

**City of Sanibel**  
**Department of Recreation**  
**2020 Fall Trimester**  
**Youth After-School Program**  
**Registration Packet**

**PACKET CONTENTS:**

***NOTE: To save you time, it is strongly recommended that you complete the registration forms, waivers, scholarship and financial application (if applicable) prior to arriving to register.***

- Youth After-School Program Kindergarten - 8<sup>th</sup> Grade Registration Form
- Fall Trimester 2020 Youth After-School K-8<sup>th</sup> Grade Program Rates
- Letter to Parent/Guardian regarding required face masks
- Recreation Center COVID-19 Waiver
- Discipline Policy
- General Parent/Guardian Information
- Medication/Illness Policy
- Off-Property Nature and Fitness Walks Consent Waiver
- Movie Consent Waiver
- Photo Release Form
- Pick up Policy



# YOUTH PROGRAM REGISTRATION FORM

Please circle program registering for:

*After School*

*Holiday / Spring Camp*

*Fun Day*

CHILD LAST NAME,	FIRST NAME	D.O.B.	GENDER	ADDRESS
1.		/ /	M / F	
<b>GRADE ENTERING IN CURRENT FALL</b>		K 1 2 3 4 5 6 7 8		
2.		/ /	M / F	
<b>GRADE ENTERING IN CURRENT FALL</b>		K 1 2 3 4 5 6 7 8		
3.		/ /	M / F	
<b>GRADE ENTERING IN CURRENT FALL</b>		K 1 2 3 4 5 6 7 8		

**PARENT/GUARDIAN #1**

LAST NAME,	FIRST NAME	D.O.B.	GENDER	ADDRESS
1.		/ /	M / F	
Home ☎:	Cell Carrier:			
Work ☎:	Cell ☎:	Primary E-mail:		

**PARENT/GUARDIAN #2**

LAST NAME,	FIRST NAME	D.O.B.	GENDER	ADDRESS
1.		/ /	M / F	
Home ☎:	Cell Carrier:			
Work ☎:	Cell ☎:	Primary E-mail:		

<b>CHILD MEDICAL CONCERNS: KNOWN ALLERGIES-MEDICATIONS-DISABILITIES</b>

Please enroll my child(ren) in the City of Sanibel Recreation Program. In the event of inclement weather or emergency closings, I understand that I am responsible for the care and timely transportation of my child(ren) upon dismissal from the Recreation Program. I will notify the Recreation Staff of any changes in address, home or work phone and/or medical conditions of my child(ren). In the event of serious injury or illness of my child(ren), I give my permission to have the above named child(ren) transported by ambulance or other conveyance to a doctor or hospital if immediate attention is required. I will also assume responsibility of payment for the same. INITIAL \_\_\_\_\_

If I cannot be contacted I \_\_\_\_\_ (DO), or \_\_\_\_\_ (DO NOT) authorize an employee of the City of Sanibel to consent on my behalf to any medical or surgical treatment, doctor or hospital, and I will assume payment for such treatment. INITIAL \_\_\_\_\_

I, intending to be legally bound, for myself and the above named child(ren), our heirs or executors, assigns, waive hold harmless, and forever discharge, any and all rights and claims for damages, which we have or may here after accrue to us against the City of Sanibel, its agents or employees, for any and all damages that might be sustained or suffered by the above named child(ren) in any way connected with the Recreation Program. INITIAL \_\_\_\_\_

Signature Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

City of Sanibel  
 Fall Trimester 2020  
 Youth After-School Program Rates

Kindergarten through 8 <sup>th</sup> Grade	Early Bird Registration (at least 14+ calendar days prior to start of program)  <b>On or before August 17<sup>th</sup></b>	On Time Registration (7-13 calendar days prior to start of program)  <b>On or before August 24<sup>th</sup></b>	Late Registration (less than 7 calendar days prior to start of program)  <b>On or after August 25<sup>th</sup></b>
Member Rate	\$340	\$408	\$425
Non-Member Rate	\$425	\$510	\$531.25



## City of Sanibel

800 Dunlop Road  
Sanibel, Florida 33957-4096

[www.mysanibel.com](http://www.mysanibel.com)

### AREA CODE - 239

CITY COUNCIL	472-4155
ADMINISTRATIVE	472-5700
BUILDING	472-4555
EMERGENCY MANAGEMENT	472-5111
FINANCE	472-9615
LEGAL	472-4359
NATURAL RESOURCES	472-5700
RECREATION	472-0545
PLANNING	472-4156
POLICE	472-5111
PUBLIC WORKS	472-6597

Thursday, July 16, 2020

### Dear Parent/Guardian of Youth After-School Program Participants,

On Tuesday, June 30, 2020, due to the COVID-19 pandemic the Sanibel City Council voted

- to require the use of face coverings (with certain exceptions)

On Friday, July 3, 2020, this mandate went into effect. Participants of our Youth After-School Program as well as staff will be required to follow the guidelines listed below.

### **FACE COVERINGS**

For the purposes of this restriction, the following terms are defined as follows:

- "face covering" means a breathable material that covers the nose and mouth of an individual, secured with ties or straps or otherwise wrapped around the lower face, whether purchased, homemade or improvised.
- "business or other place of public accommodation" means a location with a roof overhead under which any business is conducted, goods are made or stored or processed, or where services are rendered, which includes locations where for-profit, non-profit, and governmental entities facilitate public interactions and conduct business, but it does not include places of religious worship, such as churches and synagogues.

1. Every person over 5 years of age who is away from his or her place of residence should carry a face covering capable of immediate use.
2. Every person over 5 years of age who is away from his or her residence should wear a face covering when closer than six feet to another person with whom he or she does not reside.
3. Individuals-whether an owner, worker, patron, or otherwise-of a business or other place of public accommodation are required to wear a face covering while indoors within that business or public accommodation.
4. Individuals are not required to wear a face covering while outdoors in public areas anywhere with appropriate social distancing of six or more feet between individuals who do not reside together, including but without limitation, at the beach, on the shared use path, or playing golf.



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### AREA CODE - 239

CITY COUNCIL	472-4135
ADMINISTRATIVE	472-3700
BUILDING	472-4555
EMERGENCY MANAGEMENT	472-3111
FINANCE	472-9645
LEGAL	472-4559
NATURAL RESOURCES	472-3700
RECREATION	472-0545
PLANNING	472-4126
POLICE	472-5111
PUBLIC WORKS	472-6907

5. The requirement to wear a face covering does not apply to any of the following individuals (although such individuals are not prohibited by this restriction from wearing face coverings if they so choose):

- Children under two years of age;
- Individuals who have one or more medical conditions or disabilities that prevent wearing a mask or otherwise would cause impairment due to an existing health condition;
- Individuals obtaining a service from a barbershop, beauty salon, or other type of service involving the head or face, where temporary removal of the face covering is necessary to perform the service;
- Individuals who are engaged in work where use of a face covering will not be compatible with the duties of the profession;
- Restaurant or bar customers or patrons, only while seated at a table or bar.
- Individuals who are exercising.
- Owners or workers in an area of the business or other place of public accommodation that is not open to customers, patrons, or the public, provided that six feet of distance exists between any owners or workers. **This exception does not apply to owners or workers in the kitchen or other food and beverage preparation area of a restaurant or food establishment.**
- Guests when inside of a hotel room, motel room, vacation rental unit, timeshare unit, or similar unit.
- Individuals worshiping in a church, synagogue or other place of religious worship.

6. Violations are subject to fines of \$50 per violation. Businesses or other places of public accommodation are encouraged to post signage of this Proclamation and adopt a "no mask, no service" policy to facilitate enforcement.

As noted in the definition of "face coverings," your child is free to wear a variety of different types of face coverings, including neck gaiters, reusable cloth masks, disposable masks, and others. Please do not hesitate to contact me if you have any questions or concerns, to include if your child has a medical condition or disability that makes wearing a mask unsafe.

Respectfully,

Trish Phillips  
Recreation Director, City of Sanibel  
Sanibel Recreation Center  
3880 Sanibel-Captiva Road  
Sanibel, FL 33957





# DISCIPLINE POLICY

All disciplinary action is subject to the discretion of the Recreation Staff and administration. Failure to comply with current program rules and policies could result in partial or indefinite removal from activities, depending on severity of infraction.

## ***GUIDELINE FOR GENERAL MISCONDUCT AS FOLLOWS:***

- 1<sup>st</sup> Offense of the Day: Participant must sit out for 5-10 minutes
- 2<sup>nd</sup> Offense of the Day: Participant must sit out for 10-15 minutes
- 3<sup>rd</sup> Offense of the Day: Participant must sit out for 15-20 minutes

## ***PROGRAM RULES***

- Participants are not permitted to leave the Recreation Center without proper check out and must be with authorized parent or guardian upon exit
- Proper closed-toe, non-black soled (gym) footwear must be worn at all times except in pool area
- Fighting is prohibited
- Spitting is prohibited
- Phone calls are limited to emergencies and necessities
- Offices are limited to staff unless otherwise deemed necessary
- Restrooms are for their intended purposes only
- Inappropriate language is prohibited
- Harassment/ bullying of another participant is prohibited
- Pool rules must be obeyed at all times when applicable
- Disrespectful behavior toward staff or others is prohibited
- Theft is prohibited
- Vandalism is prohibited
- Unbecoming or improper conduct is prohibited
- Participants must wear seatbelts on field trips

After three offenses in a one day period, or excessive offenses within any one week period, a written discipline note may be issued. Written discipline notes may be sent home as an advisory notice, or to inform parents of a suspension or indefinite removal from the program. All written discipline notes should be signed and returned by parent/guardian on next available day of attendance by child.

