's name, child's name and dosage directions.*

Printed Name of Parent/Guardian: _____

Parent/Guardian Signature: _____

Date: _____

Pick Up Authorization and Emergency Contacts:

Child will be released to the custodial parent or legal guardian and the persons listed below with a government issued photo ID. These people are people you trust and the people who will be contacted and are authorized to remove your child from the facility in case of illness, accident, or emergency. Please make sure to add yourself as an emergency contact. We will begin at #1 and go in order down the list when making calls. Any additions to the list must be made in person by a Parent/legal guardian and CANNOT be made by phone.

Bay Oaks will NOT release any participant to ANY persons not listed on an authorized pick-up under any circumstances.

1. _____

Name	Cell #	Work Number#	Relationship
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2. _____

Name	Cell #	Work Number#	Relationship
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3. _____

Name	Cell #	Work Number#	Relationship
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4. _____

Name	Cell #	Work Number#	Relationship
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5. _____

Name	Cell #	Work Number#	Relationship
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6. _____

Name	Cell #	Work Number#	Relationship
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7. _____

Name	Cell #	Work Number#	Relationship
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8. _____

Name	Cell #	Work Number#	Relationship
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9. _____

Name	Cell #	Work Number#	Relationship
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10. _____

Name	Cell #	Work Number#	Relationship
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Daily Drop Off/Pick Up

After-School

A. CHECK IN

Children will be picked up at Beach Elementary School at 2:15pm. Counselors will check in the participants for the day and walk them over to Bay Oaks.

If your child is homeschooled, they may be dropped off at Bay Oaks between 2:15 – 2:30pm. Check your child in with a counselor before leaving the premises.

B. PICK UP

When picking up your child from Club Rec, people authorized to pick up may drive around to the back of the facility and park in the shell parking area to walk inside. This person then needs to stop at the front desk to sign out the child and communicate with staff. The following processes will be followed by staff.

1. Participants can only be signed out by people on the Authorized Pick-up Form.
2. Picture identification of the parent/guardian must be shown to camp staff in order to pick up a child. Until staff and parents are familiar with each other they will be asked to show identification.
3. Anytime an unfamiliar person attempts to pick up a camper they will be asked to show identification. Staff will also check the Authorized pick-up list to see if they are eligible to pick the camper up. Parent or guardian may be called for verification on the pickup.
4. If a parent or guardian refuses to sign out a child from the program, or refuses to show ID, staff can refuse to release the child into their custody. If a parent/guardian or other adult attempts to remove a child without showing identification or signing out, staff will treat the incident as an attempted abduction from the camp. The Sheriff's department will be called, and staff will attempt to record license plate and description of the car the participant left in. If there is a last-minute change in your day and a person who is not on this list needs to pick up your child a phone call must be made by both parties to Bay Oaks. Full name and phone number must be given at that time so staff can be made aware. The person picking up then needs to follow the normal sign out procedures with identification.

I have read and agree to abide by the above policies regarding the pick-up of my child from the Bay Oaks Recreation Center. I understand that I am responsible for following the rules and procedures set forth and will be held accountable for violations of above said rules.

Parent/Guardian Signature: _____ Date: _____



Participant Waiver and General
Release Form Town of Fort Myers Beach, Florida

Waiver and release of all claims and assumption of risk for the Town of Fort Myers Beach, Florida. Please read this form carefully and be aware that in participating in Town of Fort Myers Beach (hereafter "Town") activities/programs, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you and/or your minor child might sustain as a result of participating in any and all activities connected with and associated with Town of Fort Myers Beach programs/activities (including transportation services/vehicles operation, when provided).

I recognize and acknowledge that there may be certain risks involved in participating in Town programs/activities, and I voluntarily agree to assume the full risk of any injuries, damages or loss that my minor child or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child may have (or accrue to me or my child) against the Town as a result of participating in such program/activity, including but not limited to claims against Town officials, officers, employees, agents, independent contractors associated with such programs/activities in any capacity, and/or volunteers (hereinafter collectively referred to as "parties"). I do hereby fully release and forever discharge the parties from any and all claims for injuries, damages or loss (including but not limited to attorney's fees and/or appellate attorney's fees associated therewith, whether or not suit is filed) that my minor child or I may have or which may accrue to me or my minor child and arising out of, connected with, or in any way associated with these programs/ activities or any of them. I indemnify and hold the Town, any of its employees and/or agents and/or any parties referenced above, from any and, all claims from my use of town property or participating in any town programs/activities. I further indemnify and hold harmless the Town, its employees and/or agents and/or any parties referenced above from all costs, expenses and liabilities resulting from any claim brought as a result of my or my child's use of Town property and/or participation in Town programs/activities to the extent of the town's liability under general law. I will comply with all requirements imposed by any federal, state, county or Town emergency declaration. Failure to do so will result in immediate revocation of this Agreement. I acknowledge that the Town requires all participants to wear a life jacket or personal flotation device ("PFD") at all times when on the water. I understand that if I do not follow the Town's requirement of wearing my PFD, I face having my participation privileges revoked, and may be barred from activities. I understand that photographs, videos or other recording of my and /or child's face, likeness, and/or voice may occur during Town programs/activities, by signing below, I hereby agree that such face, likeness and/or voice may be published by the Town in brochures, newsletters, or other advertising for the Town.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering via fax, my facsimile signature shall substitute for, and have the same legal effect as, an original form signature.

PARENT/GUARDIAN SIGNATURE:

STAFF SIGNATURE:

DATE:

DATE: