



OKC PARKS

Virtual Learning Academy

Parent Information Packet

Dear Parent/Guardians,

OKC Parks is opening eight community centers to children who need supervision and care during the virtual learning platforms many schools have implemented during the beginning of the 2020-2021 school year. This program is open to children who are actively engaged in a virtual learning plan provided by their school. The eight locations will be open for enrollment beginning Monday, August 10 children who are in Kindergarten through Eighth Grade on a first-come, first-served basis.

The community center virtual learning days begin at 7:00am and end at 3:30pm. You have the option of enrolling your child for extended care from 3:30-6:00 pm by enrolling in the OKC Parks After School Kids Club. Enrollment packets must be completed prior to registration. Enrollment in the virtual learning day is free and enrollment in the OKC Parks After School Kids Club is \$10 per child, per month.

To register your children to participate in the OKC Parks Virtual Academy and OKC Parks After School Kids Club, please complete the enrollment packet and email it to camp@okc.gov. Recreation staff will reach out to you to complete your registration over the phone.

Please read our Parent Packet in its entirety. Keep pages 1-5 for yourself and complete pages 5-7 to return to us for registration.

We look forward to providing a safe and nurturing environment for your child to complete their virtual schoolwork during these unprecedented times!



OKC PARKS

INFORMATION AT A GLANCE

OKC Parks Virtual Academy Fall 2020

Recreation Office: 420 W Main St. #210
Oklahoma City, OK 73102
Phone: 405-297-2211

Website: www.okc.gov/parks

Virtual Academy Hours: Monday-Friday 7:00am-3:00pm
Drop-Off Hours: 7:00am-8:00am
Pick up Hours: 3:00pm-3:30pm

Important Program Information:

- OKC Parks Staff are not certified educators.
- Parents must monitor their child(ren)'s progress, staff are not responsible for assignment completion and grades.
- Children who need 1-on-1 assistance must provide an on-site helper each day.
- We reserve the right to refuse or stop service of this program for any participant.
- Children must be potty trained.
- OKC Parks and its staff are not liable for items brought into our facilities that are lost, stolen, or broken.
- If a child/parent No Call/No Shows (does not call-in and does not show-up) for more than one-week they will be removed from the program.

Please call each day if your child will be absent!

Child Supervision

For your child's safety, while in our programs, your child will be under consistent supervision. They will be signed in at the beginning of the day and must be signed out by a designated individual to leave our premises. Children will always remain within the visual or hearing range of a staff member. We have a 9:1 child/adult ratio.

Guardian Concerns

If at any time you have a comment, concern, or question about the program, procedures or staff, you are encouraged to discuss the matter with the on-site program coordinator. If you are not satisfied with the outcome of that conversation, you may call the Recreation Office, at (405) 297-2211 to seek additional resolve.

Lunch and Snacks

OKC Parks is working with the State's Child Nutrition Services, who is waiting on a decision from the USDA, to determine if we will be able to serve Breakfast and Lunch during the OKC Parks Virtual Academy. In partnership with the Regional Food Bank, a snack and supper will be served, during the OKC Parks Afterschool Program.

Facility Pandemic Protocols

Each community center follows CDC guidelines for sanitation during the COVID-19 pandemic. Rooms are sanitized each time a group of children move to different locations. Children are kept in the same groups all day. Temperature checks are performed before any person enters the building and any person who exhibits a temperature of 100.4 degrees or higher is not allowed in the building. Hand washing is performed regularly, and hand sanitizers are applied between activities and when moving between rooms. Tables, chairs, restrooms, and high-touch points are cleaned every hour. Children 6 years and older must wear a mask while indoors and not engaged in a physical activity.

Disciplinary Procedures

Parents/Guardians may be called in cases of disciplinary action or other incidents. We may ask your child to sit out activities if they cannot behave or sit in time-out for a period. In severe cases, you may be asked to come to the facility for a conference or early dismissal.

Attire/Shoes

Participants should wear comfortable, school appropriate clothes and shoes for moving around and burning energy. All campers must wear close-toe sneakers or sandals with a heel strap.

Medical Record Information

To ensure the safety of all children, we require an emergency contact form. This form is included in this parent information packet. It is your responsibility to share any other important information regarding your child's health with camp staff. A current copy of your child's immunization records are required to be on file. **Staff will not administer any medications. If your child requires medication at any time during the day please instruct your child on how to take their medication or you may visit the recreation center and administer them yourself.**

Illness/Injury

If your child is/or becomes ill while at camp, a staff member will contact you to pick up your child. Please pick them up in a timely manner. If your child is injured, we will contact you. If we are unable to reach you in the event your child needs serious medical care, he/she will be transported to the hospital via ambulance. **It is exceedingly important that you notify OKC Parks of any changes to your emergency contact information.**

What Children Need to Bring Everyday

Backpack/Bookbag

This allows all of your child's belongings to be stored neatly and securely during their time at our facility.

Virtual Learning Device/Accessories

Tablet, Computer, mobile hotspot (if issued), cellular device if required. and power cable. Headphones with microphone capabilities.

School Supplies Necessary to Complete Schoolwork

Pencils, Paper, Calculators, Textbooks, etc.

Mask

Masks are required for all participants ages 6 and older.

Small Bottle of Personal Hand Sanitizer

For individual and not shared usage, facility will have shared sanitizer stations as well.

Lunch & Snack

Please plan to send a lunch and snack unless you receive further correspondence from us about approval from the State's Child Nutrition Services. We ask that food and snacks are peanut free.