## ***IMMEDIATE SUSPENSION MAY APPLY ON THE FOLLOWING OFFENSES:***

- Physical harm or fighting
- Vandalism
- Theft
- Extreme disrespectful behavior

## ***CELL PHONE USE AND ELECTRONIC DEVICES***

**Cell phones and electronic devices which have internet capabilities and, or recording/photographic technology are expected to remain stowed away within campers personal belongings throughout the day. These forms of electronics should only be used on a limited basis for parent contact if necessary. These devices will not be permitted for use as an alternate form of entertainment during camp. Prolonged or excessive use of these items will result in the temporary confiscation of the device until dismissal time.**

\*Refunds will not be issued for program days or weeks missed due to disciplinary action. Discipline is cumulative throughout the calendar school year. Cumulative offenses include Fun Days and or Holiday programs and will count toward After School accruals. Summer program discipline is accrued separately within summer program only.

Signature Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# GENERAL PARENT/GUARDIAN INFORMATION

## GENERAL PROGRAM HOURS

(See hours for your selected program below)

*After School Camp:* Monday through Friday, 2:10 p.m. – 5 p.m., when school is in session.

*Summer Camp:* Monday through Friday, 8 a.m. - 5 p.m.

*Fun Days, Winter and Spring Camp:* Days based on annual school calendar, 8 a.m. - 5 p.m.

## Check Out Procedure

All parent/guardians must sign out children in Procure System. Children are not permitted to leave property, or be signed out by any person other than those designated unless prior written consent from the legal parent or guardian has been authorized. Authorized pick up persons must be 18 years or over. Please have your child picked up by 5:30 p.m. Severe weather or circumstances beyond Recreation Staff control could require early pick up arrangements to be made by parents.

## Heat and Sun

Parents must supply their own sunscreen and bug spray and educate their children on proper application. Staff will remind kids regularly about reapplying sunscreen. Multiple applications throughout the day are advised. During summer months, please send plenty of drinks for your child. Drinking fountains and bottled water vending machines are available on site. Refillable water bottles are recommended. Swimsuit, towel and sunscreen may be required daily depending on program.

## Personal Items

Personal items are the responsibility of the participant. Recreation Staff cannot guarantee the security of electronics games, jewelry, money, clothing, etc.

## Food

There is no refrigeration or microwave available for campers. Bottled water vending machines and drinking fountains are available on site. The Recreation Department does not offer snacks or meals for specific dietary needs. If your child has any dietary restrictions please be sure to provide a safe snack and/or meal for the day.

## Medical Info

Please make the Recreation Staff aware of any special needs, medical conditions, handicaps, or medications that may be applicable during your child(ren)'s visit. There is a location for this info on the main registration form.

## Toilet Training

Children must be toilet trained and able to independently use restroom facilities.

## Lost and Found

Items will be held for one week and are located in the plastic bin in the lobby.

## Financial Assistance

Financial assistance is available on a sliding fee scale. All applicants will be reviewed by the financial assistance committee for approval. Students may participate until final approval is obtained by the committee and will need to complete the registration packet with parent contact numbers and permission waivers. A member of the Recreation Staff will contact you on the status of your request. Please make sure all required paperwork is attached to your financial assistance forms upon submittal. All financial assistance information is confidential.

Signature Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# MEDICATION / ILLNESS POLICY

## MEDICATION IN GENERAL

The Sanibel Recreation Department cannot administer any form of medication to campers during their visit. This also includes any medication used to reduce symptoms of a fever, allergies or allergic reactions, use of Benadryl, or any medicine used to treat stings or insect bites along with hydrogen peroxide or alcohol-based disinfecting agents.

## OVER THE COUNTER MEDICATION

*Over the counter medications such as aspirin, ibuprofen, and or cough medicine can be administered with written permission from the child(ren)'s **parent and physician**.* Participants taking prescribed medications for prolonged weeks or months should have meds administered prior to arrival at the Recreation Program, or through proper school channels before dismissal at school if applicable. Any medication to be administered by Recreation Staff must have the following:

- Be presented in its original container and sealed tightly
- Have a label with the child's name
- Have an up to date expiration on container
- Have listed with meds, time, days and dose to be given
- Family physicians name and phone number attached

## FEVER AND SYMPTOMS

Please **DO NOT** send your child(ren) to Recreation Programs if he / she is, or has within the last 24 hours, been awaiting test results for Strep throat, other communicable disease, lice **or is displaying any of the following symptoms:**

- Fever (100 degrees or higher)
- COVID-19 symptoms (i.e., fever, chills, cough, shortness of breath, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea).
- Nausea or vomiting
- Diarrhea
- Severe asthma or allergies
- Contagious skin or eye infection
- Colored discharge from nose indicating infection
- Not feeling well / lethargic behavior / increased crying or irritability

For the protection of the rest of the campers at the Recreation Programs, a staff member will contact you immediately if your child is displaying any of the above mentioned symptoms. Children with symptoms will be removed from group activities and pick up will be expected within 30 minutes of parent or guardian notification.

Signature Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## OFF-PROPERTY NATURE AND FITNESS WALKS CONSENT WAIVER

Day camp travel itineraries may or may not apply to all programs offered throughout the calendar year. After-School, Holiday, and Fun Day program travel days will be determined by staff and may require minimal money for locally discounted treats. Summer program may include off-property nature and fitness walks. Off-property nature and fitness walks may include but are not limited to:

- CROW
- DING DARLING
- SCCF

**Child(ren)'s name:** \_\_\_\_\_

I, intending to be legally bound, for myself and the above named child(ren), our heirs or executors, assigns, waive hold harmless, and forever discharge, any and all rights and claims for damages, which we have or may here after accrue to us against the City of Sanibel, its agents or employees, for any and all damages that might be sustained or suffered by the above named child(ren) in any way connected with the Recreation Program.

**Signature Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## MOVIE WAIVER

Only movies with a "G" or "PG" rating will be shown during Youth Programs.

**PARENT INITIAL:** \_\_\_\_\_



# PHOTO RELEASE FORM

## (PERMISSION TO USE PHOTOGRAPHS)

For valuable consideration, acknowledged to be received and sufficient, I hereby grant to the City of Sanibel, its agents, officials, representatives and employees, the irrevocable and unrestricted right to use and publish photographs of me, or in which I may be included, or my property, for editorial, trade, advertising and any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same. I hereby release the City of Sanibel, its agents, officials, representatives and employees, from all claims and liability relating to said photographs.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Witness #1 Signature  
Guardian)

\_\_\_\_\_  
Signature (If Minor, Signature of Parent or Guardian)

\_\_\_\_\_  
Witness #1 Printed Name

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Witness #2 Signature

\_\_\_\_\_  
Child(ren) Printed Name

\_\_\_\_\_  
Witness#2 Printed Name

\_\_\_\_\_  
Address



# PICK UP POLICY

The youth programs conclude at 5 p.m. This is when all organized programming has ended for the day. There is a 30 minute grace period for pick up until 5:30 p.m. to assist working families that need additional time to pick up their children. ***If pick ups cannot be made by the 5:30 p.m. grace period, we ask that families make alternate arrangements with other preauthorized (see below) friends or family members to assist.*** Please contact the Recreation Department if you know you are going to be later than the grace period time limit. Please have your secondary plan for pick up prepared if needed. **Please make sure your alternate pick up person is at least 18 years of age and has a valid photo ID at the time of pick up.** After three pick up warnings your child(ren) is subject to a non-refundable indefinite removal from the Recreation Program. The Recreation Staff is **not** permitted to provide phone numbers, organize car pools or ride sharing in any capacity.

**NOTE: It is standard industry practice to charge a fee for participants who are picked up after program hours in order to cover the cost of staffing. Therefore, a late fee of \$5.00 is charged for any youth program participant picked up after 5:35 p.m. An additional \$5.00 fee will be charged for every ten minutes thereafter.**

The Sanibel Recreation Center is **not able to accept** alternate child pick up arrangements over the phone. All additional individuals picking up registered participants must be listed below for official check out. Parents that are requesting additional pick up individuals be added to their registration form must have prior written consent via one of the following:

- \* Adding additional pick up names to this form in advance of pick up day.
- \* A written note signed by the parent/guardian giving permission for alternate individual to pick up.
- \* Emailed permission note signed by parent/guardian sent to us at [trish.phillips@mysanibel.com](mailto:trish.phillips@mysanibel.com).

## PLEASE ADD ANY ADDITIONAL AUTHORIZED FRIENDS OR FAMILY MEMBERS FOR PICK UP IN THE BOXES BELOW:

LAST NAME,	FIRST NAME	RELATIONSHIP	ADDRESS
1.			
Cell ☎:	Cell Carrier:		
2.			
Cell ☎:	Cell Carrier:		
3.			
Cell ☎:	Cell Carrier:		
4.			
Cell ☎:	Cell Carrier:		

Signature Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### ATTENTION 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE PARENTS ONLY!

Independent check out authorization for 7<sup>th</sup> and 8<sup>th</sup> grade students  
Please check the appropriate box below

I DO       I DO NOT

Hereby grant my 7<sup>th</sup> or 8<sup>th</sup> grade student: \_\_\_\_\_, permission to independently sign out of the after school and/or summer program at the Recreation Center without a parent or guardian present.

Signature Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_