Refillable Water Bottle

Children are encouraged to keep their water bottle filled and to drink water throughout the day. You may consider filling water bottles with ice at home to help keep water cool throughout the day. **WATER FOUNTAINS WILL BE UNABLE TO BE USED EXCEPT TO FILL UP A WATER BOTTLE.**



Parks & Recreation Registration Form

REGISTER

Parent/Guardian Name: _____ Adult Birth Date _____

Address: _____ City _____ Zip _____

Home Phone: _____ Cell Phone _____ Work Phone: _____

Email Address: _____

Sign me up for Parks & Recreation e-updates!

By checking this box, I am giving the OKC Parks & Recreation Department permission to send me e-mail updates on related events and activities. My e-mail address will neither be loaned nor sold to outside parties.

Participant's Name _____ Gender _____ Birthdate _____

School District Attended by Participant _____ 2020-21 Grade _____

School Attended by Participant _____ Recreation Site Request _____

Please Register the Participant for:	Yes	No
OKC Parks Virtual Academy (7 am-3:30 pm)		
OKC Parks After School Kids Club (3:30-6 pm - \$10/month)		
Device Information	Yes	No
My child has a Tablet		
My child has a Chrome Book or Laptop		
My child has a cellular enabled device		
My child was issued a hotspot to use with their device		

AUTHORIZATION

I agree to release, indemnify, and hold the City of Oklahoma City, its agents, officers and employees (City) harmless from any and all liability claims, actions, judgments, damages, or injuries of every kind and nature whatsoever to myself, the participant(s) I am authorizing, and/or his or her property, when that damage or injury arises from participation in activities for which the participant is registered. I further acknowledge that I have familiarized myself with the description of activities, understand that hazards and the participant's personal limitations and knowingly assume all risks. I acknowledge I have read and understand this Liability Waiver, Release and Indemnity Agreement, and understand that I am waiving any claim that may arise against the City for any harm sustained as a result of any activity for which I am registering or for which I am registering a minor child.

_____ (Initial) For publicity purposes, I give permission to take and use photos of people I am registering.

PARTICIPANT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

(If participant is under 18 years of age)



Emergency Contact Form

Child's Name _____ Age _____

Pick-Up Permissions

In case of emergency, please list up to 4 additional individuals for pickup that you did not provide during online registration. In the event your emergency contact picks up the participant a photo ID is required.

Name _____ Relationship to Child _____ Phone (_____) _____

Name _____ Relationship to Child _____ Phone (_____) _____

Name _____ Relationship to Child _____ Phone (_____) _____

Name _____ Relationship to Child _____ Phone (_____) _____

Transportation

Parent/Guardian Initial

I give permission for this child to:

Be transported to nearest medical facility if a medical emergency occurs and I cannot be reached _____

Be transported on field trips _____

Health and Special Needs Information

Child's Physician or Clinic _____ Phone: _____

Street Address _____ City _____ State _____

1. Does your child have any individual special needs involving routine care, behavior and guidance, communication, or positioning? **(Initial)** Yes _____ No _____

If yes, please describe: _____

2. Is your child allergic to any foods, medications, etc.? **(Initial)** Yes _____ No _____

If yes, please describe (include sign & symptoms/severity of reaction): _____

3. Describe any special precautions for diet, medication, or activity, if applicable:

4. Describe any specific disciplinary measures you do or do not want taken for your child (time outs, loss of privileges, etc.):

5. I give permission for City of Oklahoma City Staff to consult with health and child development professionals regarding my child's needs. **(Initial)** Yes _____ No _____



OKC Parks Virtual Academy Code of Conduct

Our philosophy focuses on the need and growth of both the individual and the overall group. To maintain a positive and safe environment, participants are expected to follow this code of conduct.

Be respectful by...

- treating others as I would like to be treated with respect and courtesy.
- openly listening to other's thoughts and opinions.
- not taking part or leading any bullying, harassment, name calling, unwanted teasing or exclusion of others.
- respecting other belongings and facility equipment/supplies.

Be responsible by...

- wearing appropriate clothing/shoes each day.
- informing facility staff of challenges you have with another participant(s), activity, or other situation. If staff is not informed, they may not be able to stop the problem or provide assistance.
- accepting personal responsibility for my actions.

Be positive by...

- communicating appropriately, which excludes the use of foul language, gestures, harsh words, or slurs.
- actively showing support for the activities, participants, and staff.

Be committed by...

- having fun, learning, making new friends, and having new positive experiences.
- challenging myself to actively participate in all the scheduled activities.
- staying with my group.

Be safe by...

- following (and encouraging others to follow) all rules and regulations provided by staff.
- refraining from deliberately causing bodily harm. I understand that pushing, hitting, kicking, and fighting are not acceptable behaviors and will not be tolerated.

1st Offense: Verbal Warning from Staff, timeout/loss of privileges as needed.

2nd Offense: Written Warning from Staff* timeout/loss of privileges as needed.

3rd Offense: Written Warning from Staff* parents called/participant sent home.

4th Offense: Written Warning from Staff* parents called participant suspend minimum of 1 week.

PARTICIPANT NAME: _____

PARTICIPANT SIGNATURE: _____

PARENT SIGNATURE: _____

Children who are suspended or whose illness prohibits participation must be picked up from camp within 60 minutes of notification. *Oklahoma City Parks reserves the right to modify, repeat, accelerate steps or not use the outlined processes as the situation demands.

